

Clinicals & Externships — every placement

Facility, student, dates, hours against the requirement, and clearance status.

1 What this page is for

WHAT THIS PAGE IS FOR

To see every student's clinical or externship placement in one list, with hours completed against what the program requires and whether the student is cleared to attend (background check, immunisations, CPR).

THE TABLE

Facility, student, program, dates, required hours, completed hours, clearance (Cleared / Pending / Problem).

FACILITIES

The cards at the bottom are the facilities; click one to filter the placements above to that site. Facilities are managed on the **Partners** tab.

2 The number cards

The cards across the top of the page, left to right.

CARD	WHAT IT COUNTS
Active placements	Placements whose dates include today, across the facilities in use.
Hours completed	Completed hours against required hours, all active placements.
Cleared to attend	Students with clearance complete.
Clearance problems	Students with a clearance problem — fix these before the start date.

3 Facilities

One card per facility with the number of placements. Click a card to filter the table; click again to clear. Add or edit facilities on the Partners tab (kind: Clinical site or Externship site).

4 Step by step

Update hours after a shift

1. Open the student from the Students tab, tab **Clinicals**.
2. Enter the hours completed and save.

5 If something looks wrong

Search finds nothing.

Search covers facility, student and program names only.