



**Midwifery
Education
Program**

Using the MEP Placement Recruitment Spreadsheet

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Loreto Freire

GTA Experiential Learning Coordinator

Martha Sharpe

GOA Placement Coordinator

Vicki Van Wagner

Clinical Education Coordinator

*Thanks to Elizabeth Allemang for the
original version*

Outline

Planning student placements

Accessing your practice Google folder

Understanding the placement recruitment spreadsheet

Completing the placement recruitment spreadsheet

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

Fall 2022-2024 Placement Recruitment ☆ ⓘ

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A1:J1 fx Fall 2022-Winter 2023

	A	B	C	D	E	F	G	H	I	J
1	Fall 2022-Winter 2023									
2	Instructions: For each line, list the name(s) of the preceptor/preceptor team and indicate ALL potential placements they can offer. Note some 3rd year midwifery placements will be 8 weeks long. In the placement columns to the right, list the initials of the preceptors for each placement. If preceptor names are not known at this time, use P1, P2, etc. to indicate Preceptor 1, Preceptor 2, etc. Please see sample below for how to complete the form									
3	Placements in Progress (Fall 2022 - Winter 2023)									
4	Practice Location	Preceptor(s)	Student	Course		Dates				
5				C&C, MNP and Clerk		C&C May 9 - July 28, MNP Sept 6 - Dec 1, Clerk Jan 3 - Mar 30				
6										
7	Students already placed will be added here by placement staff									
8										
9										
10			3rd Year Midwifery Placements Fall 2022			Winter NC 2023	Summer NC 2023	Designated placement - Indigenous, Black, R/POC, language specific (e.g. Spanish)	Note any preferences for how we assign the placement	Note any additional comments
	Practice Location	Preceptor name(s). If not known, use P1, P2, etc.	Sep 13 - Oct 7	Oct 10 - Nov 4	Nov 7 - Dec 2	Jan 2 - Apr 26	Apr 17 - Aug 10			
11		Sample 1 - P1 & P2 (2 full-time preceptor team)	2 (1 P1/1 P2)	1 P1	2 (1 P1/1 P2)	2 (1 P1/1 P2)	0	Indigenous	Prefer 3rd year & 1 NC	None
12		Sample 2 - Windy Day & Sun Flower (2 part-time preceptor team)	0	1 (WD & SF)	1 (WD & SF)	1 (WD & SF)	1 (WD & SF)		Prefer NC	WD & SF holiday Sept
13		Sample 3 - Misty River (1 full-time preceptor)	1 MR	0	0	1 MR	1 MR	Black	No preference	MR holiday mid-Oct to mid-Nov
14		Please begin to enter your information here								
15										
16										
17										
18										
19										

+ ☰ **Fall 2022-SpringSummer 2023** Spring/Summer 2023 - Winter 2024 ▾

Do not list current students from above

Samples provided

Tab 1 - Fall - Spring Summer




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A1:B1 Spring/Summer 2023 - Winter 2024 (Senior Year)

	A	B	C	D	E	F	G
1	Spring/Summer 2023 - Winter 2024 (Senior Year)						
2	Instructions: For each line, list the name(s) of the preceptor/preceptor team and indicate ALL potential placements they can offer. In the placement columns to the right, list the initials of the preceptors for each placement. If preceptor names are not known at this time, use P1, P2, etc. to indicate Preceptor 1, Preceptor 2, etc. Please see sample below for how to complete the form						
3	Placements in Progress (Fall 2022 - Winter 2023)						
4	Practice Location	Preceptor(s)	Student	Course	Dates		
5							
6							
7							
8							
9							
10			Senior Year 2023-2024			Designated placement - Indigenous, Black, R/POC. language specific (e.g. Spanish)	Note any additional comments
11	Practice Location	Preceptor name(s). If not known, use P1, P2, etc.	C&C May start TBD	MNP Sept start TBD	Clerkship Jan start TBD		
12		Sample 1 - P1 & P2 (2 full-time preceptor team)	2 (1 P1/1 P2)	1 P1	2 (1 P1/1 P2)	Indigenous	None
13		Sample 2 - Windy Day & Sun Flower (2 part-time preceptor team)	0	1 (WD & SF)	1 (WD & SF)		WD & SF holiday Sept
14		Sample 3 - Misty River (1 full-time preceptor)	1 MR	0	0	Black	MR holiday mid-Oct to mid-Nov
15		Please begin to enter your information here					
16							
17							
18							
19							



Samples provided

Samples provided

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 ($\geq 30\%$ 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

GTA Experiential Learning Coordinator:

Loreto Freire

L2freire@torontomu.ca

GOA Placement Coordinator:

Martha Sharpe

martha.sharpe@torontomu.ca

Faculty Clinical Education Coordinator:

Vicki Van Wagner

vvanwagn@torontomu.ca

