



INTEGRIS Health:

Graduate Medical Education Rotators

Education Provider Quick Tool Guide

The smart companion to



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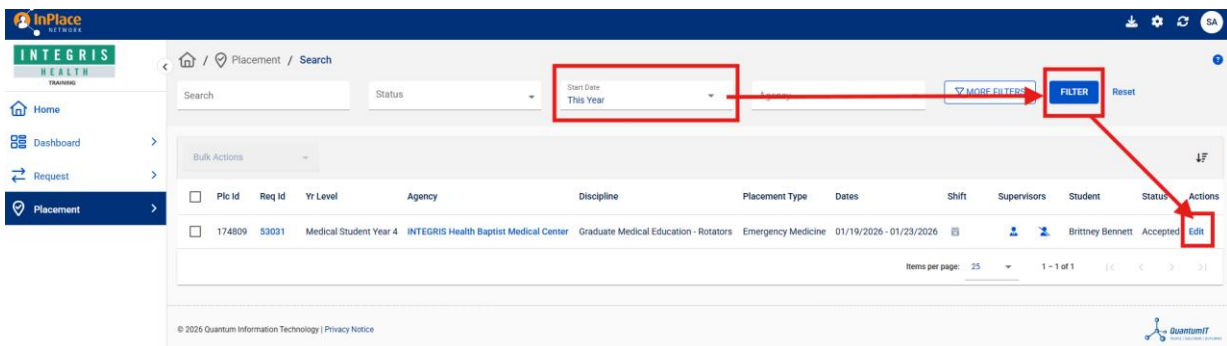
The INTEGRIS Health Graduate Medical Office require student rotators to submit their onboarding via InPlace Network. It is the responsibility of the school Placement Contact to provide the InPlace Network student user guide to rotators so they can create their account, submit their rotation details along with their onboarding requirements. The role of the Placement Contact is to monitor and ensure student rotators have completed the following:

1. Created their InPlace Network account and completed their profile.
2. Provided the correct details of their rotation:
 - Rotation dates, duration & location
 - Preceptor/Supervisor's contact details
 - CORE or ELECTIVE rotation
3. Passed verification on all their onboarding requirements.

ROTATION DETAILS

ENSURE THE STUDENT PROVIDED ACCURATE DETAILS

1. On your **Dashboard** (homepage), navigate to the **Placement** tab and click on **Search Placement**.
2. Ensure your filters at the top of the page are set accordingly to view all upcoming rotations in the **Start Date** filter and click on **Edit** in the placement rotation row to view onboarding.



3. In the **General** section, ensure the *Placement Type*, *Year Level* and *Agency* are correct. In the **Schedule** section, ensure the *Placements Dates* and *Duration* are correct.

General

Request ID: 53031
Placement ID: 174809

Education Provider: Oklahoma City University
Campus: Main

Program: Doctor of Medicine (MD)
Discipline: Graduate Medical Education - Rotators

Placement Type *: Emergency Medicine
Year Level *: Medical Student Year 4

Region *: Oklahoma City Metro
Agency *: 1 Records - INTEGRIS Health Baptist

Placement Group: [Edit](#)

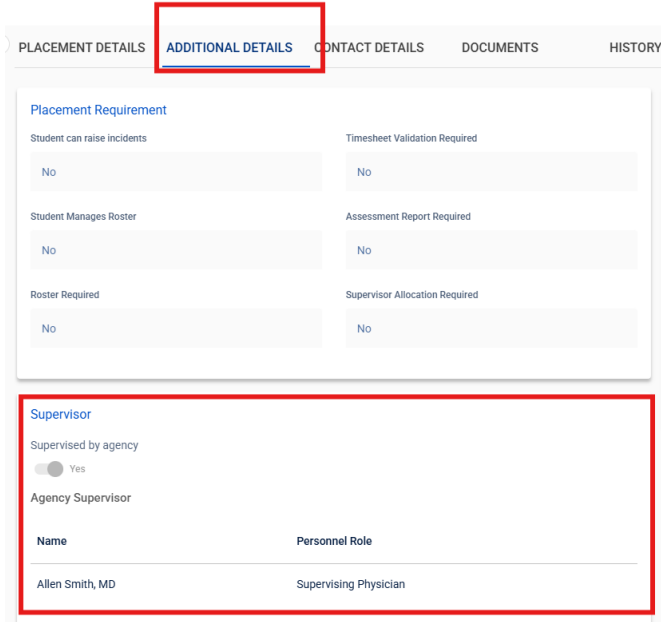
Schedule

Placement Dates *: 01/19/2026 - 01/23/2026
Duration *: 5 Days

Fixed Dates: Yes
Fixed Duration: No

Roster not included

- To ensure the correct Preceptor/Supervisor was provided, click on the **Additional Details** tab and refer to the **Supervisor** section.



PLACEMENT DETAILS **ADDITIONAL DETAILS** CONTACT DETAILS DOCUMENTS HISTORY

Placement Requirement

Student can raise incidents: No

Timesheet Validation Required: No

Student Manages Roster: No

Assessment Report Required: No

Roster Required: No

Supervisor Allocation Required: No

Supervisor

Supervised by agency: Yes

Agency Supervisor

Name	Personnel Role
Allen Smith, MD	Supervising Physician

- Ensure the correct **Rotation Type** is provided: Core Elective or Audition Rotation, by navigating to the **Comments** section.



Previous Placement Comments (1)

Private comment (visible to my organization only) SAVE COMMENT

Previous Comments

01/15/2026 01:30 PM - InPlace Admin

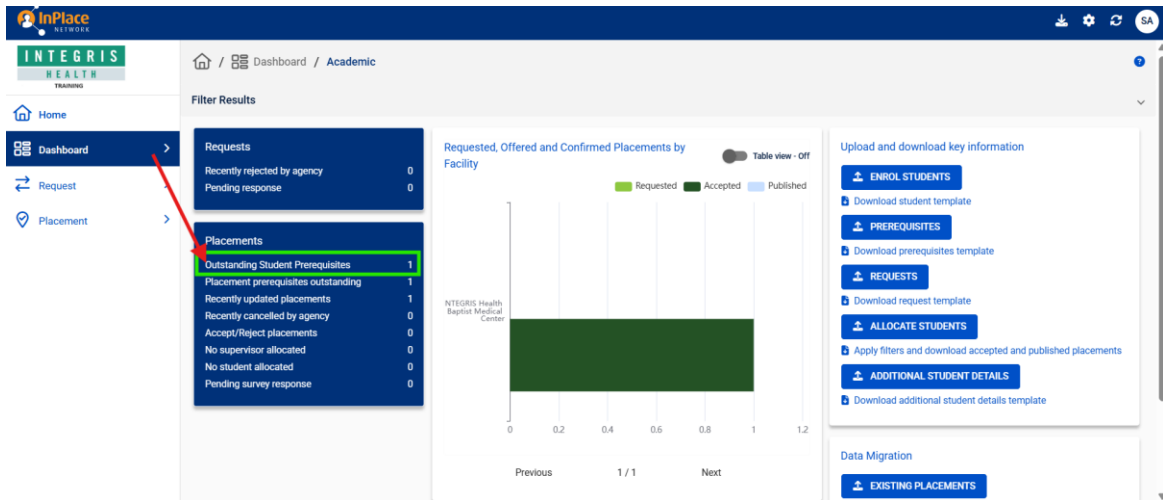
CORE ELECTIVE

IMPORTANT! If any of the rotation details are incorrect, you MUST email the GME Office so they can make the necessary corrections.

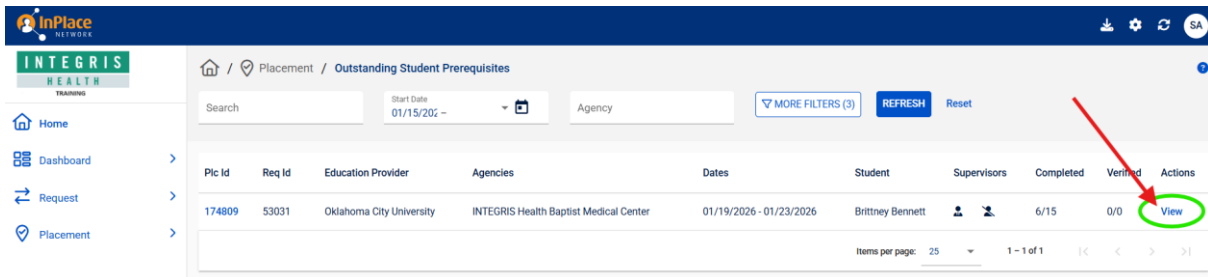
ONBOARDING STATUS

OPTION 1: VIEW VIA PLACEMENTS WIDGET

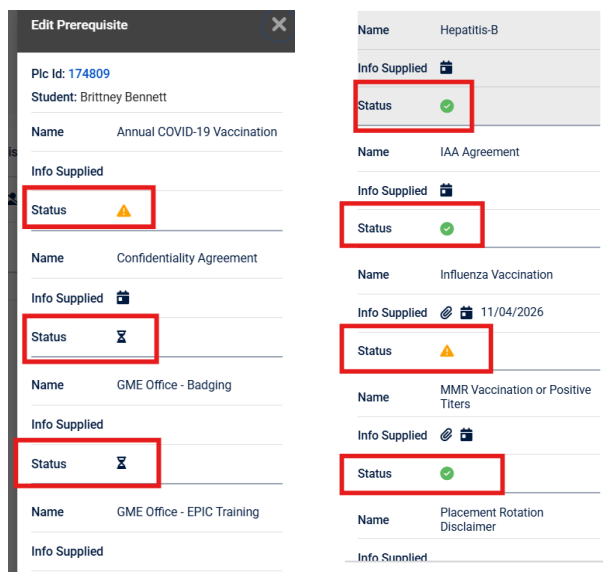
- From your Dashboard (homepage) on the *Placements* widget, click on **Outstanding Student Prerequisites**.



- Click on **View** to see all details



- A side panel will appear that lists all the prerequisites and the **status** of completion.

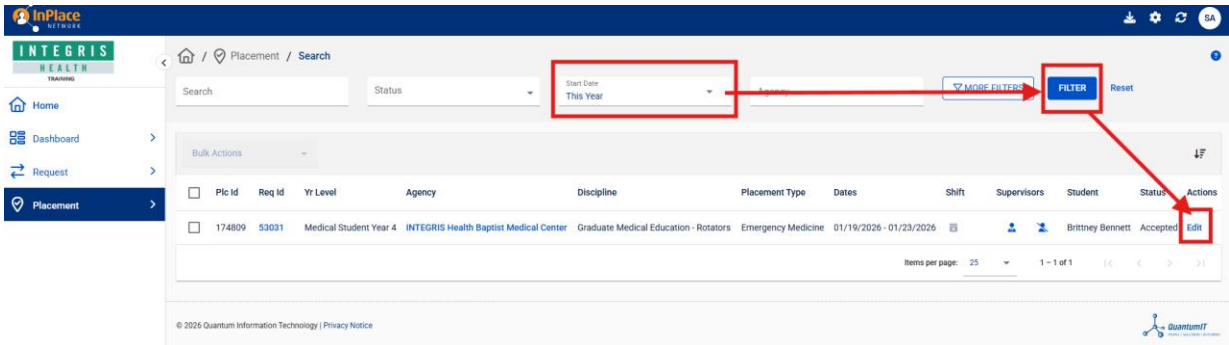


LEGEND:

- Attached Document
- Effective Date
- Outstanding
- Compliant

OPTION 2: VIEW VIA SEARCH PLACEMENT

6. On your **Dashboard** (homepage), navigate to the **Placement** tab and click on **Search Placement**.
7. Ensure your filters at the top of the page are set accordingly to view all upcoming rotations in the **Start Date** filter and click on **Edit** in the placement rotation row to view onboarding.



8. In the **Prerequisite** section, please refer to the **Status** column to see if the student has passed or failed verification and ensure students are following up and updating any failed prerequisites.

IMPORTANT: Any prerequisites stating *GME Office*, are to be completed by the INTEGRIS Health GME team.

Name	Info Supplied	Status
Annual COVID-19 Vaccination		▲
Confidentiality Agreement	📅	⌛
GME Office - Badging		⌛
GME Office - EPIC Training		✅
GME Office - Meal Card	📄	✅
GME Office - Network Account		▲
Hepatitis-A	📅	✅
Hepatitis-B	📅	✅
IAA Agreement	📅	✅
Influenza Vaccination	📅 11/04/2026	▲
MMR Vaccination or Positive Titers	📅	✅
Placement Rotation Disclaimer		✅
Sharps & Splash Injury Prevention Training		✅
TDAP	📅 06/22/2033	✅
Tuberculosis (Rotators)	📅 12/10/2026	✅
Varicella Vaccination or Positive Titer	📅	✅

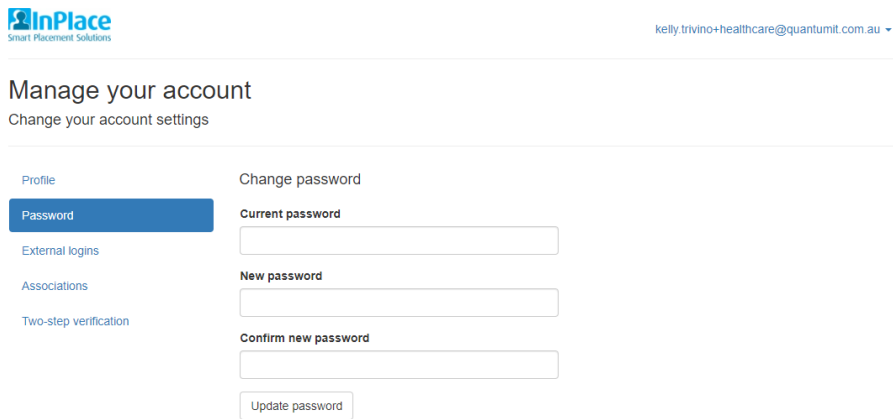
LEGEND:

- 📄 Attached Document
- 📅 Effective Date
- ▲ Outstanding
- ⌛ Pending Verification
- ✅ Compliant

MY PROFILE

UPDATE LOGIN PASSWORD

1. On the **Dashboard**, click on your initials > Profile
 - i Your user profile appears that shows your account permissions.
2. Click **My Account** tab
3. You may update password details by navigating to 'Manage Account' and selecting 'Password' from the menu
4. You may then change your password.
 - i Password requirements are a minimum of 8 characters in length, and at least 1 non-alphanumeric character e.g. \$@!#45DftT
5. Click **Password**

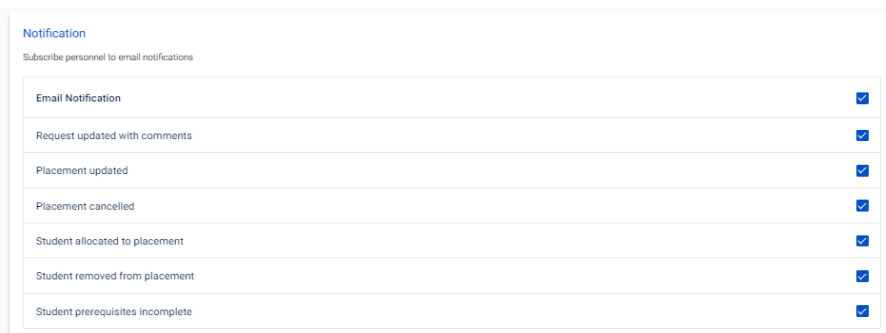


The screenshot shows the 'Manage your account' page with the 'Change password' section active. The left sidebar has 'Password' selected. The main content area contains three input fields for 'Current password', 'New password', and 'Confirm new password', followed by an 'Update password' button.

NOTIFICATIONS

SUBSCRIBE TO NOTIFICATIONS

6. On the **Dashboard**, click on your initials > Profile
7. Click **My Account** tab
8. Under the **Notification** panel, you can use the checkbox to select the options for the email notifications that you would like to subscribe to.
9. Click **Save Notifications** to save your changes.



The screenshot shows the 'Notification' panel with a table of notification types and checkboxes. All checkboxes are checked.

Notification	
Subscribe personnel to email notifications	
Email Notification	<input checked="" type="checkbox"/>
Request updated with comments	<input checked="" type="checkbox"/>
Placement updated	<input checked="" type="checkbox"/>
Placement cancelled	<input checked="" type="checkbox"/>
Student allocated to placement	<input checked="" type="checkbox"/>
Student removed from placement	<input checked="" type="checkbox"/>
Student prerequisites incomplete	<input checked="" type="checkbox"/>

GLOSSARY

Requests: the individual requests the student(s) submit for their rotation details and onboarding.

Discipline: the student area of study. i.e. Graduate Medical Education, Physical Therapy, etc.

Placement Type: the speciality/type of the rotation. i.e. Anesthesia, Family Medicine, Emergency Medicine, etc.

Year Level: the students' year level within their program i.e. Medical Student Year 3, Resident, Fellow, etc.

Agency: Rotation/Placement location.