

IU Health Office of Clinical Education

Advanced Provider Student Registration Instructions
for requesting or reporting clinical experiences



Indiana University Health

NEW USERS:

Setting up an account

1. Visit <https://iuhealthcpe.org/OCE>
2. Sign Up as a new user (use your IU Health email or IUPUI email address if you have one, if not use your school email address as the primary email)
3. Select the role of **Advanced Provider Student**, and complete all the fields of the form and click **Next**
4. If using an email address other than iuhealth.org or IUPUI.edu, an activation link will be sent to the email you register with. Follow the instructions in this email to complete your account.
5. Complete all fields of the **Personal Information** page. If you have a preferred region for the clinical site, **Drag and Drop to rank your preference** (click on Region Map icon for reference)

Preceptor Application Process

- Students can apply for an IUH clinical preceptor during each semester according to the timeline below.
 - The application process allows for leaders and preceptors to review the application and profiles of students to select the best match for their areas.
- Students will be notified by the Final Notification dates of either being declined or accepted.
- Application submission does not guarantee placement with an IU Health provider.
- Notify our office immediately to withdraw a pending application.
- Students who make arrangements outside of this process, neglect to keep application information accurate, or decline an assignment arranged through the application process may be denied for future clinical assignments.
- We do not accept cold-calling or any form of impersonal approach by students to solicit IU Health preceptors.

Semester	Student Application Period	Final Notification to Student
Summer (May-Jul start dates)	Dec 1 - Feb 1	March 15
Fall (Aug-Dec start dates)	Mar 1 - Apr 1	May 15
Spring (Jan-Apr start dates)	July 1 - Sep 1	Oct 15

Applying for a Clinical Preceptor

See previous page for application open periods

Apply for Clinical Placement

1. Once an account has been created and you are logged into <https://iuhealthcpe.org/OCE> click “Apply for Clinical Placement”, which creates the request.

a. Complete the Student Profile questions. Click ‘next’ at bottom of the form to proceed to the next page.

b. After you complete the “Application” information fields click

Save Clinical Application

2. Review your application on the right under **Request List**. Under this menu you may:

■ Update/Edit your Student Profile Information by clicking

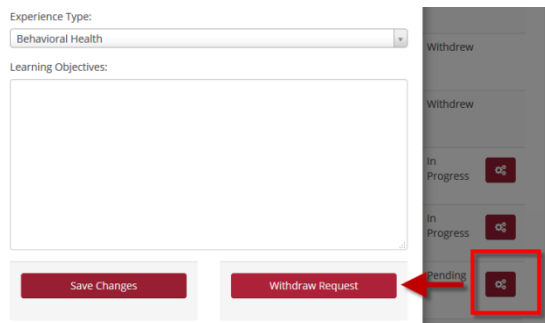
Edit Profile Information

■ Update/Edit your Personal Information by clicking

Edit Personal Information

■ Edit or Withdraw an application by clicking the **Gear** icon to the right of the corresponding application.

*Note: Applications can only be edited in the **Pending** status. If needing to change or withdraw your request after it's **In Progress**, please contact the Office of Clinical Education by phone or email

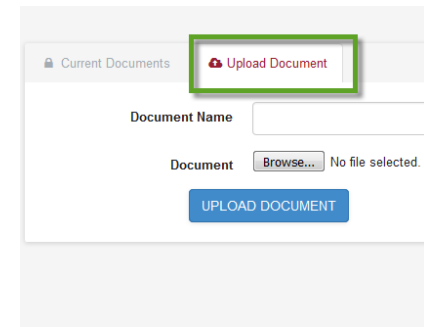
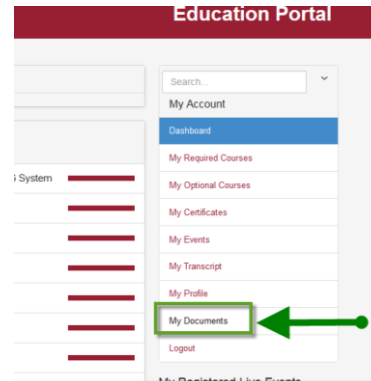
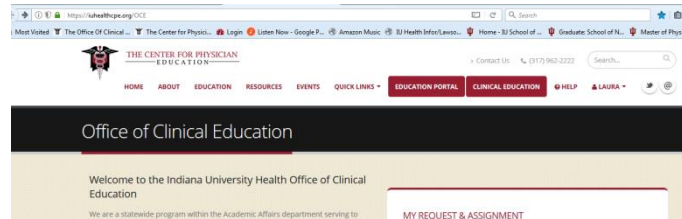


Uploading Documents to your Student Account

Uploading a document, such a resume or materials for your preceptor may be helpful in securing an IUH preceptor

IU Health leaders and providers will be able to access the documents you upload

1. Sign in to our website: iuhealthcpe.org/OCE
2. Click on Education Portal
3. Click on My Documents on right-hand menu
4. Click on the Upload Document tab and then click Browse to find the location of the file to upload.
5. Once file is selected, click Upload Document



To remove a document:

Click **Current Documents** and the orange "X" to remove the corresponding document.

Remove



Expectations of the APP Student

- Students must complete online IUH training prior to the beginning of the clinical experience.
- Students must wear university or facility identification (name badge) at all times during the clinical experience.
- Students should have dates/hours of clinical experience planned prior to start of rotation and approved by both faculty and preceptor- including any evaluation requirements.
- Students must be punctual and professional.
- Students must come prepared with all needed equipment and learning tools including specific learning objectives for current rotation and course syllabus.
- Professional dress and grooming are expected. In any clinical site requiring patient contact, students should wear appropriate lab coats or attire as directed by faculty and preceptor.
- Students should only see patients as delegated by preceptor.
- Students are expected to discuss documentation specifics with preceptor. If policy permits student documentation in the patient record, the student should sign his/her name & provider relationship.
- Students are expected to contact faculty and preceptor if any concerns arise during rotation.
- Students will provide school instructor and/or clinical coordinator contact information to preceptor.



Who do I contact to ask questions?

Office of Clinical Education (OCE)

An IU Health system-wide program to help facilitate clinical placement of NP & PA students

- Students are expected to keep their information updated on the OCE website and report any changes to clinical assignments or requests to the OCE staff.
- OCE assists with the educational affiliation agreements between IU Health and the college/university.
- If you have questions you may contact OCE at:
 - Email: oce@iuhealth.org
 - Phone: 317-962-5048

