



Facility CE Co-ordinator (FacCEC) Checklist

Role of the FacCEC in APPLinkup:

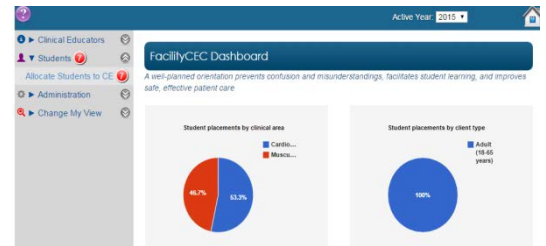
- register Clinical Educators (CE) from your facility in the system
- assign students in each clinical block to a Clinical Educator/s
- manage changes to CEs during placement
- where applicable (eg clinical schools model), allocate students to clinical areas



TIP: Click on the User Manual tab on the home page and review the section of the User Manual for FacCECs. This provides additional information & answers most of your questions.

BEFORE THE PLACEMENT BEGINS

- Access the **APPLinkup** website at www.applinkup.com
- Request access as a FacCEC; see the FacCEC 'Quick Start Guide' for directions
- Advise all staff who will be CEs during the year to register in the APPLinkup system and request CE access
- Log in to your FacCEC home page, approve requests from CEs & allocate students from different universities to their CEs
- Check that CEs can log in and see their allocated students
 - Refer CEs to Resources tab to refresh expectations of student performance e.g. expected standards



Tip: Allocate yourself as a CE for all students. This allows the FacCEC to perform all functions of a CE, which is very useful if CEs are away and student forms need accessing or completion

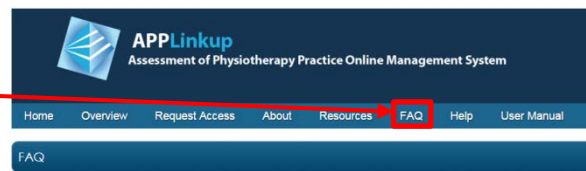
DURING THE PLACEMENT

- Check that CEs and students complete the APP prior to mid and end of unit feedback meetings
- Check all mid-unit APP assessments have been submitted by CEs

AT THE END OF THE PLACEMENT

- Check all end-unit APP summative assessments have been submitted
- Run reports at any time to view data on clinical education at your facility

- Other questions? See click on **FAQ** on home page





Facility CE Co-ordinator (FacCEC) 'Quick Start' Guide

The Role of the FacCEC in APPLinkup

- register Clinical Educators (CE) from your facility in the system
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How do I use the APPLinkup system?

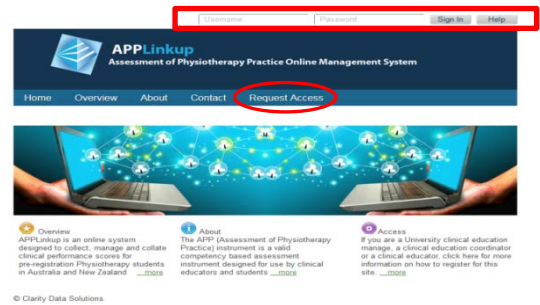
Step 1: Access the APPLinkup website www.applinkup.com

Step 2: Select **Request Access** from the menu bar at the top of the home page

Step 3: Select the link for **FacCEC** access, complete the form and submit

Step 4: You will receive an email with your user name and a temporary password.

Step 6: Enter your username and password into the fields at the top right of the home page & select the Sign In button.



Select **Administration** from the (L) side menu bar to change your password to one you will remember the first time you log in.

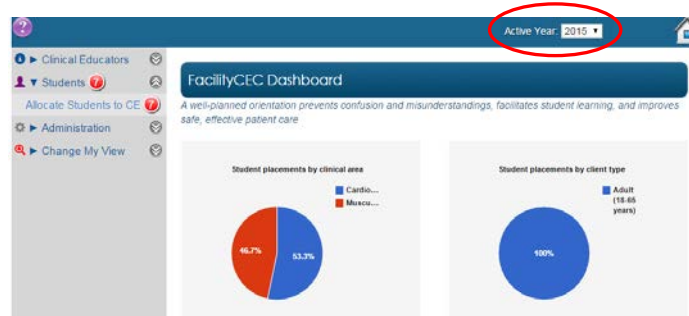
FacCEC Home Page

The Dashboard shows graphs of student placements by area and by client type for your facility



Here the red bubble shows: there are currently 7 students needing to be allocated to a clinical educator

Step 7: To register a CE click on the **Clinical Educators** menu item using the **Select** button and approve or reject request



A useful thing to do is to ask all of your staff who are likely to be involved in clinical education to submit a request at the beginning of the year. That way, all possible clinical educators are registered in the system ready to be allocated to students as needed

Step 8: To allocate a student to a CE click on **Students** in the (L) menu and then **Allocate Students to CE**



Step 9: The **Allocate Students to Clinical Educators** screen is displayed, listing the predefined blocks and the students who are allocated to that block

Select the **Allocate** link next to the student/s you wish to allocate

Allocate Students to Clinical Educators

Step 10: Select the CE from the educator pool and click Add

Step 11: For more detail refer to the FacCEC section in the APPLinkup User Manual or click on link below

<http://www.applinkup.com/Documents/APPMannual.pdf>

