Meditrek Tutorial

Practicum Application Tutorial for Meditrek
Graduate Practicum
School of Nursing

This tutorial explains how to complete and submit a practicum application through Meditrek.

Meditrek, a product of HSoft Corporation, is a user-friendly online tool that will help you apply for, track and manage your practicum experience. Meditrek will help you:

• Collaborate more effectively with faculty and preceptors.
• Track your time spent at each clinical field site and organize it by course, term, and more.
• Provide documentation of your experience to potential employers or certifying agencies for certificates and licensure.
• Access the system 24 hours a day from anywhere with an Internet connection, including your computer, tablet, and smartphone, even after you graduate.

IMPORTANT: Be sure to submit your practicum application through Meditrek before the deadline.

Applications are due one full quarter before your practicum course begins.

<table>
<thead>
<tr>
<th>If students plan to enroll in a practicum course in this quarter:</th>
<th>Their practicum application is due the FIRST day of this quarter:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Quarter (August)</td>
<td>Summer Quarter (May)</td>
</tr>
<tr>
<td>Winter Quarter (November)</td>
<td>Fall Quarter (August)</td>
</tr>
<tr>
<td>Spring Quarter (February)</td>
<td>Winter Quarter (November)</td>
</tr>
<tr>
<td>Summer Quarter (May)</td>
<td>Spring Quarter (February)</td>
</tr>
</tbody>
</table>

Students who have not correctly completed and submitted their application on time or have not received application approval will be delayed in starting their practicum course to the next term.

Resources

Practicum Manuals:  [https://academicguides.waldenu.edu/fieldexperience/son/formsanddocuments](https://academicguides.waldenu.edu/fieldexperience/son/formsanddocuments)

Field Experience Website:  [https://academicguides.waldenu.edu/fieldexperience/son](https://academicguides.waldenu.edu/fieldexperience/son)
### Getting Started

**Overview:**

1. You will receive your login credentials in an email with login directions from Meditrek.

   To log in, go to the Meditrek website, and look for the “User Login” button in the upper-right corner of the page.

   [https://edu.meditrek.com](https://edu.meditrek.com)

   **NOTE:** If you do not receive your Meditrek credentials approximately 6 months prior to starting your first practicum course, complete this [online request form for Meditrek Credentials](#).

2. Click the “Practicum Application” button to start the Application.

3. If you have already started or submitted an Application, it will be listed in the “Continue an Existing Application” section; click the actual course number in the “Course” column to continue the Application or check its current status; see Step 5.

   Otherwise, Start a New Application, as described in Step 4.

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*Practicum Application Tutorial for Meditrek – Graduate Practicum*
### Practicum Application Checklist

**Overview:**

4. **To Start New Application:**
   1. Choose the correct “Application Type” by selecting the appropriate radio button.
   2. Use the “Course” and “Starting Quarter” drop-down menus to choose appropriate selections.
   3. Click the “Start New” button.

Students are only able to open an application two quarters before the application deadline.

5. The Practicum Application page is a checklist of “Forms to Complete” and “Documents to Upload”; as each item in the Checklist is completed, a green Checkmark will appear in the box to its left. If the checkbox is red, that means it is not completed.

6. Each item in the checklist displays its current status. You can check the status messages to see if the Form or Document has been uploaded, reviewed and accepted.

7. At any time, you can click the “Choose Different Application” button to return to the previous screen to choose or start a different application.

**NOTE:** It’s very important that you double check you are applying for the right course for the correct quarter. Make sure you choose carefully. Your application will only be processed for the course and quarter you select. Selecting the wrong quarter will delay you in beginning your practicum course.
### Forms to Complete

Instructions to complete each form as part of the Application Checklist.

<table>
<thead>
<tr>
<th>Form</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>The application checklist has four forms for the student to complete.</td>
</tr>
<tr>
<td>9.</td>
<td>Click on the link for the “Affiliation Agreement”. Select “New” from the drop down menu, then click “Submit.” This will take you to the Affiliation Agreement Form segment of your application. Complete requested information in all fields for information about the field site and contact information for the field site administrator. You must click “Submit Field Site Application”. We will use this information to determine if we have an affiliation agreement on file or if we need to contact the field site to establish an agreement. We will contact the field site directly. The student does not need to obtain an agreement from the field site. <strong>NOTE:</strong> Please be sure the contact information for the field site administrator is correct to avoid delays in processing.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the link for the “Student Information”. Complete all fields. Click the “Submit” button. This form will automatically be completed on subsequent applications. Please be sure that this information is accurate each time you complete an application.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the link for the “Preceptor &amp; Field Site Information”. Select “New” from the drop down menu, then click “Submit.” This will take you to the Preceptor and Field Site Information Form segment of your application. Complete all fields. This information is used to determine if the field site and preceptor are appropriate for the specific course. Please be sure to enter as much information as possible about the field site, preceptor and the qualifications of the preceptor. Click “Submit Preceptor Information” button to submit the information. Once you click this button, the preceptor will be emailed the Preceptor Commitment Form. You can have this form resent from this page by opening it again and selecting “Yes” to the question “Would you like to resend the preceptor commitment form?” at the bottom of the form and clicking “Submit Preceptor Information” again.</td>
</tr>
<tr>
<td>12.</td>
<td>Click the link for “FERPA Release”. Complete all fields.</td>
</tr>
</tbody>
</table>

### Links to Resources on the Field Experience Website

- **Preceptor Commitment Form**
- **Field Experience Website:** [https://academicguides.waldenu.edu/fieldexperience/son](https://academicguides.waldenu.edu/fieldexperience/son)
### Upload Manager

Instructions on how to upload documents to Meditrek to link to application requirements.

**Overview:**

13. Clicking any of the links for “Documents to Upload” will open the “Upload Manager”, which can be used to review uploaded documents, and upload new or updated documents. Instructions are at the top of the screen.

**NOTE:** Documents saved on the “Uploaded Manager” will be available to access for other applications at any time unless the document is deleted.

14. Click the “Choose File” button to locate the file on your computer.

15. It is recommended that you add a description for each document with the preceptor last name to clearly identify documents as all documents for all courses and future quarters will be housed in the “Upload Manager”.

**Tip:** Developing a naming system is highly recommended.

16. Click “Upload” to begin uploading the document.

17. You can click the link of your “FILENAME” to access your uploaded document in this section to review it.
### Upload Manager (Part II)

Instructions to link each document for required documents for the following requirements:
- Student Professional Liability Insurance
- Student RN License
- Preceptor Commitment Form

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td>For each document requirement on the application checklist, you must link the actual document in the “Upload Manager” to each specific application requirement. You will need to save your uploaded document to the application “Checklist” for each requirement. To do this, click the drop-down box by the “Choose Document Type” to select the correct requirement in the drop-down box.</td>
</tr>
<tr>
<td>19.</td>
<td>Click the “Select” button.</td>
</tr>
<tr>
<td>20.</td>
<td>Choose an uploaded file using the File drop-down menu.</td>
</tr>
<tr>
<td>21.</td>
<td>Other fields are usually required that are requirement specific. Please read the context-sensitive instructions for the selected document type for more details. Follow all instructions on the screen and complete all required areas.</td>
</tr>
<tr>
<td>22.</td>
<td>Click “Save” to save and link the uploaded document to your Application Checklist. Once you have completed this step, the check box on the “Application Checklist” next to the requirement should have a green checkmark. NOTE: If the box is still red on “Checklist”, then the document did not get properly uploaded or linked. Please repeat these steps.</td>
</tr>
</tbody>
</table>
| 23.  | Complete steps 14-18 for each of the “Documents to Upload” sections to include the following:  
  - Student Professional Liability Insurance  
  - Student RN License  
  - Preceptor Commitment Form  
  NOTE: Please review your program practicum manual for specific requirements for these documents. There are specific requirements that must be met in order for the Field Experience staff to accept them. If these documents are not correct, it will delay the potential approval of your application. Please review all requirements online at [https://academicguides.waldenu.edu/fieldexperience/son/formsanddocuments](https://academicguides.waldenu.edu/fieldexperience/son/formsanddocuments) |

**NOTES**
- Please check to be sure all documents are uploaded and linked correctly and to the correct requirement. If these documents are linked incorrectly, this will delay application review and processing.
- Documents that have already been uploaded previously may be used to upload to other applications. Documents may be relinked.
- This is the location to change which uploaded document is linked if you would like to change which document is uploaded and linked.
**Additional Requirements**

24. **Onboarding Requirements:**

From the application checklist, click on the link for “Onboarding Requirements”. The link will bring you to this “Onboarding Requirements” page. Students must complete onboarding requirements in CastleBranch prior to being approved for practicum. CastleBranch does not need to be complete prior to submitting an application in Meditrek.

Please check the radio button that best describes your status of completing onboarding requirements in your CastleBranch account.

NOTE: Please refer to the Practicum Manual for more information regarding the onboarding policy and requirements.

**Final Application Submission**

25. **Final Application Submission:**

After every item in the Checklist has been completed or uploaded and the checkbox is green, you need to submit the application by marking the checkbox and entering your password.

The application will stay in incomplete status until the “Submit” button is clicked. Applications that are not submitted are not reviewed.

Returned Applications:

If you have a returned application, this is also how to finalize and submit an application after it has been returned and necessary corrections have been made. Please be sure to correct all issues or it will be returned again for further work.

NOTE: An application is not reviewed by the Field Experience Office until it finalized and submitted in Meditrek. Students must click the “Submit” button in order for it to be reviewed by the Field Experience Office.

NOTE: Please see page 8 for status definitions for applications and affiliation agreements.
26. You can check the status of your application in Meditrek. The “Status” column lists the status of the application. To check the status of the application review, click on the hyperlink for the course number in the left column. It will bring you to the checklist page, which will provide detailed information on the status of each section within your application.

### Application Status

Students can monitor the progress of their application review and approval in their application checklist in Meditrek. For additional information on how to check your application status: Determining the Status of Your Application.

The application status descriptions are as follows:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete-Started</td>
<td>Course number and quarter have been selected</td>
</tr>
<tr>
<td>Incomplete</td>
<td>Some checklist items have been filled out but application is not officially submitted for review</td>
</tr>
<tr>
<td>Submitted</td>
<td>The completed (aka finalized) application has been submitted to Walden for review</td>
</tr>
<tr>
<td>Pending</td>
<td>The application is being reviewed by the School of Nursing Field Experience Team</td>
</tr>
<tr>
<td>On Hold</td>
<td>The application is pending approval of the field site affiliation agreement and/or onboarding requirements</td>
</tr>
<tr>
<td>Final Review</td>
<td>The application is awaiting final review by the School of Nursing Field Experience Team</td>
</tr>
<tr>
<td>Approved</td>
<td>The application has been fully approved</td>
</tr>
<tr>
<td>Returned</td>
<td>The application has problems that need to be fixed by the student and resubmitted for review (see email for details)</td>
</tr>
<tr>
<td>Closed</td>
<td>The application has been closed due to inability to approve the application (see email for details)</td>
</tr>
</tbody>
</table>

### Affiliation Agreement Status

Students can monitor the progress of the affiliation agreement process in their application checklist in Meditrek. The affiliation agreement status descriptions are as follows:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Submitted by Student</td>
<td>Application has been submitted by the student. The field site affiliation agreement information has not been reviewed by the field education staff.</td>
</tr>
<tr>
<td>Initial Request Sent to Field Site</td>
<td>Walden University does not have an existing valid agreement for this field site. The field education coordinator has sent an e-mail request to the field site administrator to initiate an agreement. Reminders are e-mailed to the field site administrator every 2 weeks when in this status. E-mails are sent using the contact information of the filed site administrate listed by the student on the application.</td>
</tr>
<tr>
<td>Awaiting Response from Field Site</td>
<td>The field education coordinator has received a communication from the field site organization but has not received an agreement template from the field site and/or is awaiting a follow-up response from the field site organization.</td>
</tr>
<tr>
<td>Submitted to Walden Field Experience</td>
<td>Information has been submitted regarding the field site and is being processed by the field education staff to move to the next stage.</td>
</tr>
<tr>
<td>In Legal Negotiations Between Walden and Field Site</td>
<td>Walden University’s legal staff are in negotiations with the field site to complete an affiliation agreement.</td>
</tr>
<tr>
<td>Completed and Approved</td>
<td>The affiliation agreement has been fully executed and approved.</td>
</tr>
</tbody>
</table>
### FAQ (I)

| Q: How will I receive my login information for Meditrek? | A: You will receive your login credentials in an email from Meditrek 6 months prior to your first practicum course. The email will come from the following address: support@hssoft.org. Please watch for the email from Meditrek as it will contain directions for logging in to Meditrek as well as your password information. Please monitor your junk/spam email folder. |
| Q: What if I didn’t get login information; who do I contact? | A: If you do not receive your Meditrek credentials approximately 6 months prior to starting your first practicum course, complete this [online request form for Meditrek Credentials](#). |
| Q: Who do I contact if I have issues logging in to Meditrek? | A: If you have any questions once you receive access to Meditrek, please contact the Field Experience Office. Include your name, student ID number, and degree program with any correspondence. |
| Q: Who can I contact after I have reviewed the link and the manual if I still have questions? | A: For specific questions about the practicum application process and/or appropriateness of a specific site or preceptor contact nursingfield@mail.waldenu.edu. |
| Q: Where do I find basic information about the preceptor and site requirements for my practicums? | A: FAQs regarding practicum requirements, including information about appropriate preceptors sites and experiences for each of your practicum courses are found in the [manual here](#). |
| Q: Will I be notified when my application has been received? | A: Yes. You will receive an auto response upon submission of your application. You will be able to track your application as it is reviewed & approved by field experience staff by monitoring the “Application Checklist”. |
| Q: I submitted my application a while ago and haven’t heard anything, what should I do? | A: The Field Experience staff begin reviewing applications after the application deadline and review applications in the order they were submitted in Meditrek. Students should double check to be sure they submitted the application for the correct course and quarter. Students can monitor the progress of the review of their application in Meditrek. Students may contact nursingfield@mail.waldenu.edu with any concerns regarding their application review. |
| Q: My preceptor insists on sending their information directly to Walden. What should I do? | A: If your preceptor is requesting to send their information directly to Walden send an email to the Nursing Field Experience office at nursingfield@mail.waldenu.edu and arrangements will be made to accommodate this request. |
FAQ (II)

- **Q:** How do I check the status of the review of my application?  
  **A:** Students may check the status of their practicum application by completing the following steps:
  - Log in to Meditrek.
  - Click on the ‘Practicum Application’ button in the upper left corner.
  - Review the status listed in the ‘Status’ column next to the application in question.
  - For more information about what the status of your application means, see page 8.
  To monitor the progress of your application review, click on the course number hyperlink in the left column. Here you can view more detailed information on the status of each section within your application.

- **Q:** What is the deadline for turning in my practicum application? Can I turn my application in late?  
  **A:** The application deadline is the first day of classes the quarter before you plan to take the practicum course. If an application is submitted late after the deadline, there is no guarantee that staff will be able to review the application in a timely manner prior to term start. Late applications will not be accepted at a certain point before the term starts.

- **Q:** What information do I need to have in order to fill out my practicum application?  
  **A:** You will need contact information including name, address, phone number, and email address for both your preceptor and the Field Site Administrator at the site responsible for affiliation agreements. You will need the name of the field site. You will also need the "Preceptor Commitment Form" completed by the preceptor. You will need your RN license and your certificate of professional liability insurance.

- **Q:** Does my preceptor need to submit or sign anything for my application?  
  **A:** Yes. An email will be sent to your preceptor at the email address you provide in your application once you click “submit preceptor information”. The email will include the “Preceptor Commitment Form” that the preceptor needs to read, complete, sign, and send back to you for uploading. You will need to upload this document into Meditrek. This is the “Preceptor Commitment Form.”

- **Q:** Can I change my password?  
  **A:** Passwords are used as signatures so they need to be on record with Meditrek. Students are encouraged to keep the password they are assigned. However, if you need to change your password due to a security issue you may send a request via email to support@hssoft.org.
FAQ (III)

• Q: What does my field site administrator have to do in regards to the agreement?  
  A: If there is a current agreement, your field site administrator does not need to be involved. If we do not have an agreement, the Field Experience Staff will reach out to them asking them how they would like to proceed with reaching an agreement. They will be provided our template.

• Q: How do I find out who the field site administrator is?  
  A: Your preceptor should be able to assist you with locating the appropriate individual who is responsible for discussing and/or negotiating affiliation agreements/contracts for the field site. If your preceptor is not able to assist with this information the Human Resources department at the field site should be able to assist you.

• Q: What happens if I need to change my site or preceptor before/after the deadline?  
  A: If the change occurs before the application deadline, you can open a new application in Meditrek and email nursingfield@mail.waldenu.edu to close your old application. If this occurs after the application deadline, please contact nursingfield@mail.walden.edu for further assistance.

• Q: What does it mean when my application is returned? What should I do?  
  A: Please refer to the email sent to you regarding your returned application. The email will provide you an explanation as to why your application was returned and what next steps you should take to resolve any issues. This does not mean we are closing your application, it just means we are returning your application to you for further work. You will need to resubmit your application in Meditrek once you have fixed the issue.

• Q: Why was my application closed? What should I do?  
  A: Please refer to the email sent to you regarding your closed application. The email will provide you an explanation as to why your application was closed. If you feel your application was closed in error or have additional information to support your application, you may appeal this decision. The link to the appeal form is located in the email.

• Q: I updated my application as requested, did you receive it?  
  A: You can check the status of your application in Meditrek to ensure it is now in “Submitted” status. If it is not in “Submitted” status, please review the application checklist to see what steps for finalization of the application still need to be completed. These items will have a red box next to them in your application checklist.
FAQ (IV)

• **Q:** Can I have the quarter or course changed on my application?  
  **A:** Students do need to submit new applications if they would like to submit a new application for a different course or quarter. Applications become part of the student record so we are unable to change the quarter or course within the application.

• **Q:** Can I submit all my practicum applications at once?  
  **A:** You are not able to submit all of your practicum applications at once. Meditrek allows you to submit an application up to two quarters ahead of the quarter start date.

  You may submit applications for more than one course at a time. If you will be using multiple preceptors and/or field sites for one course, you must submit an application for each preceptor/field site.

  Please note that if you apply for multiple courses to take place during one quarter, you may be required to obtain an approved petition to take courses concurrently from Academic Advising.

• **Q:** What is an affiliation agreement? Do I have to arrange for an affiliation agreement to be signed? Will I be notified when the affiliation agreement for my site has been approved?  
  **A:** An affiliation agreement is a contract between the field site and Walden University that defines the legal roles and responsibilities between both parties in relation to a student who participates in a field experience at the field site.

  Note: Please be aware that the affiliation agreement negotiation process can take time and can be extensively lengthy depending on the process of the particular site you select. So, contact information for your field site should be provided as early as possible to avoid a delay of your field experience due to processing times. Also be aware that Walden cannot guarantee successful negotiation of an affiliation agreement with every field site. Therefore, students are strongly encouraged to choose an alternate field site to avoid potential delay of your field experience if an affiliation agreement is not successfully negotiated with the original site. If this occurs, we will notify you as soon as possible.

• **Q:** Where do I find the Preceptor Commitment Form?  
  **A:** Preceptor Commitment Forms will be automatically emailed to the preceptor email address that you enter in the Preceptor and Field Site Information section of the application and when you click the “Submit” button in this section. You will be copied on this email. If you would like to download a copy of the form, you may do so from the Field Experience website, accessible on the this Preceptor Resources Page.
FAQ (V)

- **Q:** What browser will be necessary with Meditrek?  
  **A:** Use:  
  - Firefox  
  - Chrome

- **Q:** I checked the status of my application and it states it is “on hold”. What does this mean?  
  **A:** It means that all of your application documents have been review and approved, including your preceptor. However, the affiliation agreement is still not completed and it needs to be completed/on file before you are fully approved. There may be additional onboarding requirements once the agreement is reached.

- **Q:** If my application is returned to me does that mean I have to submit a new application? Is it considered late?  
  **A:** No. It means that you will have to fix the component of the application that was indicated in the current application and then resubmit that application. Do not start a new application for one that is already in review. It is not late; we go by the original submission date.

- **Q:** My preceptor does not have an email address. Can I submit my application without providing this? Can I just give them the preceptor signature document to sign?  
  **A:** We highly recommend that you include an email for your preceptor. This is how they will get the signature document and login information to complete the required final evaluation(s). If they are comfortable with doing so, they can provide the email for a coworker to receive their emails or they can create an email through yahoo, gmail or other account.

- **Q:** How do I know if my application was submitted and received?  
  **A:** When you log into your Meditrek account the status will indicate “submitted” when your application has been received and submitted.

- **Q:** What is CastleBranch?  
  **A:** CastleBranch is a third-party vendor that Walden utilizes to track onboarding requirements such as background checks, drug screens, health immunizations, HIPPA, OSHA etc. Walden does not collect this information directly from students, rather the student is responsible for uploading the information in CastleBranch and then CastleBranch will let us know if the requirement is met or not.

- **Q:** My site will not assign a preceptor until they hear from Walden. How do I submit my application?  
  **A:** Students should use placeholder information and documents to fill in areas of their application, which are otherwise incomplete without preceptor information. Students may enter “TBD” into the text fields requesting preceptor information. For the Preceptor Commitment Form, students may upload a word document that briefly explains the preceptor will be assigned by the field site after Walden requests placement.