




ProjectConcert Instructions

Preceptor & Clinical Agency Onboarding

I. Navigating to the Preceptor & Clinical Agency Onboarding Format


On the left navigation bar:

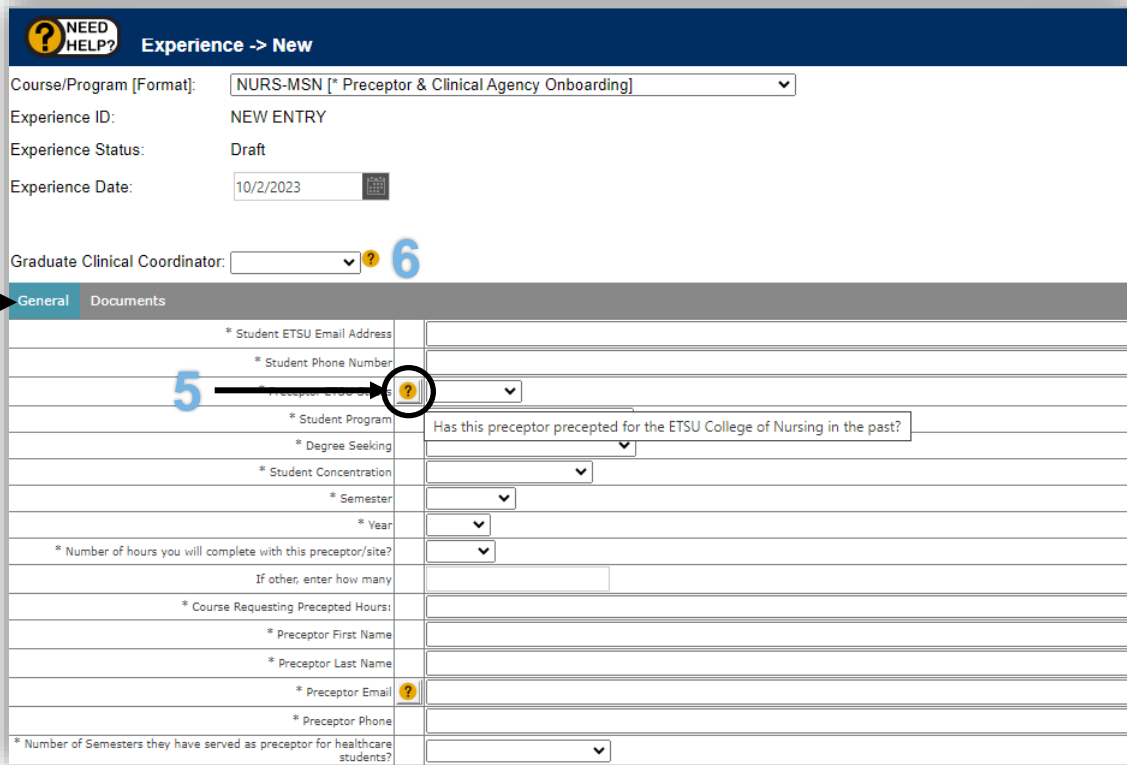
1. Click on the “**Experience**” dropdown
2. Click on the “**New**” function
3. Select the “**Preceptor & Clinical Agency Onboarding**” format from the Format dropdown
4. For a detail video walkthrough of the function, click on the  button to watch a tutorial

The screenshot shows the ProjectConcert interface. On the left, a navigation menu has 'Experience' (1) expanded, and 'New' (2) selected. The main area is titled 'Experience -> New' and contains a 'NEED HELP?' button (4) and a dropdown menu (3) set to 'NURS-MSN [* Preceptor & Clinical Agency Onboarding]'. Below this are fields for Experience ID (NEW ENTRY), Experience Status (Draft), Experience Date (10/2/2023), and Graduate Clinical Coordinator. A form with 'General' and 'Documents' tabs follows, with fields for Student ETSU Email Address, Student Phone Number, Preceptor ETSU Status, Student Program, Degree Seeking, Student Concentration, Semester, Year, and Number of hours to complete.

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II. Completing the Preceptor & Clinical Agency Onboarding Format

5. Hover your mouse over  icons to load more information
6. Select your Graduate Clinical Coordinator from the dropdown
7. Complete all details required in the General tab




NEED HELP? Experience -> New

Course/Program [Format]: NURS-MSN [* Preceptor & Clinical Agency Onboarding]

Experience ID: NEW ENTRY

Experience Status: Draft


Experience Date: 10/2/2023

Graduate Clinical Coordinator: [dropdown]  **6**

7 → **General** Documents

* Student ETSU Email Address

* Student Phone Number

* Preceptor Site: [dropdown]  **5**

* Student Program

* Degree Seeking

* Student Concentration

* Semester

* Year


* Number of hours you will complete with this preceptor/site?

If other, enter how many

* Course Requesting Precepted Hours:

* Preceptor First Name

* Preceptor Last Name

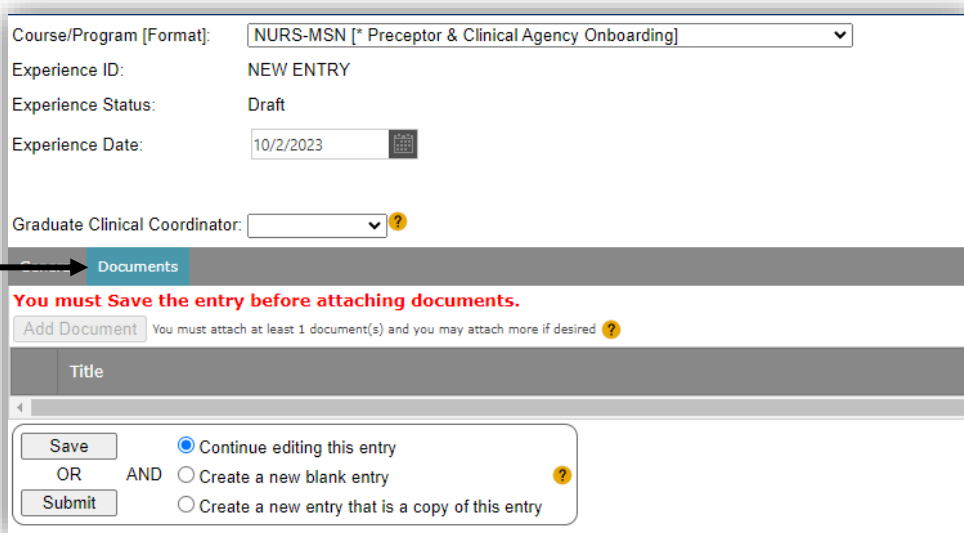
* Preceptor Email 

* Preceptor Phone

* Number of Semesters they have served as preceptor for healthcare students?

Has this preceptor precepted for the ETSU College of Nursing in the past?

8. Click on the Documents tab to upload a Completed Paper/PDF Preceptor & Clinical Agency On-Boarding form. Preceptor CV or other documents can be attached as well.
 - a. NOTE: You must save your entry at least once before attaching a document. This is indicated by red text that will read **"You must Save the entry before attaching documents."**




Course/Program [Format]: NURS-MSN [* Preceptor & Clinical Agency Onboarding]

Experience ID: NEW ENTRY


Experience Status: Draft

Experience Date: 10/2/2023

Graduate Clinical Coordinator: [dropdown] 


8 → **Documents**

You must Save the entry before attaching documents.

Add Document You must attach at least 1 document(s) and you may attach more if desired 

Title

Save Continue editing this entry

OR AND Create a new blank entry 

Submit Create a new entry that is a copy of this entry

The Save and Submit options will be found at the bottom of the page:

9. Select how you want the page to render after you Save / Submit
 - a. NOTE: You must make this selection BEFORE you click the save or submit button
10. Click Save to save your work
11. Click Submit to submit your entry to make it eligible for approval or rejection
 - a. NOTE: The system will check if all required items are completed. If not, you will be notified what items are incomplete. In these cases, please complete the required items and submit again.

The screenshot shows a form with two dropdown menus at the top: "Percent of Population Nurse Educator" and "Percent of Population Admin/EL/NHL". Below these is a section with three radio button options: "Continue editing this entry" (selected), "Create a new blank entry", and "Create a new entry that is a copy of this entry". To the left of these options are two buttons: "Save" and "Submit". The text "OR AND" is positioned between the "Save" and "Submit" buttons. A blue box highlights the radio button options, and a yellow question mark icon is next to the "Create a new entry that is a copy of this entry" option. A large blue number "9" is centered below the form, and blue numbers "10" and "11" are on the left side with lines pointing to the "Save" and "Submit" buttons respectively.

Percent of Population Nurse Educator	▼
Percent of Population Admin/EL/NHL	▼

10 — Save

OR AND

11 — Submit

Continue editing this entry

Create a new blank entry

Create a new entry that is a copy of this entry

9