



QUICK REFERENCE GUIDE FOR PLACING COORDINATORS

NURSING CLINICAL PLACEMENTS - PRECEPTORSHIPS

COMMON RELEASE DATES

All nursing placements in Saskatchewan are to be tracked through the Health Sciences Placement Network (HSPnet).¹ 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 HSPnet².

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 preceptored clinical placements include:

PRIOR TO RELEASE OF PLACEMENT REQUESTS:

- Collect data from students re: interests, housing, bursaries, employment, etc.
- Review capacity data where available in HSPnet
- Negotiate/collaborate with other nursing programs to address potential conflicts and overlaps

¹ 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.

² Nurse Practitioner programs to begin following the same common release dates as of January, 2017.

- Build placements requests in HSPnet based on program requirements and projected student numbers
- Specify a 3-week Reply-By Date on all requests to be sent on the Common Release Date

Important: Provided your program is set up in HSPnet to use the “Nursing Interschool (NIS) Tools” preceptor placement requests can be created and “sent” at any time but those requests will not be visible to the Receiving Agencies until the Common Release Date. Contact Help Desk if this feature is not yet enabled for your program.

BETWEEN COMMON RELEASE DATE AND START OF PLACEMENTS:

- Monitor HSPnet Welcome screen for Accepts, Declines, Redir-P, Sent requests
- Liaise with Receiving Coordinators (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 ~95% of preceptorship requests are accepted, begin assigning students to placements based on student interest data and other program policies and directives. *Some programs may choose to allow students to choose from among available placement opportunities using student site-selector in HSPnet.*
- Ask Destination Contact to identify Preceptor if not listed on accepted placements (4-6 weeks in advance of start date)
- Liaise with Receiving Coordinator to enter/update Preceptor contact info as needed
- Confirm placements and finalize student assignments in HSPnet *four weeks before the placement start date* – this releases the placement assignment to the students and receiving agencies.
- Notify students that assignments have been finalized and are available for viewing in HSPnet. Alternatively, provide placement details to students directly if they are not set up to use HSPnet.
- Liaise with Receiving Coordinators (or Destination Contacts, as directed by RC) to arrange for student access to IT or other systems as needed, e.g. Pyxis, SCM, electronic documentation
- Communicate with students who may need to complete additional forms or interviews
- Send email to Destination Contacts, other site contacts (such as CNE), and Preceptor to communicate student name, student email, instructor name and contact info, and to provide electronic copy of preceptor manual

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 PRs 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)

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