InPlace User Guide: For Clinical Instructors

Welcome
InPlace is the new enterprise database management tool for the College of Nursing and Health Sciences to help manage, select, and organize clinical placements and internships. With this new system, you will be able to view the students in your clinical groups as well as upload crucial documents required for clinical clearance.

Getting Started
Using InPlace will be similar to using Blackboard. Click on this link to access InPlace:

https://cnhs-umassb-signon.inplacesoftware.com

Tip: Make sure to create a bookmark of this page in your desired web browser.

Click on the “Staff & Students” button at the top of the screen and log in with your UMB Student username and password, similar to what you have been using to access WISER, Email, and Blackboard.

Leave off “@umb.edu”

If you are logging in for the first time, you will need to read the Terms and Conditions and accept them.

Please familiarize yourself with the interface (results may vary):
Your Profile

To see the details of your student profile, click on your username (in the upper-right corner of the screen) then click ‘My Details’ in the drop-down menu. Here, you will see all of your clearance requirements.

Some categories have instructions. Make sure to read these instructions before inputting any data or uploading documents.

Example:

In this case, if you have been vaccinated for Varicella (chicken pox), upload documentations from your doctor verifying that you have received the vaccinations. If you have taken a titer test, you can also upload that as well.

To upload a document, click on the ‘v’ sign to expand the section and select or drag in a file.

Do not forget to input the date of the test or vaccination in the box above.

Click on ‘Submit Changes’ when you are finished with the section.

Do this for all the applicable sections.

Each section will have its own unique instructions on what to include.

For example, when you upload your proof of health insurance under Attachment, you must upload two photographs or scanned copies of your health insurance card: one of the front, one of the back. You must also select which company you are subscribed to from the dropdown menu. If your provider is not listed, select ‘other’ then type in the name of your provider in the Comments section.
Using your mobile device

For convenience, you can also log onto InPlace through your mobile device’s web browser. InPlace can accept clear images or files of required forms/documentations right from your phone.

For example, if you are using iOS you have the option of choosing a photo from your photo library, taking a photo with your camera, or a file from iCloud Drive or OneDrive (tap on Browse).

Tips for taking photos (example shown – your health insurance card):

- **No Glare**
  - Don’t let your phone’s camera glare reflect on the image.

- **Do not block information**
  - Make sure all text on the card is visible.

- **Just right!**

For best results, take photos of your documents against a table or wall in a well-lit room and avoid using flash (this creates glare). Additionally, please make sure your hands/fingers are not visible. You can also crop the image to the dimensions of the card on your phone.

**Note:** if you choose to scan your insurance card, make sure it is scanned in color.
Immunizations

Immunization and health information requires documentation from the following categories:

- Health Insurance Coverage
- Flu Vaccination
- CPR Certification
- TDAP and/or TD booster shots
- Hepatitis B
- Measles/Mumps/Rubella (MMR)
- Varicella (Chicken Pox)
- Tuberculosis (TB)

Each of these categories has its own unique set of instructions that you must read before uploading the correct documentation in order to clear you for clinical placements.

Health Insurance Coverage

1. **Health Insurance:** You must select whether your health insurance coverage is either from UMass Boston or personal (this can be your own or your parents'/guardians' insurance).

2. **Health Insurance Provider:** Select from the dropdown menu on which company you have coverage from. If your company is not listed, select 'OTHER' (the last menu item) then type it in the comments field directly below.

3. **Attachment:** This is very important. You must upload a document containing the front and back images of the card. Do crop the images if your fingers are visible in the image, and avoid shadows and glare. It is highly recommended to use a photo copier or scanner for best results.

Flu Vaccinations

1. **Flu Vaccine Date:** Input the date that you received your flu shot,

2. **Attachment:** upload a photocopied document (preferably in PDF) from your doctor. Flu season typically runs from August through July of the following year.

CPR Certification

1. **CPR:** Select which certification you have using the dropdown menu. Certification must be from the American Heart Association or American Red Cross at the BLS for the Health Care Provider Level.

2. **Attachments:** This is very important. You must upload a document containing the front and back images of the card. Do crop the images if your fingers are visible in the image, and avoid shadows and glare. It is highly recommended to use a photo copier or scanner for best results.

3. **CPR Certificate Date:** Please enter the date your CPR Certificate was OBTAINED.
TDAP/TD Booster Shots

1. **TDAP**: Input the date of when you received your TDAP vaccination.

2. **Attachment**: upload a photocopied document (preferably in PDF) from your doctor for your TDAP vaccination.

3. **TD Booster**: After your TDAP vaccination has expired after 10 years, you will need a TD booster shot. Input the date of your TD booster shot here if you have received one.

4. **Attachment**: upload a photocopied document (preferably in PDF) from your doctor for your TD booster shot.

Hepatitis B

You must provide documents of **three** doses of the Hepatitis B vaccine AND documentation of positive Hepatitis B Antibody titer showing immunity, which includes the date of test and the result.

If the Hep B titer reflects immunity (positive result), a second series of Hep B vaccinations is not needed.

If result of the first Hep B Titer is **NEGATIVE** then the following information is also required in order to clear you to start clinical:

- Documentation of first series of 3 doses of Hep B vaccine
- Documentation of when the titer was completed and the result
- Documentation of date you received at least the first dose of a **second series** of the 3 doses of Hep B vaccine

However, you will need to complete the second series and send us updated documentation after each new Hep B vaccine. After you have completed the second 3-dose Hep B vaccine series, you will need to receive a new titer to determine if you are now immune or a non-converter and send us the documentation with the results.

Tuberculosis (TB) - *Please Read Carefully*

You will need documentation on an official letterhead from your doctor, occupational health department, or University Health Services which includes the date of skin planting, the date of reading, and the test result.

1. **BCG Vaccine**: the bacille Calmette-Guerin (BCG) vaccine is commonly used in developing countries where tuberculosis or leprosy is common. If you know that you've received the BCG vaccine please select 'Yes' in the dropdown menu. Please note that if you've had the vaccine, you may receive a false-positive test on a skin (PPD) test. In this case, you will need to take a blood test instead for accurate results.

   If you did not receive the BCG vaccine as a child, please skip to step 3.

   For more information on the BCG vaccine, visit

2. **BCG Vaccine Date**: if you've received the BCG vaccine and have official documentation for it, please input the date here and upload the document.
3. **TB Skin Test Plant Date**: Please enter the date of your skin test planting.

4. **TB Skin Test Read Date**: Please enter the date of your skin test reading. This is always 48 hours (2 days) after the skin planting.

5. **TB Skin Test Induration**: Please enter the induration in millimeters from your skin test.

6. **TB Skin Test Result**: Please select the result of your TB skin test. If you test negative, no further action is needed. However, if you test *positive*, please see below.

   **Positive Result without the BCG Vaccine:**
   
   If your result is POSITIVE and you DID NOT receive the BCG vaccine as a child then the following information is required to clear you for clinical:
   
   • Dated report of a negative Chest X-ray performed subsequent of TB test (No expiration on x-ray results)
   
   • Documentation of date of TB medication counseling and/or treatment
   
   • Negative symptoms checklist analysis to be completed by a healthcare professional. Must be completed AFTER Documentation Date (specified above in the section heading in InPlace) and the documentation must include that the patient is free of TB related symptoms.

   **Positive Result with the BCG Vaccine:**
   
   If result is POSITIVE and you have received the BCG vaccine as a child in another country then the following information is required to clear you for clinical:
   
   • Documentation of TB blood test (T-Spot or Quantiferon Gold) read as negative after Documentation Date (specified above in the section heading in InPlace)
   
   • Documentation of date of BCG vaccine having been administered
   
   • Dated report of a negative Chest X-ray performed subsequent of TB test (No expiration on x-ray results)
   
   • Documentation of date of TB medication counseling and/or treatment
   
   • Negative symptoms checklist analysis to be completed by a healthcare professional. Must be completed AFTER Documentation Date (specified above in the section heading in InPlace) and the documentation must include that the patient is free of TB related symptoms.

**Measles/Mumps/Rubella (MMR)**

For MMR, you have two options:

• Submit two documents: your first dose of the MMR vaccine and your second dose of the MMR vaccine. Remember to input the respective dates in the correct fields.

• Submit three documents: one titer result of measles, one titer result for mumps, and one titer result for rubella. Remember to input the respective dates in the correct fields.
Varicella (Chicken Pox)

You will need a varicella (chicken pox) titer with a result of positive indicating immunity OR 2 doses of the Varicella vaccine. Please note that a history (even if documented) is NOT acceptable for clinical clearance.

For Varicella, you have two options:

- Submit two documents: your first dose of the varicella vaccine and your second dose of the varicella vaccine. Remember to input the respective dates in the correct fields.
- Submit one document: if you have taken a titer test that shows you are immune (positive result) please upload it under Varicella Titer Result. Remember to input the respective dates in the correct fields.

Reviewing Your Students/Placements

Clinical coordinators will be able to see all of the students in the courses that they manage. Clinical instructors will be able to see all the students in the groups that they supervise.

To view placements, click on Students in the top bar.

If you are a clinical coordinator, you can see all of the students and placements that you oversee.

If you are a clinical instructor, you can see all of the students only in your clinical group.

Use the filter tools to view placements specific to certain categories, then click on "Apply Filter":

- Student Name - enter a student’s name to view their placements
- Supervised by - select a clinical instructor to view placements that are overseen by them
- Status - select the status of the placements you wish to view.
- Experience - view placements that relate to a certain field of study
- Agency - view placements that took/take place at a specific agency
• Start Date/End Date: you can view placements that occurred between two specific dates. Select "Include Range" to include the dates you have entered. Select "Exclude Range" to look for placements a day after the entered start date, and a day earlier than the entered end date.

When you click on a student's name on the far left, you can view their placement details, their contact information (including student email address), as well as their CIPO clearance statuses divided by category.

Privacy Warnings and Tips
InPlace Smart Placement Solutions stores and manages your personal data, some of which may be sensitive. It is your responsibility to keep your health and academic records safe. Please follow these useful tips:

**DO:**
- Use strong passwords
- Log into InPlace in a private place, i.e. your home or room
- Connect to a private Wi-Fi network (UMB Campus Wi-Fi is safe to use)
- Log off of InPlace when you are finished

**DO NOT:**
- Give your password to another person
- Log into InPlace in a public place such as a coffee shop or on public transit
- Leave your laptop or phone unattended
- Connect to insecure networks

Technical Assistance

If you need assistance or are experiencing difficulties with using InPlace, please send an email to inplacehelp@umb.edu.

If you are unable to log into InPlace because of problems with your UMB password, please contact the UMass Boston IT Service Desk at 617.287.5220. Please note that IT cannot assist with technical issues with InPlace. You must use inplacehelp@umb.edu for InPlace technical assistance with placements and clearance criteria.

(The service desk cannot process password resets via email for security purposes).

IT Service Desk Hours: Monday through Friday, 8am - 6pm (Closed on weekends and holidays)
Monday through Friday, 8am - 5pm during Summer and Winter sessions.