

Using the MEP Placement Recruitment Spreadsheet

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Thanks to Elizabeth Allemang for the original version

Outline

Planning student placements

Accessing your practice Google folder

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Questions or assistance

Planning student placements

MEP recommends using a planning template to map out placements prior to completing the placement recruitment spreadsheet

See the TMU Midwifery (MEP) website under Clinical Teaching and Learning for:

- Planning MEP Placements slides outlining principles, policies and tools for planning midwifery placements
- Template planning charts for births planned per course and births planned per student

Accessing your practice Google folder

Each TMU affiliated practice has a folder labelled in the TMU Google drive

Your practice folder has unique web link that is shared with the Practice Education Coordinator and others as designated

Ensure you let Loreto or Martha know who should have access to your practice's folder at L2freire@torontomu.ca (GTA) or martha.sharpe@torontomu.ca

Practice Google folders include:

- Placement recruitment spreadsheet where you enter placements offered
- Practice contact list to updated regularly (at least annually each spring)
- Relevant policies for placement recruitment and allocation, e.g. conflict of interest policy, conflict of interest student list per course
- Archive sub-folder with previous recruitment spreadsheet

A 'live' and secure folder

As an online folder, you can update documents at anytime

All changes are recorded with date/time and who made the changes

Placement staff are alerted when you make changes

We provide deadlines to confirm the information as we prepare to assign placements

Your practice folder and its contents are accessed by the PEC, others designated by the PEC, and MEP placement staff and faculty

Understanding the recruitment spreadsheet

Each spring, a new placement recruitment spreadsheet is created for a 21 month period

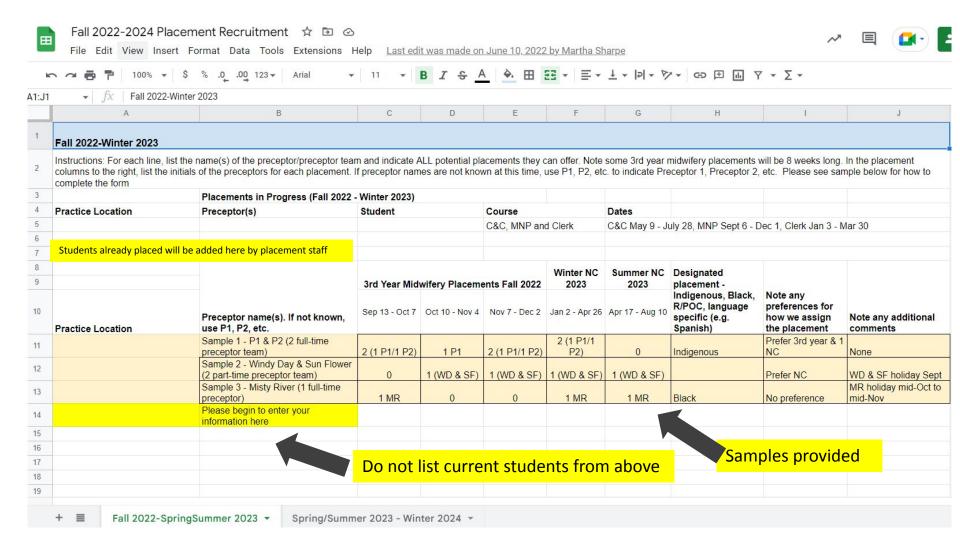
The spreadsheet is divided into two sheets that include:

- Tab 1 upcoming fall/winter (fall third year placements, NC, IMPP)
- Tab 2 following spring/fall/winter (summer NC, senior year and next fall third year placements, NC and IMPP)
- List of students currently placed

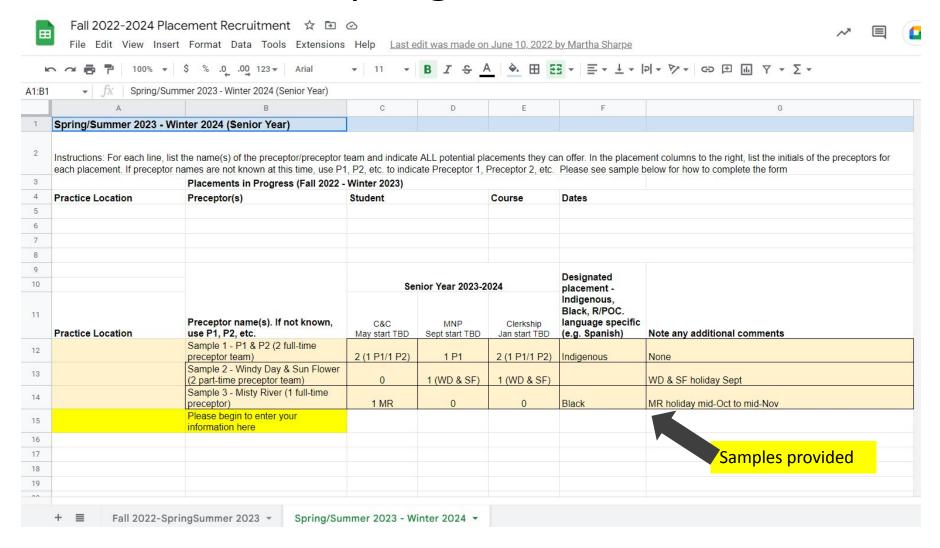
There are two placement recruitment time periods when you are asked to confirm or project placements:

- June-Aug confirm fall/winter placements for Tab 1, project for Tab 2
- Nov-Jan confirm the next spring through winter for Tab 2

Tab 1 - Fall - Spring Summer



Tab 1 - Fall - Spring Summer



Completing the recruitment spreadsheet

Refer to your previous recruitment spreadsheet (see Archive sub-folder)

Enter each preceptor team on a separate line

Indicate all the courses where the placement could be assigned to give flexibility for how to assign the placement according to MEP needs

Indicate any preferences for how the placement is assigned

Indicate if the placement has a special designation according to MEP policies:

- Aboriginal designated placement (self-designated by preceptor/practice)
- Language fluency placement (≥ 30% of care provided by preceptor in a particular language to clients, e.g. Spanish)

Note any additional comments, e.g. preceptor holidays

For questions or assistance

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