

E. Column Content Key

- The below Column Content Key is up-to-date as of February 2014 – additions and edits to this key may occur upon partner recommendations.
- Required attributes are listed in parentheses (required) under the column name.
- Optional attributes are listed in parentheses (optional) under the column name.
- The Column number and general name will not change. However the information within each column may be added to or deleted (i.e., additional schools may be added, some schools may be deleted). Description data is provided for example only and will be handled by the database administrator user.

Column Name	Column Description
ID# (automatically populated)	Automatically entered by the database. This attribute will numerically identify the clinical placement record.
Decision (populated by the clinical site after the entry has been entered into the system)	The decision entered by the clinical site. Decisions are as follows: Approve = means the clinical site may accommodate the request Deny = means the clinical site cannot accommodate the request
Status (automatically populated to "Active" once the entry has been entered to the system)	The status of the request. Upon entry by an education program or clinical site user the status will be automatically populated with an "A" – after submission users may edit this designation to be: <ul style="list-style-type: none"> • Active • Cancel • Tracking
Program (required)	The general type of the program. Examples include: APN = Advanced Practice Nursing PA = Physician Assistant
School	The school in which the program is under. Examples include:

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(required)	<ul style="list-style-type: none"> • Augsburg – Augsburg College • BTH – Bethel University • CSS – College of St. Scholastica • Metro State – Metropolitan State University • MSUM – Minnesota State University, Mankato • MSUMoor – Minnesota State University, Moorhead • St. Kates NP – St. Catherine University Nurse Practitioner • St. Kates PA – St. Catherine University Physician Assistant • UofM – University of Minnesota • WSU – Winona State University
School Contact (optional)	Please do not use this column at this time – this information will be accessible in the Contact Information on the system's Home page.
Role (required)	<p>The type of role of the experience/clinical activity request. This information may be edited after submission.</p> <ul style="list-style-type: none"> • Adult • CNM • CNS • CRNA • NP • Leadership • PA • NE – Nurse Educator • IHH – Intg Health & Healing
Pop Focus (required)	<p>The population focus the student will need during the clinical experience. This information may be edited after submission.</p> <ul style="list-style-type: none"> • Anesthesia • Adult • Adult CNS • Adult Gero • CNM • CNS • FNP • Gero • IHH • Leadership • Nsg Ed • NMW • NNP • PA

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	<ul style="list-style-type: none"> • Peds • PNP • Psych MH • Pub Hlth • WHNP
Setting (required)	<p>The type of site that is needed for the clinical experience. This information may be edited after submission.</p> <ul style="list-style-type: none"> • Clinic • Clinic/Hosp (for those that follow patients from the clinic to the hospital, usually for deliveries) • Community Based (this includes Public Health Clinics and Home Care) • Hospital • LTC (this includes Assisted Living) • LTC/TCU – Long Term Care Transitional Care Unit
Type (required)	<p>They general type of experience that the student will focus on. This information may be edited after submission.</p> <ul style="list-style-type: none"> • Acute Care • Adult • Adult/Gero • ER • Family • Hospice • Int Med • Neonatal • OB/GYN • OR • Palliative Care • Primary Care • Pediatrics • Psych • Specialties • Surg
Level (required)	<p>The GENERAL level of the student. This information may be edited after submission.</p> <ul style="list-style-type: none"> • Beginner = the student's first semester • Intermediate = all semesters between the student's first semester and last • Advanced = the student's last semester
Course #	<p>The course number for the student's clinical activity. This information may be edited after</p>

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(required)	submission.
Term (required)	The term in which the clinical activity will take place –Fall, Spring and Summer
Year (required)	The year in which the clinical activity will take place
St Date (required)	The start date the student will be available to start their clinical experience.
Ed Date (required)	The end date of the clinical experience
Ttl Hrs (required)	The total hours the student must work with their preceptor during this experience - between the start dates and end dates. This information may be edited after submission.
Hrs/Wk (required)	The GENERAL number of hours that the student will be working with a preceptor per week. Meant as a way for Clinical Partners to use to find employees to precept – not meant as a means to strictly tie a student to that hour/week. This information may be edited after submission.
System (required)	The system that the student is placed in (i.e., Allina, Fairview, HealthEast, etc...).
Clinical Site (optional)	The clinical site code in which the student is placed. This information may be edited after submission.
Dept/Area (optional)	The area or department within the clinical site the student will be completing their clinical – usually this is for a hospital setting. This information may be edited after submission.
CI Track (optional)	This is a free-text area where users may keep track of clinical site locations not synced up with users in the system.
Credentials	If known, insert the credentials of the Preceptor the student will be following. This

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(optional)	information may be edited after submission.
Comments (optional)	Space to provide any additional details you think are important to this placement. For example, include a comment if the preceptor needs to be someone who prescribes to students or if the student will be completing a project during the clinical timeframe. This information may be edited after submission.
Prec Name	3 columns – meant to capture the preceptor contact information. Prec 1 st Name (for the preceptor's first name); Prec Last Name (for the preceptor's last name); Prec Email (for the preceptor's email)
St Name (optional – broken into 2 columns)	3 columns – If known, columns are meant to capture the students contact information. St 1 st Name (for the student's first name); St Last Name (for the student's last name)
St E-mail (optional)	If known, the student's e-mail
Syst Employed (optional)	If known, check if the student is an employee of the system
Created (automatically populated)	The database automatically populates this attribute with the date the record was created.
Modified (automatically populated)	The database automatically populates this attribute with the date the record was last edited.
Modified by (automatically populated)	The database automatically populates this attribute with the email address of the last user who edited the record.