

# QUICK REFERENCE GUIDE FOR NURSE MANAGERS (OR DELEGATE RESPONSIBLE FOR ARRANGING CLINICAL PLACEMENTS)

## 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 nursing placement requests going to the Saskatchewan Health Authority (SHA), the nursing degree programs, practical nursing programs, psychiatric nursing, and nurse practitioner programs have agreed on three Common Release Dates for sending placements in HSPnet. 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	<b>February 5*</b>
<b>May 1*</b>	Placements between September 1 and December 31	<b>May 22*</b>
<b>September 15*</b>	Placements between January 1 and April 30	<b>October 6*</b>

\*or first business day following

After the common release dates, an HSPnet Receiving Coordinator from the Learner Placement Unit (LPU) will forward to you any requests for placements within your unit(s).

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 Saskatchewan Health Authority (SHA) regarding how many placements can be accepted and where.

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

### Did You Know?

Prior to the common release dates Placement Coordinators work collaboratively to plan and coordinate group requests and schedules. Overlaps and scheduling conflicts are RESOLVED BEFORE requests are released to receiving agencies.

<sup>1</sup> Nursing programs that do not use HSPnet include Critical Care, Emergency, Perioperative and Occupational Health Nursing; requests for clinical placements for these programs must be directed to SHA Receiving Coordinators so they can be tracked in HSPnet.

## REPLY-BY-DATE

Please reply to  
requests within  
3 weeks!

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 from nursing programs.

Correspondingly, a target of **4 weeks before placement start date** has been established for nursing 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 SHA enough time for planning and coordination and avoids a last minute scramble!

## RESPONSIBILITIES OF NURSING MANAGERS

Responsibilities of Nurse Managers or their delegates related to the processing and coordination of clinical placements include:

- Review placement requests forwarded by the Receiving Coordinator ([via HSPnet](#)) and provide a response **within 3 weeks** so it can be entered into HSPnet by the **Reply-By date**.
- Re-direct to the Receiving Coordinator (Learner Placement Unit Designate) all requests for student placements that come through other channels, including from out-of-province programs, so that they can be entered and tracked in HSPnet.
- If you have questions or require clarification regarding a placement request, contact your LPU Designate or the Placing Coordinator identified in the placement request details.
- Provide a reason for any requests that are declined. *This information is used by programs and other stakeholders to identify actions or changes that may be needed to improve acceptance rates.*
- Identify preceptors for accepted preceptorship placements and provide the **preceptor's name** and **current contact information** to the Receiving Coordinator. *Programs and students rely on this information to contact the preceptor in advance of the placement start date to exchange important information and confirm schedules. Therefore it is essential that the contact information is current and includes a number or email the preceptor accesses regularly.*
- Support staff should virtually attend a preceptor workshop. Times and dates of the workshop are available [here](#).

### Preceptor Eligibility

Effective preceptors demonstrate good clinical, communication, and interpersonal skills and a willingness to share their knowledge and experience with students. There is no set number of years of nursing practice required for preceptor eligibility.

## ADDITIONAL INFORMATION

- Some locations have entered information into HSPnet to facilitate appropriate placement planning and requests by nursing programs. These “destination profiles” contain general information on services provided, population served, activity volumes, and capacity to accommodate student placements. If your department has destination profiles entered in HSPnet, you will be asked to review the information by your Learner Placement Unit Delegate.
  
- The Group Placement Schedules initially released for consideration are TENTATIVE schedules. It is like a master schedule and it becomes more refined as it is used. Initially it is like a booking system for all the programs to use to book locations for their groups. If and when a change is made to the schedule, thoughtful consideration is put into requesting a change in schedule. The programs do their best to ensure scheduling conflicts will not occur.