InPlace Fieldwork Management System

Frequently Asked Questions for New Clinical Partners

<u>For site coordinators</u>

As a site coordinator, for what purposes will I use InPlace?

As a site coordinator, you will regularly use InPlace to input your offers for UofT OS&OT fieldwork placements. You will also receive communication via InPlace, such as requests for offers or requests to check the accuracy of your offers. InPlace will also be used to communicate relevant information for you and your colleagues, for example, names and contact information for incoming students, resources, and information specific to the fieldwork timeframe.

What resources are available related to InPlace and its use?

When we send out any calls for offers, we will attach instructional resources to those emails. As a new site coordinator, you are also invited to contact our InPlace lead, Sonia Mistry ot.fieldworkadmin@utoronto.ca to request a demonstration of InPlace. Sonia can assist you with setting up your account in InPlace.

I may have received a link to InPlace and a password, but I cannot remember what they are. How do I access the system?

Our InPlace lead, Sonia will enter your site coordinator details into InPlace and activate your account. InPlace will send you a message to login. Ensure that the message didn't go to your junk mail. The link to InPlace is https://utoronto-ca.inplacesoftware.com/; please bookmark this link on your web browser for ease of access. Please write down your username (your email) and your password. If you have difficulty remembering your username or password, please contact Sonia ot.fieldworkadmin@utoronto.ca.

It is important to remember that only site coordinators have logins and accounts for InPlace. Preceptors will receive direct links to complete their student's CBFE assessment, however they do not get logins and accounts for InPlace.

How do I reset my password for InPlace?

Your username for InPlace will be your work email that you provided to UofT OS&OT. To reset your password, please do the following:

Navigate to https://utoronto-ca.inplacesoftware.com/

Click **Other Accounts**

Click into **Forget Your Password**

Enter the username and a password reset should be sent

How do I best support my colleagues as they use InPlace with students?

Supporting OTs in use of InPlace is a team effort, which will get easier over time. You may wish to check if your colleagues have spoken with their student about their question, as students may have some familiarity with the processes. You are encouraged to keep copies of resources that we create and share with you so that you may share them readily with your colleagues. You may choose to connect them directly with our team, specifically providing the contact information for our InPlace lead, Sonia Mistry: ot.fieldworkadmin@utoronto.ca and the course instructor.

I wish to change/add the name of the site coordinator for my site. Who do I contact?

Please email Sonia ot.fieldworkadmin@uotoronto.ca if there is a change in site coordinator at your agency. You can also email Sonia if you need to update your name and/or contact information. Please also email Sonia if your site coordinator role changes and if you require InPlace access to another agency or site.

I would like to receive a summary of my site's Student Report on Fieldwork so that I may learn from it. How do I access that summary?

Although we will send out a summary of your site's feedback from the Student Report on Fieldwork each time that we ask you to update your Fieldwork Site Profile (FS-PRO), you may request one at any time (after your site has supported at least 5 students). Please direct that request to the Director of Clinical Education, Rhona Anderson rhona.anderson@utoronto.ca.