



Midwifery
Education
Program

Using the MEP Placement Recruitment Spreadsheet

February 2024

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*Thanks to Elizabeth Allemang for the
original version*

Outline

Planning student placements

Accessing your practice Google folder

Understanding the placement recruitment spreadsheet

Completing the placement recruitment spreadsheet

Questions or assistance

Planning student placements

MEP recommends using a **planning template** to map out placements prior to completing the placement recruitment spreadsheet

See the TMU Midwifery (MEP) website under Clinical Teaching and Learning for:

- Planning MEP Placements slides outlining principles, policies and tools for planning midwifery placements
- Template planning charts for births planned per course and births planned per student

Accessing your practice Google folder

Each TMU affiliated practice has a folder labelled in the TMU Google drive

Your practice folder has unique web link that is shared with the Practice Education Coordinator and others as designated

Ensure you let Loreto or Martha know who should have access to your practice's folder at L2freire@torontomu.ca (GTA) or martha.sharpe@torontomu.ca

Practice Google folders include:

- Placement **recruitment spreadsheet** where you enter placements offered
- Practice **contact list** to updated regularly (at least annually each spring)
- Relevant policies for placement recruitment and allocation, e.g. conflict of interest policy, **conflict of interest** student list per course
- **Archive** sub-folder with previous recruitment spreadsheet

A 'live' and secure folder

As an online folder, you can **update** documents at **anytime**

All changes are recorded with date/time and who made the changes

Placement staff are alerted when you make changes

We provide **deadlines to confirm** the information as we prepare to assign placements

Your practice folder and its contents are **accessed** by the **PEC**, others designated by the PEC, and MEP **placement staff** and faculty

Understanding the recruitment spreadsheet

Each spring, a new placement recruitment spreadsheet is created

The 2025 spreadsheet is divided into **three sheets** that include:

- One month midwifery placements
- FUN I and II
- Senior courses

There are two placement recruitment time periods when you are asked to confirm or project placements:

- **June-Aug** - fall one month midwifery and **FUN I and II placements**
- **Sept-Nov** - **Senior** placements

Completing the recruitment spreadsheet

Refer to your previous recruitment spreadsheet (see Archive sub-folder)

Enter **each preceptor team** on a separate line

For FUN I & II indicate which **term** and which **months** (preferably two 12 week placements but include 8 week or 4 week)

Indicate any **preferences** for how the placement is assigned

Indicate if the placement has a **designation** according to MEP policies:

- Indigenous
- Black
- R/POC
- Language fluency placement ($\geq 30\%$ of care)

Note any additional comments, e.g. preceptor holidays

We assign a preceptor team to the student randomly - practices can change preceptor teams if needed but please update us

A1

fx Please indicate below if your practice is able to offer one month midwifery placements in Fall 2024

	A	B	C	D	E
1	Please indicate below if your practice is able to offer one month midwifery placements in Fall 2024				
2	Placements in Progress (Fall 2024)				
3	Preceptor(s)	Student	Course	Dates	
4	P1	Student A	CCII/ MNP, Clerk	Sept 2 - Nov 28, Jan 6 - TBD, 2025	
5					
6					
7	Preceptor name(s). If not known, use P1, P2, etc.	Fall 2024			Note any additional comments
8		Sep 11 - Oct x	Oct x - Nov x	Nov x - Dec xx	
9	Sample 1 - P1		1		None
10	Sample 2 - Windy Day & Sun Flower (2 part-time preceptor team)	1		1	WD & SF holiday Sept
11	Sample 3 - Misty River (1 full-time preceptor)	1	1	1	MR holiday mid-Oct to mid-Nov
12	Please begin to enter your information here				
13					
14					
15					

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1 month midwifery placements ▾

FUN 1&2 ▾

Senior ▾

	A	B	C	D	E	F
10						
11	Preceptor name(s). If not known, use P1, P2, etc.	Winter 2025 (12 weeks preferred but 8 or 4 weeks possible)	Summer 2025 (12 weeks preferred but 8 or 4 weeks possible)	Fall 2025 (12 weeks preferred but 8 or 4 weeks possible)	Designated placement - Indigenous, Black, R/POC, language specific (e.g. Spanish)	Note any preference how we as placement
12		12 weeks - Jan, Feb, Mar 8 weeks - please indicate months 4 weeks - please indicate month	12 weeks - May, June, July 8 weeks - please indicate months 4 weeks - please indicate month	12 weeks - Sept, Oct, Nov 8 weeks - please indicate months 4 weeks - please indicate month		
13	Sample 1 - P1 & P2 (2 full-time preceptor team)	Jan, Feb, Mar	May, June, July	Sept, Oct, Nov	Indigenous	Prefer W/F
14	Sample 2 - Windy Day & Sun Flower (2 part-time preceptor team)	Jan, Feb, Mar		Oct, Nov		No preferer
15	Sample 3 - Misty River (1 full-time preceptor)	Jan, Feb, Mar	May, June, July	Sept	Black	No preferer
16	Please begin to enter your information here					
17						
18						

A1:F1 | fx Senior 2025-2026

	A	B	C	D	E	F
11	Preceptor name(s). If not known, use P1, P2, etc.	CCI/C&C May 6 - July 25	CCII/MNP Sept start TBD	Clerkship Jan start TBD	R/POC. language specific (e.g. Spanish)	Note any additional comments
12	Sample 1 - P1 & P2 (2 full-time preceptor team)	2 (1 P1/1 P2)	1 P1	2 (1 P1/1 P2)	Indigenous	None
13	Sample 2 - Windy Day & Sun Flower (2 part-time preceptor team)	0	1 (WD & SF)	1 (WD & SF)		WD & SF holiday Sept
14	Sample 3 - Misty River (1 full-time preceptor)	1 MR	0	0	Black	MR holiday mid-Oct to mid-Nov
15	Please begin to enter your information here					
16						
17						
18						

For questions or assistance

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