USER AND INSTALLATION GUIDE

Clinical Placement System

Author: School Web Services, Inc.
Creation Date: December 20, 2007
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# Document Control

## Change Record

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## Reviewers

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## Distribution

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Preface

This document is organized to provide primary users with the details needed to install, setup and use the Clinical Placement System.

Topics discussed are:

- Pre-requisites for Installation, Installation and Setup instructions
- Administration and system management
- Clinical Facilities and Schools management
- Reports, Calendar and Email communication

Please refer to Appendix A for glossary of terms used in this document.
How The Manual Is Organized

This manual is divided in 5 sections:

- Installation
- Setup, administration and registration
- Clinical facility operations
- School operations
- Common features like Reports, Calendar and Email communication

Installation

This section explains the hardware and software pre-requisites and setup instructions for the installation of the Clinical Placement System.

Setup and Administration

This section explains the setup steps that need to be performed before using the application. It also explains the administration and new user registration features.

Clinical facility operations

This section explains the step by step process where clinical facility representative will setup and use the clinical placement system.

School operations

This section explains the step by step process where school representative will setup and use the clinical placement system.

Reports, Calendar and Email communication

This section explains the common features that are available to all the users of the clinical placement system.

Audience

This manual is written for system administrator (install and manage the system) and for representatives of Clinical facilities as well as Schools.
School Web Services Inc values and appreciates your comments as a user and reader of this manual. As we write, revise, and evaluate our documentation, your comments are the most valuable input we receive.
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CHAPTER 1

Installation

This Chapter explains the pre-requisites and Clinical Placement System installation process.
Pre-requisites

Hardware
The following is the minimum hardware (server) required to CPS installation

- Intel Pentium IV processor
- 512 MB memory
- 10 GB Hard Disk (20 GB or larger hard disk recommended)

Software
The following software should be installed and configured before proceeding with the installation

- Microsoft Windows 2003 Server SP1
- Microsoft Internet Information Server 6.0
- Microsoft .NET framework 2.0
- Microsoft SQL Server 2005
- SMTP server configured to send emails
Installation

Following are the step-by-step instructions

1. Unzip the zip file (IECP.rar or OCLB.rar) to some location (eg: IECP on desktop)
2. Create a new DB instance by name IECP or OCLB (depending on the system you are installing) in SQL Server if you don't have any earlier version. Refer to the screenshots below.
3. If you have created a new DB, Execute the DB scripts under the folder IEC\DB\ on desktop in the order DB_Script.sql and Startup_Data.sql using 'osql' command. If you are updating the existing DB.

eg: osql -S <DB Server host name> -L <DB login id> -P <DB password> -d CPS -i <full path to the DB script>

(OR)

Open and execute the files DB_Script.sql and Startup_Data.sql sequentially using SQL Server Management Studio as shown below
4. Run the application setup wizard located in IECP\Build\Setup.exe on desktop to install the application.

5. Please follow the setup instructions provided by the setup wizard.
6. Please make sure that you mention the virtual directory correctly to install and run the application without fail.
Confirm Installation

The installer is ready to install Inland Empire Clinical Placement System on your computer.
Click "Next" to start the installation.

Installing Inland Empire Clinical Placement System

Inland Empire Clinical Placement System is being installed:

Please wait...

[Progress bar]

[Buttons: Cancel, Back, Next]
Installation Complete

Inland Empire Clinical Placement System has been successfully installed.
Click "Close" to exit.

Please use Windows Update to check for any critical updates to the .NET Framework.
Setup

Following are the setup steps that are needed to use the clinical placement system.

1. Open the web.config file under C:\Inetpub\wwwroot\<your virtual directory>\ and modify the DB connection parameters

```xml
<configuration>
    <appSettings>
        <add key="ConnectionString" value="Data Source;Initial Catalog=icp;uid:pwd"/>
        <add key="mailhost" value=""/>
        <add key="mailfrom" value=""/>
        <add key="mailusername" value=""/>
        <add key="mailpassword" value=""/>
        <add key="webmasteremail" value=""/>
        <add key="advertiseemail" value=""/>
    </appSettings>
    <system.web>
        <!--
        Set compilation debug="true" to insert debugging symbols into the compiled page. Because this affects performance, set this value to true only during development.
        -->
        <compilation debug="true" />
        <customErrors mode="Off" />
        <!--
        The <authentication> section enables configuration of the security authentication mode used by ASP.NET to identify an incoming user.
        -->
        <authentication mode="Windows" />
        <sessionState timeout="20" />
        <!--
        The <customErrors> section enables configuration of what to do if/when an unhandled error occurs during the execution of a request. Specifically, it enables developers to configure HTML error pages to be displayed in place of a raw stack trace.
        
        <customErrors mode="RemoteOnly" defaultRedirect="GenericErrorPage.htm">
            <error statusCode="403" redirect="403access.htm" />
            <error statusCode="404" redirect="FileNotFoundException.htm" />
            ...
        </customErrors>
        -->
    </system.web>
</configuration>
```

2. Please make sure that the SMTP information mentioned in the web.config is correct

3. Open the home page (Default.aspx) in a browser using the URL http://<hostname>/<your virtual directory>/; you should be able to see the page similar to the one below
4. If you see the screen above, the application is installed successfully and you are ready to use the application.
CHAPTER 2

Administration

This Chapter explains the process of setting up the application by administrator or treasurer.
Setup (Administrator)

1. You can login to the application as an Admin with the default password 'admin' from Home page or Clinical Placement page (click on Clinical Placement tab). The following page should be displayed.

Once you logged into the application, you can change the password as you wish.
2. Create Clinical areas by specifying the name of the clinical area and clicking on the ‘Add’ button. You can also modify the name of any specific clinical area by clicking on the ‘Edit’ icon.

Alternatively, you can delete any unused / inactive clinical areas by clicking on the ‘Delete’ icon. Please refer to the screenshot below.
3. You must then define the present year's schedule using Schedules link. Failing to define schedule will cause errors while using the application. Enabling the Present year checkbox makes the schedule applicable to current year. It is strongly recommended not to enable / disable this checkbox for various planning years at the same time. This is very critical to clinical placement system. When defining unit availability, placement request and approval dates, ensure that they are not overlapping.
4. Specify terms & conditions which clinical facilities and schools have to accept once every planning year to access clinical placement system.

5. Specify the Admin and Treasurer email addresses before starting any operation.
6. There are Six (6) events where emails are sent from/to administrators. We can set up the content for email subject and message using the “Email Templates” link. Sample templates are provided in “Email_Templates.txt” file in “db” directory of the IECP.rar / OCLB.rar installation files. This is the final setup step after which the application is ready for use.

Tokens can be used in the email message which will be substituted with actual data at the time of delivery. Click on “TOKEN HELP” link for details about the tokens that can be used in the message.
<table>
<thead>
<tr>
<th>TOKEN HELP</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;ADMIN_EMAIL&gt;: Administrator email address</td>
</tr>
<tr>
<td>&lt;TREASURER_EMAIL&gt;: Treasurer email address</td>
</tr>
<tr>
<td>&lt;PASSWORD&gt;: Password of either school /</td>
</tr>
<tr>
<td>clinical facility</td>
</tr>
<tr>
<td>&lt;SCHOOL_NAME&gt;: Name of the school</td>
</tr>
<tr>
<td>&lt;SCHOOL_ADDRESS&gt;: All fields Street, City,</td>
</tr>
<tr>
<td>State Zip included as concatenated text</td>
</tr>
<tr>
<td>&lt;SCHOOL_REP_NAME&gt;: School representative</td>
</tr>
<tr>
<td>name</td>
</tr>
<tr>
<td>&lt;SCHOOL_REP_PHONE&gt;: School representative</td>
</tr>
<tr>
<td>phone</td>
</tr>
<tr>
<td>&lt;SCHOOL_REP_EMAIL&gt;: School representative</td>
</tr>
<tr>
<td>email</td>
</tr>
<tr>
<td>&lt;SCHOOL_REP_FAX&gt;: School representative fax</td>
</tr>
<tr>
<td>&lt;CF_NAME&gt;: Name of the Clinical Facility</td>
</tr>
<tr>
<td>&lt;CF_ADDRESS&gt;: All fields Street, City, State</td>
</tr>
<tr>
<td>Zip included as concatenated text</td>
</tr>
<tr>
<td>&lt;CF_REP_NAME&gt;: Clinical facility representative name</td>
</tr>
<tr>
<td>&lt;CF_REP_PHONE&gt;: Clinical facility representative phone</td>
</tr>
<tr>
<td>&lt;CF_REP_EMAIL&gt;: Clinical facility representative email</td>
</tr>
<tr>
<td>&lt;CF_REP_FAX&gt;: Clinical facility representative fax</td>
</tr>
<tr>
<td>&lt;REQ_AREA&gt;: Name of the Clinical Area</td>
</tr>
<tr>
<td>&lt;REQ_UNIT&gt;: Name of the Unit</td>
</tr>
<tr>
<td>&lt;REQ_NO_OF_STUDENTS&gt;: School's request for</td>
</tr>
<tr>
<td>no of students</td>
</tr>
<tr>
<td>&lt;REQ_DATES&gt;: Start date and end date for which</td>
</tr>
<tr>
<td>school has placed the request</td>
</tr>
<tr>
<td>&lt;REQ_SHIFT_TIME&gt;: Start and end time for which</td>
</tr>
<tr>
<td>school has placed the request</td>
</tr>
<tr>
<td>&lt;REQ_DAYS&gt;: Requested days of the week</td>
</tr>
<tr>
<td>&lt;REQUESTED_BY&gt;: Request placed by</td>
</tr>
<tr>
<td>&lt;REQUESTED_DATE&gt;: Requested date</td>
</tr>
<tr>
<td>&lt;COMMENTS&gt;: Any comments added by school</td>
</tr>
<tr>
<td>&lt;REQUEST_STATUS&gt;: Status of the request</td>
</tr>
</tbody>
</table>
Registration

Once the above setups are done, clinical facilities and schools can register themselves using the Register here link in the Main home page or on the Clinical Placement home page.

Enter all the mandatory information (required information marked with red asterisks) and click on ‘Save’ to register. When they are successfully registered, an email will be sent to administrator and treasurer who can log in to the system to approve or reject such requests.
### User and Installation Guide

**Registration**

#### Organization Information

- **You are:**
  - **School:** [Field]
  - **Name:** [Field]
  - **Street Address:** [Field]
  - **City:** [Field]
  - **State:** [Field]
  - **Zip:** [Field]

- **Phone:** [Field]
- **Website/URL:** [Field]

- **About Us:**
  - Breuer Island Nursing School serves the nursing community
  - *Over 1,000 staff including approximately 400 certified staff, 50 administrators, and 400 full- and part-time maintenance, secretarial, technical and other support staff.*

#### Representative Information

- **Name:** [Field]
- **Email Address:** [Field]
- **Fax:** [Field]

#### Password

- **Password:** [Field]
- **Confirm Password:** [Field]
Approve / Reject Requests

Apart from ability to access common features like Reports, Unit availability calendar, Contact through email (please refer to chapter 5 for details), Treasurer and Administrator can approve / reject the requests (using Requests link once logged in as administrator or treasurer) made by clinical facility or school representatives for clinical placement system web site access.

When a request is either approved / rejected, email will be sent to respective representative informing them the status of their request.
Welcome Admin

MANAGE REQUESTS

Requests are processed successfully. Emails are sent to representatives to convey their request status.

Pending Requests: 1
All Requests: 0

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Representative Name</th>
<th>Request Date</th>
<th>Approve</th>
<th>Reject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative Family Care Center</td>
<td>Hope Hiipson</td>
<td>62656663161 <a href="mailto:sujakk@gmail.com">sujakk@gmail.com</a></td>
<td>12/11/2007</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Alpine Training Center</td>
<td>Maria Hector</td>
<td>5673867599 <a href="mailto:sujakk@gmail.com">sujakk@gmail.com</a></td>
<td>12/18/2007</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
All requests approved / rejected or pending can be viewed by clicking on ‘All Requests’ radio button.
Profile

Administrator, Treasurer can change their email addresses and passwords at any point of time by accessing 'Profile' link once they login.
**Modify Clinical Facility / School Information**

Administrator can modify and ensure the correctness of the clinical facility / school information by accessing ‘Clinical Facility / School’ link. Select the role and the facility / school from the drop down to retrieve their information.

All the information can be modified and saved.
CHAPTER

3

Clinical Facility

This Chapter guides through the process involving clinical facilities using the clinical placement system.
Login

When Administrator / Treasurer accept / rejects clinical facility request for website access, an email will be sent to their representatives. If their request is accepted, they can login to the clinical placement system from Main home page or Clinical Placement system home page.

Clinical facility representative should accept the terms and conditions once every planning year to access clinical placement system. Disagreeing will restrict access to the system.
Setup

Upon accepting the terms and conditions, clinical facility representative will be shown the facility home page as shown below.
The only setup that needs to be done is to create various units for which a clinical facility can place availability. Each of these units needs to be associated to one or more clinical areas in order for the schools to place requests.

Multiple clinical areas can be selected by pressing down 'Ctrl' key and clicking on each of clinical area you want to associate with the unit. Clicking on the selected entry once again will deselect the clinical area.
New Unit Availability

Clinical facility representative can define a new unit availability using the ‘New Unit Availability’ link. Select clinical area, unit along with all the required information like maximum number of students allowed, shifts.

You can optionally specify the dates during which the unit is available and if not specified the unit is available for the whole planning year.
Manage Unit Availability

Clinical facility representative can copy, modify or delete the unit availabilities; he/she has created earlier.

Enabling the Previous year checkbox, selecting the clinical area, unit and clicking on ‘Go’ button would retrieve all the unit availabilities created in the previous year so that representative can copy them to current year. If the checkbox is not checked, selecting the clinical area, unit and clicking on ‘Go’ button would provide the unit availabilities created for this planning year.
### Manage Unit Availability

**COPY TO CURRENT YEAR**

- **Clinical Area:** Medical / Surgical
- **Unit:** All

<table>
<thead>
<tr>
<th>Clinical Area: Unit</th>
<th>Start Date</th>
<th>End Date</th>
<th>Shifts</th>
<th>Days</th>
<th>Number of Students Allowed</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Room</td>
<td>6:00 AM</td>
<td>Mon, Tue, Wed, Thu</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2:00 PM</td>
<td>Mon, Tue, Wed, Thu</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10:00 AM</td>
<td>Mon, Tue, Wed, Thu</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6:00 AM</td>
<td>Mon, Tue, Wed, Thu</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical / Surgical</td>
<td>5:00 AM</td>
<td>Mon, Tue, Wed, Thu</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICU / ICU Room</td>
<td>1:00 PM</td>
<td>Mon, Tue, Wed, Thu</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9:00 AM</td>
<td>Mon, Tue, Wed, Thu</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 to 2 of 2

**SAVE** **CANCEL**
Representative can make a copy of existing unit availability by clicking on the ‘Copy’ icon. They can modify any of the details and save it; this reduces the work involved in inputting all the information while creating unit availability.
Clicking on ‘Modify’ icon will enable the representative to modify details like Total number of students, shifts and comments.
Clicking on the Clinical area – Unit link will present all the information about the unit availability in read-only format.
Requests

Once schools have placed requests for units, clinical facility representatives can approve or reject schools requests using ‘Requests’ link. Requests for each of the clinical area-unit are arranged together and can be distinguished by color coded rows i.e., rows with same color represent requests made for that particular clinical area-unit. All such requests are ordered first by their seniority (if the unit was used by the school in previous year) and then by the school who made the request first.

Representative can click on the School Name link to view all the details pertaining to that request. They can select all the requests that need to be approved or rejected by clicking on the respective checkboxes and press ‘Submit’ button.
Emails will be sent to the representatives informing them about the status of their requests and a confirmation message will be displayed similar to the one below.
Clinical facility representative can check the status of all the requests by clicking on ‘All requests’ radio button.
If the period for approvals is not open (refer to Admin -> Schedules), no action can be taken by the clinical facility representative.
Profile

All the information about the clinical facility or passwords to access clinical placement system website can be modified using the ‘Profile’ link.

Reports, Unit availability Calendar and Contact through email

Please refer to chapter 5 for details.
CHAPTER 4

School

This Chapter guides through the process involving schools using the clinical placement system.
Login

When Administrator / Treasurer accept / rejects clinical facility request for website access, an email will be sent to their representatives. If their request is accepted, they can login to the clinical placement system from Main home page or Clinical Placement system home page.

School representatives should accept the terms and conditions once every planning year to access clinical placement system. Disagreeing will restrict access to the system.
Setup

Upon accepting the terms and conditions, school representative will need to setup various student types for their school using the ‘Student Types’ link. This is the only setup step needed for the schools to use the system.
New Request

School representatives can now request for units by searching for the unit. They can narrow down the results by choosing the clinical facility, area, dates and days and clicking on ‘Go’ button. All the units that are available for the given search criteria will be displayed.
They can view all the details by clicking on the ‘Details’ link.

<table>
<thead>
<tr>
<th>Shifts/Days</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00AM-1:00PM</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>2:00PM-9:00PM</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>10:00AM-6:00PM</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
</tbody>
</table>

**Clinical Facility:** Los Angeles General Hospital
**Clinical Area:** Medical / Surgical
**Unit:** Emergency Room
**Total Number of students allowed:** 20
**Start Time:** 6
**Shift Duration:** 8
School representatives can request a particular unit by clicking on the ‘New Request’ link. Number of students cannot be more than the maximum number of students allowed by the clinical facility.
A conflict can occur when two or more schools are making overlapping requests for the same unit. Overlap can be with the dates or the total number of students a unit can accommodate. System would display a warning message informing the representative about the conflict as shown in screenshot below. The school representative may still continue with request by clicking on ‘Yes’ button.
Manage Requests

Representative can view or modify all their requesting by clicking on ‘Manage Requests’ link. Clicking on the Clinical Facility link will display all the information about the request placed. They can delete any request they placed by clicking on the ‘Delete’ icon.
They can modify their requests by clicking on the ‘Modify’ icon. Number of students, dates during which unit is requested and student type can be changed.
Profile

All the information about the school or passwords to access clinical placement system website can be modified using the ‘Profile’ link.

Reports, Unit availability Calendar and Contact through email

Please refer to chapter 5 for details.
CHAPTER 5

Reports, Email, Calendar

This Chapter guides through all the common features available to the users of the clinical placement system.
Reports

The following are the reports that are available to Administrator, Treasurer, Clinical facility and School representatives.

- List of schools
- List of all clinical facilities
- List of representatives
- Unit Availability by Clinical facility
- List of requests made by schools
List of all Schools

This report lists all the schools, their location details and contact information.

Clicking on the ‘About Us’ icon displays the school information.
Clicking on the ‘Save’ button allows users to save the information in a Microsoft Word document format. Saving open is available across all the reports available.
Alternatively, users can print the information by clicking on the 'Print' button and choose a printer. Users can print the any of the available reports.

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Address</th>
<th>Phone</th>
<th>Website</th>
<th>About us</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audubon Learning Center</td>
<td>9769 Santa Monica Blvd</td>
<td>310-393-6000</td>
<td>brewineers.edu</td>
<td>Brewer Island Nursing School serves the nursing community.</td>
</tr>
<tr>
<td>Brewer Island Nursing School</td>
<td>1 Willow Ave</td>
<td>561-879-4667</td>
<td>Brewer isle.edu</td>
<td>Over 1,000 staff, including approximately 960 certificated staff, 50 administrators, and 460 full-time and part-time maintenance, secretarial, technical, and other support staff.</td>
</tr>
<tr>
<td></td>
<td>Santa Anita, CA 92922</td>
<td></td>
<td></td>
<td>* A 2004-05 annual revenue budget of $74,773,155. The revenue budget includes:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>o $16,242,660 (22%) in Revenue Limit Sources (RLS), $26,080,628 or 75% of RLS</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>o $6,372,723 (9%) in Federal Revenues</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>o $12,200,726 (17%) in Other State Revenues</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>o $6,807,726 (10%) in Local Revenues, and</td>
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<td></td>
<td>o $471,946 in Transfers from other funds</td>
</tr>
</tbody>
</table>
# List of all Clinical facilities

This report lists all the clinical facilities, their location and contact details.

<table>
<thead>
<tr>
<th>Clinical Facility Name</th>
<th>Clinical Facility Address</th>
<th>Phone</th>
<th>Website</th>
<th>About us</th>
</tr>
</thead>
<tbody>
<tr>
<td>Los Angeles General Hospital</td>
<td>123 Main St, Los Angeles, CA 90012</td>
<td>314-557-9900</td>
<td><a href="http://www.losangelesgeneral.com">www.losangelesgeneral.com</a></td>
<td></td>
</tr>
</tbody>
</table>

3 to 1 of 1
List of all Representatives

This report lists all the representatives for the clinical facilities and schools. Users can apply filter to get just clinical facility representatives or school representatives.
# Unit Availability by Clinical Facility

This report fetches all the unit availabilities for one or more clinical facilities. They can choose to get availabilities during certain duration.

<table>
<thead>
<tr>
<th>Clinical Facility Name</th>
<th>Unit Clinical Area</th>
<th>Start Date</th>
<th>End Date</th>
<th>No of Students</th>
<th>Shifts</th>
<th>Days</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Los Angeles General Hospital</td>
<td>Emergency Room, Medical/Surgical</td>
<td>26</td>
<td>6:00AM</td>
<td>Mon, Tue, Wed, Thu, Fri, Sat, Sun</td>
<td>2:00PM Mon, Tue, Wed, Thu, Fri, Sat, Sun</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Los Angeles General Hospital</td>
<td>Trauma Center, Pediatrics</td>
<td>18</td>
<td>8:00AM</td>
<td>Mon, Tue, Wed, Thu, Fri, Sat, Sun</td>
<td>8:00AM Mon, Tue, Wed, Thu, Fri, Sat, Sun</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Los Angeles General Hospital</td>
<td>X-Ray Room, Psychiatric</td>
<td>16</td>
<td>10:00AM</td>
<td>Mon, Tue, Wed, Thu, Fri, Sat, Sun</td>
<td>10:00AM Mon, Tue, Wed, Thu, Fri, Sat, Sun</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Los Angeles General Hospital</td>
<td>X-Ray Room, Obstetrics</td>
<td>16</td>
<td>7:00AM</td>
<td>Mon, Tue, Wed, Thu, Fri</td>
<td>3:00PM Mon, Tue, Wed, Thu, Fri</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Los Angeles General Hospital</td>
<td>X-Ray Room, Medical/Surgical</td>
<td>15</td>
<td>5:00AM</td>
<td>Mon, Tue, Wed, Thu, Fri, Sat, Sun</td>
<td>1:00PM Mon, Tue, Wed, Thu, Fri, Sat, Sun</td>
<td></td>
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</tr>
</tbody>
</table>
List of all requests placed by Schools

This report allows users to get all the requests placed by various schools against a unit. They can apply filter criteria to narrow down to the specific requests they are interested in.
All reports can be saved and printed.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Clinical Facility Name, Clinical Area, School</th>
<th>Student Type</th>
<th>No Of Students</th>
<th>Start Date/End Date</th>
<th>Shift</th>
<th>Days</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auburn Learning</td>
<td>Los Angeles General Hospital Medical/Surgical Emergency Room</td>
<td>Associate Degree Nursing (ADN) Program</td>
<td>10</td>
<td>06/01/2007 - 07/31/2007</td>
<td>8:00AM - 10:00PM</td>
<td>M-F, M, F, Thursday, Friday, Saturday, Sunday</td>
<td>Pending</td>
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<tr>
<td>ism School</td>
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</tr>
<tr>
<td>Bronx Island</td>
<td>Los Angeles General Hospital Medical/Surgical Emergency Room</td>
<td>Licensed Vocational Nursing (LVN) Program</td>
<td>10</td>
<td>06/01/2007 - 07/31/2007</td>
<td>8:00AM - 10:00PM</td>
<td>M-F, M, F, Thursday, Friday, Saturday, Sunday</td>
<td>Pending</td>
</tr>
<tr>
<td>Nursing School</td>
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<tr>
<td>Auburn Learning</td>
<td>Los Angeles General Hospital Medical/Surgical Emergency Room</td>
<td>Licensed Practical Nursing (LPN) Program</td>
<td>15</td>
<td>07/01/2007 - 08/31/2007</td>
<td>8:00AM - 10:00PM</td>
<td>M-F, M, F, Thursday, Friday, Saturday, Sunday</td>
<td>Pending</td>
</tr>
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<td>Center</td>
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<tr>
<td>Bronx Island</td>
<td>Los Angeles General Hospital Medical/Surgical Emergency Room</td>
<td>Certified Nursing Assistant (CNA) Program</td>
<td>15</td>
<td>07/01/2008 - 08/31/2008</td>
<td>8:00AM - 10:00PM</td>
<td>M-F, M, F, Thursday, Friday, Saturday, Sunday</td>
<td>Pending</td>
</tr>
<tr>
<td>Nursing School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>School Name</td>
<td>Clinical Facility Name</td>
<td>Clinical Area/Unit</td>
<td>Student Type</td>
<td>No Of Students</td>
<td>Start Date End Date</td>
<td>Shift</td>
<td>Days</td>
</tr>
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</tr>
<tr>
<td>Audbourn Learning Center</td>
<td>Los Angeles General Hospital</td>
<td>Medical/Surgical Emergency Room</td>
<td>Associate Degree Nursing (ADN) Program</td>
<td>10</td>
<td>08/01/2007 11/31/2007</td>
<td>8:00AM - 2:00PM</td>
<td>Mon, Tue, Wed, Thu, Fri, Sat, Sun</td>
</tr>
<tr>
<td>Brewer Island Nursing School</td>
<td>Los Angeles General Hospital</td>
<td>Medical/Surgical Emergency Room</td>
<td>Licensed Vocational Nursing (LVN) Program</td>
<td>10</td>
<td>08/01/2007 11/31/2007</td>
<td>8:00AM - 2:00PM</td>
<td>Mon, Tue, Wed, Thu, Fri, Sat, Sun</td>
</tr>
<tr>
<td>Audbourn Learning Center</td>
<td>Los Angeles General Hospital</td>
<td>Medical/Surgical X-Ray Room</td>
<td>Licensed Practical Nursing (LPN) Program</td>
<td>15</td>
<td>09/01/2007 01/31/2008</td>
<td>8:00AM - 1:00PM</td>
<td>Mon, Tue, Wed, Thu, Fri, Sat, Sun</td>
</tr>
<tr>
<td>Brewer Island Nursing School</td>
<td>Los Angeles General Hospital</td>
<td>Medical/Surgical X-Ray Room</td>
<td>Certified Nursing Assistant (CNA) Program</td>
<td>15</td>
<td>01/01/2008 07/31/2008</td>
<td>8:00AM - 1:00PM</td>
<td>Mon, Tue, Wed, Thu, Fri, Sat, Sun</td>
</tr>
<tr>
<td>Brewer Island Nursing School</td>
<td>Los Angeles General Hospital</td>
<td>Obstetrics X-Ray Room</td>
<td>Emergency Medical Technician (EMT) Program</td>
<td>14</td>
<td>09/01/2007 05/31/2008</td>
<td>7:00AM - 3:00PM</td>
<td>Mon, Tue, Wed, Thu, Fri</td>
</tr>
<tr>
<td>Audbourn Learning Center</td>
<td>Los Angeles General Hospital</td>
<td>Obstetrics X-Ray Room</td>
<td>Physical Therapy (PT) Program</td>
<td>18</td>
<td>08/01/2007 07/31/2008</td>
<td>8:00AM - 3:00PM</td>
<td>Mon, Tue, Wed, Thu, Fri</td>
</tr>
</tbody>
</table>
Unit Availability Calendar

Unit availability calendar empowers the user with the information they really are interested in and represents such information in a color coded calendar format. It can display details about requests placed by various schools for a particular clinical facility / unit for a specific date / time.
Calendar is shown in a monthly format displaying an hourly view of each day in colors to denote their status. When a unit is made available by clinical facility, the hourly block is displayed in ‘light blue’ color as shown below.

Users can navigate to next month by pressing ‘previous’ or ‘next’ buttons below or choosing a different criteria and pressing ‘Go’ button.
When a school has placed a request and there are no conflicts, the calendar will be displayed in ‘yellow’ color during the requested time. Clicking on any hourly block will display the school making the request along with the status of the request.
When multiple schools have placed conflicting requests, the calendar will be displayed in ‘red’ color during the requested time. Clicking on any hourly block displays the requests made by all the schools for that unit. It also displays the status of the requests.
When request(s) are approved / rejected, the requests will be displayed in ‘green’ color in the calendar.
Contact through Email

Users can send emails within themselves by using the ‘Contact through Email’ feature available to the users logged into the system. They can send email to one or more recipients by pressing down ‘ctrl’ key and clicking on the users. Email subject and message is mandatory. Pressing ‘Send’ button sends an email to all the recipients.
Appendix A

The following are some of the terms used in this document

**OCLBCP**
Orange County – Long Beach Clinical Placement System.

**IECP**
Inland Empire Clinical Placement System.

**School**
Any nursing school participating in OCLBCP / IECP System and has students that need clinical experiences in order to meet course.

**School Representative**
User representing a nursing school in OCLBCP / IECP System. A school should have a representative who will be responsible for keeping its information up to date and requesting clinical placements at facilities.

**Clinical Facility**
Any clinical location participating in OCLBCP / IECP System accepting nursing students. They can be hospitals, skilled nursing facilities, etc.

**Facility Representative**
User representing a clinical facility participating in OCLBCP / IECP System. A clinical facility should have a representative who will be responsible for keeping its information up to date and providing unit availability details.

**Administrator**
User who manages the entire OCLBCP / IECP System and is able to make any changes and not restricted to a specific school or clinical facility.

**Clinical Area**
Major clinical service area that is most common in hospitals and clinical facilities like Medical / Surgical, Obstetrics, Pediatrics, Psychiatric etc.

**Request**
Upon searching for a unit that satisfies the requirements, School makes a formal request to grant them access to the unit during a time slot. Facility representatives will either accept or reject such requests.

**Unit**
Sub categories within clinical areas for which requests can be made by schools typically it is the place or physical area.

**Student Type**
Nursing students undergoing one of following programs
Associate Degree Nursing (ADN) Program
Licensed Practical Nursing (LPN) or Licensed Vocational Nursing (LVN) programs
Master of Science in Nursing (MSN)
Bachelor of Science in Nursing (BSN)
Nursing Assistant (NA) / Certified Nursing Assistant (CNA) program
Physical Therapy (PT) program
Emergency Medical Technician (EMT)

**Shift**

Time during the day in which a nursing and allied health student can make use of the unit