Faculty Meditrek Guide

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Logging in to Meditrek

You should receive your Meditrek username and password directly from Meditrek. Once you have login credentials you will continue to use the same ones from quarter to quarter.

   a. Make sure the URL is “edu” not “www” or you will not be able to login
2. Click on “user login” in the top right side of the page

3. You will then be prompted to enter in your username and password
   a. The password is case sensitive
Reviewing Preceptor Information

As a School of Nursing faculty member, it is often helpful to have the preceptor’s information to conduct your phone conferences. It also is another layer to ensure our students are using the preceptor that they have been approved for. **Students cannot use unapproved preceptors for their experience unless they will be working with them for less than 25% of their hours.** If students will be using and individual for more than 25% of their hours they must have approval.

Follow the below step-by-step directions.

1. **Log in to your Meditrek Account**

   2. Click on “For administrative access, please click here”.

   ![Login to Meditrek Account](image)

   **Welcome Test Faculty to HSed Meditrek**

   ![Welcome Faculty](image)

   ![View Forms and Records](image)

   ![Nurse Practitioner Programs](image)

   3. Click on “Practicum Application Module”
You will see a list of the students’ applications that are either approved or being worked on.

Make sure that you locate the correct course information and that the application is **APPROVED**.

a. If the student does not have an approved application on file, please alert us immediately.

Click on the course number that is blue and underlined.
10. Click on “Preceptor Information” in the checklist.

11. You will then see this screen with all of the preceptor’s information provided by the student.

12. When you are completed, you can exist out to return to the “checklist” page to search for another student or completely close out to end your session.
Evaluation Overview

- Final Evaluations are released Monday of Week 9 and are to be completed by Friday of Week 10 for all School of Nursing.
- Emails go out directly to students, preceptors, and clinical with their login information and alerting them to complete an evaluation.

Completing Clinical Faculty Evaluations

Watch a Webinar on this HERE or follow the below step-by-step directions

1. Login to your Meditrek account

2. Click on “To access your evaluations, please click here”

3. Your students should be listed here.

4. If you are missing student or have students on your list that are not part of your clinical cohort, please contact us at nursingfield@mail.waldenu.edu and let us know which ones.

5. Click on “due” to open the evaluation for that student
6. You will complete this evaluation for each of your students.

7. Using the response scale, answer each of the questions.

8. If you give a student a three or below, you must offer comments.

9. You will also be asked to Evaluate the Preceptor/Agency

10. To complete the evaluation Enter your Meditrek Password.

11. You can save as final or as a draft

   a. Save as a draft allows you to come back and complete later

12. Once you save as final, the evaluation moves to “view evaluations you have completed”, and you can go back later and view
Reviewing Evaluations—All Didactic Faculty

Reviewing evaluations helps us ensure we are receiving evaluations and helps faculty with grading. All evaluations should be reviewed and signed off by didactic faculty.

a. NP Didactic faculty will review a total of three (3) evaluations per student practicum experience; 1 from the preceptor, 1 from the student, and 1 from the clinical faculty

b. SP and DNP Didactic faculty will review a total of (2) evaluations per student practicum experience; 1 from the preceptor and 1 from the student

1. Login to your Meditrek account

2. Click on “For Administrative access, please click here”

3. Click “Student Eval Summary”

4. Search student by Last Name, First Name

5. Click on the student

6. Click “Select”
8. When you have completed reviewing the preceptor’s evaluation of the student, click on “submit for review” at the bottom of the evaluation, this indicates the evaluation was reviewed.

9. Once reviewed a green check will appear and you are finished with the evaluations.

10. You can review a new student by choosing their name from the dropdown.

7. To open any of the completed evaluations, click on the blue hyperlinked name.
Nurse Time Logs

Overview
Students in the nurse practitioner specializations (FNP, AGNP, AGACNP) have two distinct logs.

1. “patient Time Logs” where they record every patient that they see. They will need to include patient information, site information, diagnosis, procedure etc.
   a. If they cannot find a diagnosis or procedure listed—they can add more information to the “student notes”
   b. Once they chose their preceptor and clinical faculty from the dropdown it will auto populate that each time
   c. Students should make sure they are using their clinical faculty, not didactic faculty.
2. “Daily Tim Log” where they log in their daily hours. They should record every day that they are in clinic and will use these to log their hours.
3. Students and faculty can edit and delete any entries for patient logs or daily time logs, until they are signed off on by the clinical faculty and/or the preceptor. If you notice a student chose the wrong instructor, entered incorrect time, objectives etc., please reach out to student to have them edit and/or delete the entry or do it yourself.
4. Time logs need to be signed at the end of the quarter by students’ faculty and preceptor.

MSN Specialty (ED, LM, IN) and DNP Time Logs
Follow the below step-by-step directions.

1. Login to Meditrek

2. Then click on the paper icon under “records” for “time logs”. Do not click on the hyperlinked word “time logs” as this will take you to an example, not the record.
Signing off on Daily Time Logs—ALL SON FACULTY

Follow these step-by-step directions

1. Click on the paper icon under “records” next to “time logs”. Do not click on the hyperlinked words “time logs” as this will take you to an example, not the records.

2. Click on “Daily Log Report Sign Off”
4. This will show your students; you can filter by the current quarter for ease. You must click “Select” after you chose your filters.

5. Then click on “new” to open the record to sign off on.

Contact Information

SON Field Experience Email: nursingfield@mail.waldenu.edu

SON Field Experience Website: http://academicguides.waldenu.edu/fieldexperience/son

SON Field Experience Toll Free Phone Number: 1-855-593-9632
Frequently Asked Questions

Q: I don’t see any time logs for one of my students, why aren’t they in my class?

A: If you cannot see timelogs for a student it is because they have either not entered any timelogs yet or because they have selected the incorrect faculty when creating a time log. Outreach to the student. If the logs have not been signed off on by the preceptor yet the student can still change them. If they have been signed by the preceptor reach out to the SON Field Experience Office for assistance.

Q: There are time logs for a student on my list in Meditrek and I am not that student’s instructor. What do I do?

A: This means that the student has incorrectly selected you as their faculty. Email the Field Experience Office for assistance.

Q: My student’s evaluations are scheduled for a different faculty member?

A: Some students are taking two classes and thus have two faculty. If they do not have an evaluation for you reach out to the Field Experience Office and they will schedule an evaluation for you.

Q: My student filed their time logs under the wrong class, what now?

A: If the neither you nor the preceptor have signed of on the hours yet you or the student can edit the log to indicate the correct course. If the logs have been signed by you or the preceptor reach out to the Field Experience Office for assistance to correct this mistake.

Q: I can’t remember by Meditrek Credentials. Can I have them resent?

A: Yes, email nursingfield@mail.waldenu.edu. We can request that meditrek send your credentials to your Walden Email address.