



## QUICK REFERENCE GUIDE FOR RECEIVING COORDINATORS

### NURSING CLINICAL PLACEMENTS

#### 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<sup>2</sup>. This means that you should not be receiving placements requests for these programs until the common release date has passed.

The 3 Common Release Dates are:

| Common Release Date  | Applies To                                     | Reply-By Date (see below) |
|----------------------|--|---------------------------|
| <b>January 15*</b>   | Placements between May 1 and August 31         | February 5                |
| <b>May 1*</b>        | Placements between September 1 and December 31 | May 22                    |
| <b>September 15*</b> | Placements between January 1 and April 30      | October 6                 |

\*or first business day following

After the common release date, you will receive email notification of any pending placement requests that require your action.

Requests are made based on the anticipated number of placements required each term, and students and instructors are assigned to the placements once the programs have heard from the regions regarding how many placements can be accepted and where.

Often the programs will send out a second round (or more) of requests to the regions for placements that they did not find spots for initially.

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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.

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

## REPLY-BY-DATES

A target of **3 weeks** after the Common Release Date has been established as the **“Reply-By Date”** for receiving agencies to respond to the initial round of requests released by the nursing programs. Similarly, a target of **4 weeks before placement start date** has been established for programs to have placements confirmed and students and instructors assigned to placements. There is considerable behind the scenes coordination and planning that goes into securing and finalizing placement details. Following these targets allows for the clinical coordinators in the programs and the RHAs enough time for planning and coordination and avoids a last minute scramble!

Please reply to requests within 3 weeks!

## RESPONSIBILITIES OF THE RECEIVING COORDINATOR

Receiving Coordinator Responsibilities related to the processing and coordination of group and preceptorized clinical placements include:

- Forward requests appearing in HSPnet to the appropriate health region Manager (Destination Contact) **the day after the Common Release Date**. *For Destination Contacts who are not HSPnet users, a pdf of the request will be generated and available for forwarding from your Report Queue*
- Follow-up on outstanding placement requests to encourage response from Managers by the **Reply-By Date**
- Follow-up on declined requests if no reason is specified, if the reason is unclear, or as agreed with the Placing Coordinator.
- Accept or decline requests in HSPnet based on the response from the Destination Contact, by the **Reply-By Date**
- Enter preceptor names and contact info on all accepted placements, as identified by the Destination Contact *While it is preferable that a preceptor is identified and assigned to the placement at the time of placement acceptance, this information can be entered at a later date if needed. In this case, additional follow-up by the Receiving Coordinator may be required. If there is a pressing need and if mutually agreed, preceptor information may be entered by a Placing Coordinator on behalf of a Receiving Coordinator.*
- Liaise with Placing Coordinators to arrange access for instructors and students to IT or other systems as applicable for your health region (e.g. Pyxis, SCM, electronic documentation) OR direct the Placing Coordinator to the appropriate health region contact(s)

## GENERAL RESPONSIBILITIES

- Be familiar with the Saskatchewan Clinical Placement Agreement and your health region's own placement policies and practices so that you can process requests, respond to questions and/or direct enquiries to the appropriate health region contact(s).
- Ensure all nursing placement requests are recorded in HSPnet, including those from out-of-province, to facilitate planning and comprehensive record-keeping *Guest Access can be sent to out-of-province programs to have them enter the request information on their own.*
- Monitor the placement request status on your HSPnet welcome screen regularly to ensure all requests end with one of the following final statuses: *Confirmed, Declined, Cancelled. You may need to confirm or cancel a placement request on behalf of a program if the program is not an HSPnet user.*
- Review the staff database in HSPnet regularly to add or remove staff, change access levels and/or *keep contact info up to date.*
- Maintain your health region's site-service-destination structure in HSPnet.
- If your health region has completed Destination Profiles in HSPnet, maintain those profiles to facilitate appropriate placement planning and requests by the nursing programs.

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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)