InPlace Fieldwork Management System

Frequently Asked Questions for Clinical Partners

<u>For Preceptors</u>

What is InPlace?

InPlace is a fieldwork management system that is used by the Department of OS&OT and the Department of SLP at the University of Toronto. It is one system which serves many functions, including communication with sites, collecting fieldwork offers, accepting student preferences for offers, matching students to offers, providing a platform for evaluations, and keeping financial records. It will replace multiple previous systems that were used for these purposes.

As a preceptor, for what purposes will I use InPlace?

As a preceptor, you will primarily use the system to view and edit various parts of the Competency-based Fieldwork Evaluation (CBFE). The system makes the different sections of the CBFE available for viewing and completion at phased intervals. Initially, you will be able to view your student's learning objectives (3-4 associated with at least 3 different competencies). Next, you will be able to view your student's midterm self-assessment and complete your evaluation of their performance at midterm. Third, you will be able to view your student's final self-assessment and complete your evaluation of their performance at the end of the placement. Your student is also expected to show you their feedback report on learning at the placement that you are providing (Student Report on Fieldwork), both midway through the placement and at the end of the placement.

As a preceptor, will I have an InPlace account with a password and username?

Although providing preceptors with an InPlace account was our initial approach in October/November 2021, we do not use this method any longer. Instead of providing an account with a password and username, you will only receive an email with a link each time you supervise a student(s) (i.e., specific to each placement timeframe). This link provides you with direct access to the CBFE-OT (including learning objectives), the Student Report on Fieldwork (the student's feedback on their learning experience), and midterm and final acknowledgements of the review processes.

When can I expect to receive the link to access the InPlace?

To receive the link to access InPlace, your assigned student(s) must input your name, contact information, and COTO registration number into the InPlace system. Students are

asked to submit this by the end of the first day of placement. If this occurs as planned, you should receive your link by the end of the first week of placement. If you have not received it, please start by checking with your student(s) to see if they have submitted the requested information. If they have, then please contact our InPlace lead, Sonia Mistry: ot.fieldworkadmin@utoronto.ca.

I am partnering with another preceptor for student supervision. Do we each complete a separate evaluation (two in total) on InPlace or do we complete only one together?

Each preceptor will receive the same link for the student(s) that they are evaluating. It will give you access to one CBFE for one student. According to best practices, we continue to recommend that you agree on one score for each competency and one set of comments which reflect both views of the student's performance. If you prefer to enter individual comments, the link will allow that.

What resources should I access that relate to InPlace and its use?

We continue to develop resources that support preceptors' use of InPlace. Currently, the resource that we have developed is called "Preceptors: How to complete the CBFE." It is available from your site coordinator and is sent out via email each time a student is matched to your site.

My student is asking me for my College of Occupational Therapists of Ontario (COTO) number, indicating that he/she/they need it for InPlace. Why is this needed?

Prior to using InPlace, each CBFE had to include the OT preceptor's COTO registration number as proof that the student is supervised by a registered OT. This current need is no different, though it additionally ensures that two OTs by the same name are distinguished in the InPlace system. If you do not know your COTO registration number, you are encouraged to ask your student to look it up here.

To complete the final evaluation for my student, I would like to be able to see his/her/their learning objectives and midterm self-assessment as well as my midterm assessment of them. Is this possible?

Yes – a great idea! There is a button at the topic of the evaluation which allows you to see all parts of the CBFE completion, called "Show all answers in other stages." It can be located just below the drop-down menu which allows you to choose what to view on the screen (e.g., learning objectives, student midterm, preceptor midterm, etc.) and above the first competency (i.e., Practice Knowledge).

What if there appears to be an error associated with the InPlace system (e.g., I am not able to use InPlace to view my student's evaluation or complete my own or there is an error with my assigned student's name?).

Both system and human errors do occur, unfortunately, and we thank you for both your understanding and your willingness to share the challenge with us. You may either contact our InPlace lead, Sonia Mistry directly: ot.fieldworkadmin@utoronto.ca and copy the fieldwork instructor or request that your student do so on your behalf and copy you. We will aim to solve the issue promptly, or if it needs to be addressed by staff at InPlace, we will help you to determine immediate work-around solutions, as needed.