Meditrek Tutorial

Meditrek Student Practicum Application
School of Nursing

This help topic 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. Students starting their practicum course in the fall quarter in August, they will need to complete and submit their application by the Summer term start in May.

<table>
<thead>
<tr>
<th>Quarter You Plan to Start Practicum</th>
<th>Practicum Application Due By</th>
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<tbody>
<tr>
<td>Winter Quarter Start (usually December)</td>
<td>Fall Quarter start (usually September)</td>
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<tr>
<td>Spring Quarter start (usually March)</td>
<td>Winter Quarter Start (usually December)</td>
</tr>
<tr>
<td>Summer Quarter start (usually June)</td>
<td>Spring Quarter start (usually March)</td>
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<td>Fall Quarter start (usually September)</td>
<td>Summer Quarter start (usually June)</td>
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</tbody>
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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.
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.

   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 link 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 preceptor.
Practicum Application Checklist

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4. **To Start New Application:**
   1. Choose the correct “Application Type” but electing the appropriate radial 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.

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.

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.
8. 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.

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.
Upload Manager

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

Overview:

9. 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 “Upload Manager” will be available to access for other applications at any time unless the document is deleted.

10. Click the “Chose File” button to locate the file on your computer.

11. 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.

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

13. 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

**14.** 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.

**15.** Click the “Select” button.

**16.** Choose an uploaded file using the File drop-down menu.

**17.** 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.

**18.** 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.

**19.** 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.
### Forms to Complete

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

| 20. | The checklist has four forms for the student to complete before submitting an application. |
| 21. | Click on the link for the “Affiliation Agreement”. 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. NOTE: Please be sure the name of the field site administrator and contact information is correct because it will delay the processing of your application if it is incorrect. |
| 22. | Click the link for the "Student Information". Complete all fields. Click the "Submit" button. |
| 23. | Click the link for the "Preceptor & Field Site Information". 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. |
| 24. | Click the link for “FERPA Release”. Complete all fields. |

### Checklist

You must complete all forms and upload all documents before you can submit your application. A [ ] indicates a completed form or uploaded document. 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

- **Affiliation Agreement**
  - Status: Information Submitted by Student
  - Site name: ABC Field Site, MN
  - Administrator: John Doe

- **Student Information**
  - Status: Entered 8/12/2018 9:04 PM

- **Preceptor & Field Site Information**
  - Status: Preceptor information entered, email sent 6/13/2018 6:02:21 PM
  - Name: Brandi Daves

- **FERPA Release**
  - Status: Signed 6/13/2017 10:05:05 AM

### Documents to Upload

- **Student Professional Logbook**
  - Accepted 6/13/2018 6:05:45 PM by: John Doe

- **Student Logbook**
  - Added 6/13/2018 6:09:26 PM, not reviewed yet

- **Preceptor Commitment Form**
  - Not uploaded yet
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@hsoft.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 with 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.
FAQ (II)

| 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: 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 sign 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: 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?

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.

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.

You do not have to arrange for an affiliation agreement to be signed. You will need to supply the name and contact information for the Field Site Administrator so that Walden’s Central Office of Field Experience may contact him/her to negotiate an affiliation agreement. You will be notified when the process is complete and an affiliation agreement has been successfully secured. You will receive an email notification if/when your field site has been approved.
### 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:** 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.

**Q:** Can I submit all my practicum applications at once?  
**A:** You can submit applications for more than one course at a time up to two quarters. You will be required to upload documents that you can then link to any of the applications you have submitted.

**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@hsoft.org.
FAQ (IV)

• **Q:** What browser will be necessary with Meditrek?

  **A:** Use:
  - Internet Explorer 10 and 11
  - Firefox 29
  - Chrome 34
  - Safari 5.1

• **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.