



## QUICK REFERENCE GUIDE FOR PLACING COORDINATORS

### NURSING CLINICAL PLACEMENTS - GROUPS

#### COMMON RELEASE DATES

All nursing placements in Saskatchewan are to be tracked through the Health Sciences Placement Network (HSPnet)<sup>1</sup>. Given the high volume of placement requests going to the Regional Health Authorities, nursing degree programs, practical nursing programs, psychiatric nursing and nurse practitioner programs have agreed on three Common Release Dates for sending placement requests in HSPnet.

The 3 common release dates are:

Common Release Date	Applies To	Reply-By Date
January 15*	Placements between May 1 and August 31	February 5
May 1*	Placements between September 1 and December 31	May 22
September 15*	Placements between January 1 and April 30	October 6

\*or first business day following

#### RESPONSIBILITIES OF THE PLACING COORDINATOR

Placing Coordinator responsibilities related to the planning and coordination of group clinical placements include:

#### PRIOR TO RELEASE OF PLACEMENT REQUESTS:

- Review capacity data where available in HSPnet
- Build placements requests in HSPnet based on program requirements and projected student numbers, attending to all scheduling conflicts and placement overlaps
  - Use the conflict resolution tool in HSPnet to identify potential conflicts and overlaps
  - Make internal adjustments where possible to resolve identified conflicts

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<sup>1</sup> Nursing programs that do not use HSPnet include Critical Care, Emergency, Perioperative and Occupational Health Nursing; these placements must be entered into HSPnet by the by RHA Receiving Coordinators.

- Negotiate/collaborate with other nursing programs to address conflicts that cannot be resolved on your own
- Specify a **3-week Reply-By Date** on all requests to be sent on the Common Release Date

#### ON COMMON RELEASE DATE (OR FIRST WORKING DAY AFTERWARDS):

- Log into HSPnet and release placement requests to Receiving Agencies *Group requests are not automatically released by HSPnet on the Common Release Date; manual release is required. Also, for Receiving Agencies that do not use HSPnet, an additional step is required to email or fax requests to the appropriate agency contact.*

#### BETWEEN COMMON RELEASE DATE AND START OF PLACEMENTS:

- Monitor HSPnet welcome screen for Accepts, Declines, Redir-P, Sent requests
- Liaise with the Receiving Coordinator (RC) shortly after Reply-By Date to follow-up on outstanding requests (those with no response) and develop a plan for who does the follow-up for which requests and when
- For declined requests, review details and discuss alternate possibilities with the RC and other programs
- Once a sufficient number of requests have been accepted to accommodate the anticipated number of students, begin assigning instructors and students to available placements. *For some programs this may be an iterative process requiring ongoing adjustments until instructor staffing levels, schedules and student numbers are finalized*
- Cancel group placement requests *as soon as possible* if it is determined they are not needed in order to free up capacity for other placements
- Confirm placements and finalize student assignments in HSPnet *four weeks before the placement start date* – this releases the assignment to students and receiving agencies. *This step may be delayed when awaiting outcome of course pre-requisites.*
- Notify students and instructors when assignments have been finalized and are available for viewing in HSPnet, Alternatively, provide placement details to students and instructors directly if they are not set up to use HSPnet.
- Liaise with Receiving Coordinators or designated receiving agency contacts to arrange access for students and instructors to IT or other systems as needed, e.g. Pyxis, SCM, electronic documentation

Please confirm  
placements 4  
weeks before  
start date!

## GENERAL RESPONSIBILITIES

- Be familiar with the Saskatchewan Clinical Placement Agreement and your program's own placement policies and practices so that you can process requests, respond to questions and/or direct enquiries accordingly.
- Keep track of student pre-requisites as per the Saskatchewan Clinical Placement Agreement.
- Check with the Receiving Coordinator before requesting a new destination to be added to HSPnet.
- Review the staff database in HSPnet prior to each term to update profile/ contact information. Activate/ deactivate and enable/ disable accounts as needed. To determine if new staff records are needed, always search the staff active and inactive databases prior to creating new records.
- Monitor placement request status in HSPnet welcome screen regularly to ensure all requests end with one of the following statuses: Confirmed, Cancelled, Declined by Agency (may need to accept or decline on behalf of Receiving Agency if agency is not an HSPnet user).

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This Quick Reference Guide was developed by a working group, led by the Clinical Learning and Interprofessional Practice (CLIPP) unit, comprised of representatives of the following organizations: Carlton Trail College (Practical Nursing program), Saskatchewan Polytechnic Institute (Practical Nursing and SCBScN programs), University of Saskatchewan (BSN and Post-Degree BSN programs), Heartland Health Region, Regina Qu'Appelle Health Region, Sun Country Health Region, Sunrise Health Region.

A copy of this and all related Quick Reference Guides can be found at [www.clippunit.ca](http://www.clippunit.ca)