Meditrek Tutorial

Practicum Application Tutorial for Meditrek
Undergraduate 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 mentors.
- 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 part of term before your practicum course begins.
This is approximately six weeks before the start of your practicum.

<table>
<thead>
<tr>
<th>If students plan to enroll in a practicum course in this term:</th>
<th>Their practicum application is due the FIRST day of this term:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall – First Part of Term – Weeks 1-6</td>
<td>Summer – Second Part of Term – Weeks 7-12</td>
</tr>
<tr>
<td>Fall – Second Part of Term – Weeks 7-12</td>
<td>Fall – First Part of Term – Weeks 1-6</td>
</tr>
<tr>
<td>Winter – First Part of Term – Weeks 1-6</td>
<td>Fall – Second Part of Term – Weeks 7-12</td>
</tr>
<tr>
<td>Winter – Second Part of Term – Weeks 7-12</td>
<td>Winter – First Part of Term – Weeks 1-6</td>
</tr>
<tr>
<td>Spring – First Part of Term – Weeks 1-6</td>
<td>Winter – Second Part of Term – Weeks 7-12</td>
</tr>
<tr>
<td>Spring – Second Part of Term – Weeks 7-12</td>
<td>Spring – First Part of Term – Weeks 1-6</td>
</tr>
<tr>
<td>Summer – First Part of Term – Weeks 1-6</td>
<td>Spring – Second Part of Term – Weeks 7-12</td>
</tr>
<tr>
<td>Summer – Second Part of Term – Weeks 7-12</td>
<td>Summer – First Part of Term – Weeks 1-6</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

NOTE: If you do not receive your Meditrek credentials approximately 3 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.

NOTE: Only start one application per course per mentor unless you plan on having multiple mentors.
**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.
## Forms to Complete

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

<table>
<thead>
<tr>
<th></th>
<th>The application checklist has four forms for the student to complete.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Click on the link for the “Field Site Information”. 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 Information”. You will be asked to indicate whether you are an employee of the field site. We will use this information to determine if you need a Service Learning Agreement. By indicating “I am not an employee of the Field Site or the Health System”, Meditrek will activate the option to submit a Service Learning Agreement in section “Documents to Upload”. Students applying for 4220/4221 who are not employees of the field site, will need to obtain a signed copy of the Service Learning Agreement from the field site administrator.</td>
</tr>
<tr>
<td>9.</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>10.</td>
<td>Click the link for the “Mentor Information”. Complete all fields. This information is used to determine if the field site and mentor are appropriate for the specific course. Please be sure to enter as much information as possible about the field site, mentor and the qualifications of the mentor. Click “Submit Mentor Information” button to submit the information. Once you click this button, the mentor will be emailed the Mentor 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 mentor commitment form?” at the bottom of the form and clicking “Submit Mentor Information” again.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the link for “FERPA Release”. Complete all fields. This form will automatically be completed on subsequent applications.</td>
</tr>
</tbody>
</table>

### Check List

The student finalized this application on 11/26/2018 1:00:08 PM Review application

You must complete all forms and upload all documents before you can submit your application. A “Submit” button will appear when you have completed all forms and uploaded all documents. You will need to re-enter your password. Applications will not be reviewed and are not considered received until you submit. Once submitted, you will be able to track the status.

#### Forms to Complete

- **Field Site Information**
  - Status Information Submitted by Student
  - Site name: ABC, AL
  - Administrator: abc

- **Student Information**
  - Status entered: 12/26/2018 5:03:26 PM

- **Mentor Information**
  - Status: Mentor Information entered, email sent 10/18/2018 4:44:09 PM
  - Name: zz@zz.com

- **FERPA Release**
  - Status: signed 8/12/2016 9:20:03 AM

#### Documents to Upload

- **Field Site Service Learning Agreement**: Added 11/26/2018 11:09:53 AM, not reviewed yet
- **Student RN License**: Accepted 12/26/2018 5:18:18 PM by instructor
- **Mentor Commitment Form**: Added 11/26/2018 11:30:13 AM, not reviewed yet

### Links to Resources on the Field Experience Website

- Mentor Commitment Form
- Service Learning Agreement
- 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 “Browse” button to locate the file on your computer.

15. It is recommended that you add a description for each document with the mentor 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 RN License
- Mentor Commitment Form
- Service Learning Agreement

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</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 RN License  
  - Mentor Commitment Form  
  - Service Learning Agreement (Only for NURS 4220/4221 for non-employees of the field site)  
  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/ApplicationProcess/Undergrad |
### Final Application Submission

#### 24. **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.

#### 25. **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 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>
### FAQ (I)

<table>
<thead>
<tr>
<th>Q</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will I receive my login information for Meditrek?</td>
<td>You will receive your login credentials in an email from Meditrek 3 months prior to your first practicum course. The email will come from the following address: <a href="mailto:support@hsoft.org">support@hsoft.org</a>. 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.</td>
</tr>
<tr>
<td>What if I didn’t get login information; who do I contact?</td>
<td>If you do not receive your Meditrek credentials approximately 3 months prior to starting your first practicum course, complete this online request form for Meditrek Credentials.</td>
</tr>
<tr>
<td>Who do I contact if I have issues logging in to Meditrek?</td>
<td>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.</td>
</tr>
<tr>
<td>Who can I contact after I have reviewed the link and the manual if I still have questions?</td>
<td>For specific questions about the practicum application process and/or appropriateness of a specific site or mentor contact <a href="mailto:nursingfield@mail.waldenu.edu">nursingfield@mail.waldenu.edu</a>.</td>
</tr>
<tr>
<td>Where do I find basic information about the mentor and site requirements for my practicums?</td>
<td>FAQs regarding practicum requirements, including information about appropriate mentors sites and experiences for each of your practicum courses are found in the manual here.</td>
</tr>
<tr>
<td>Will I be notified when my application has been received?</td>
<td>Yes. You will receive an auto response upon submission of your application. You will be able to track your application as it is reviewed &amp; approved by field experience staff by monitoring the “Application Checklist”.</td>
</tr>
<tr>
<td>I submitted my application a while ago and haven’t heard anything, what should I do?</td>
<td>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 <a href="mailto:nursingfield@mail.waldenu.edu">nursingfield@mail.waldenu.edu</a> with any concerns regarding their application review.</td>
</tr>
<tr>
<td>My mentor insists on sending their information directly to Walden. What should I do?</td>
<td>If your mentor is requesting to send their information directly to Walden send an email to the Nursing Field Experience office at <a href="mailto:nursingfield@mail.waldenu.edu">nursingfield@mail.waldenu.edu</a> and arrangements will be made to accommodate this request.</td>
</tr>
</tbody>
</table>
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 part of term before you plan to take the practicum course (6 weeks before the practicum course begins). 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 mentor and the Field Site Administrator at the site. You will need the name of the field site. You will also need the “Mentor Commitment Form” completed by the mentor. You will need your RN license.

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

- **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.
### FAQ (III)

| Q: What happens if I need to change my site or mentor 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: Students can check the status of their 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. |
| Q: Can I have the term 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: Meditrek allows you to submit an application up to two quarters ahead of the quarter start date. If you plan on taking the two practicum courses within the same term, you may submit your applications at once. |
FAQ (IV)

- **Q:** What is a Service Learning Agreement? Do I have to arrange for the Service Learning Agreement to be signed?
  
  **A:** A Service Learning Agreement is an agreement between the field site and Walden University that defines the roles and responsibilities between both parties in relation to a student who participates in a field experience at the field site. Students do have to arrange for the Service Learning Agreement to be signed by a field site personnel. Once signed, students will need to upload the agreement to their application as a document to upload in Meditrek.

- **Q:** Will I need to do a Service Learning Agreement?
  
  **A:** If students are taking practicum course NURS 4220/4221 and are not an employee of the site, students must have a Service Learning Agreement signed and completed.

- **Q:** Where do I find the Mentor Commitment Form?
  
  **A:** Mentor Commitment Forms will be automatically emailed to the mentor email address that you enter in the Mentor 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 Mentor Resources Page.

- **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 mentor does not have an email address. Can I submit my application without providing this? Can I just give them the mentor signature document to sign?
  
  **A:** We highly recommend that you include an email for your mentor. 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.