

The Student's Guide to FISDAP

This manual has been written to assure every student understands the need and intent of FISDAP. FISDAP is a web-based computer system that allow for the scheduling and tracking of student clinical experiences. Columbia State has utilized FISDAP to identify clinical areas that provide the greatest impact on a student's time.

In order to maximize the effects of FISDAP on your education, you must first understand the timeline established by the Coordinator that will establish your account.

Establishing a User Account

You will receive a 19 digit code that will allow you to log on to www.fisdap.net. **You MUST open your account within four days.** Once the Homepage opens, look near the bottom of the page and click: I am a student. This will take you to the New Student Setup page where you will need to scroll down and enter the 19 digit code in the FISDAP Serial Number box then click submit.

Once you have clicked submit, you will be redirected to the sign up page. Here you will be asked to fill in your name, address etc. it is important that you fill in all boxes to include your gender and ethnicity. Your personal information will be held in confidence and cannot be used for anything other than identification by the faculty.

Once you have entered all the information and submitted it, you will be assigned a User Name and asked to submit a password. Please record your User Name and remember your password, this is your account and you will be responsible for the information you post after each clinical.

At this point the Coordinator will segregate all students into their respective class allowing you to view only those sites that are available to your section. Your Instructor will advise you either in class or by e-mail (the one that you provided to FISDAP) when you can re-visit FISDAP to schedule your clinicals.

How to Schedule Clinicals

Prior to logging on to schedule your Clinicals, sit down and develop a personal calendar of your availability outside of class days. Make sure you note all appointments and or personal engagements listed on those days. This will allow you to narrow your focus in finding clinicals that will fit into your personal schedule.

Once you have received confirmation to schedule clinicals from your Instructor either in-class or via e-mail, you will log back on to www.fisdap.net. At the FISDAP Homepage on the upper bar, click Scheduler. The Scheduler page will allow you to view All Sites and Base/Departments or, by clicking on the blue arrow, you can view certain Sites or

Base/Departments. Since we do not currently have dedicated Preceptors leave that menu on All. The fourth menu is Show, this allows you to view all Shift, All Chosen Shifts or All Available. If you are scheduling, we recommend viewing All Available.

Once you have found a clinical date and site, look for the “Door”. If the “Door” is green you may select it by clicking on it. A confirmation page with all the information will open. Pay attention to the date, start time, duration, service/hospital, base/department and especially the NOTES. Within the Notes sections you will find important information about this shift. If you’re unsure as to where the site is, you may check our website at <http://ems.columbiastate.edu> under “Directions to Clinical Sites” or look up the directions through any web-based mapping site, such as MapQuest. As always, enter your password to confirm your selection.

Entering Clinical Information

You MUST enter clinical encounters within seven days after the clinical. To do this, log on to www.fisdap.net in the upper bar click Data Entry. You will be directed to your clinical schedule. Click on the Add button, this will direct you to the Patient Contact entry page. Using the drop down menus, enter your patient information. Be careful not to double enter information such as Oxygen. Once complete, enter your password to complete and confirm your information.

You will find it necessary to take a notebook with you to each clinical to keep records of your patient contacts. You will be required to keep up with your patient information until it is entered into the Fisdap system. You have been allowed seven days to enter this information, but will be expected to enter the information at your first available opportunity after each rotation.

We hope this tutorial will be of interest and helpful in assisting you in developing and recording your clinical experience. All the information you enter will be confirmed and validated by EMS Education faculty.