

Desk Top HSPnet Reference Guide for Destination Coordinators

Destination Coordinators (DC) are responsible for accepting or declining student placement requests for areas under their responsibility and to assign a supervisor or preceptor as required.

This resource is designed to provide you with desk-top links to some of the resources and training videos that HSPnet offers to help you be effective and efficient in your role as a Destination Coordinator. Where to go for further help or training is also included.

FAQs about HSPnet - <http://hspcanada.net/about/faqs.php>

1. Do you forget how to access HSPnet?

- The following 7 minute video will provide you with a comprehensive overview of features available to Destination Coordinators, including Messages and Alerts, the Inbox, managing Preceptors and Destination Profiles, and running reports.
http://hspcanada.net/media/training/DC_Access.wmv
- This print resource covers the same material:
http://hspcanada.net/docs/New%20Features%20Alerts/QRG's%20and%20Samples/QRG_HSPnet_Overview_for_DC_Lite.pdf

2. How to accept or decline a placement?

- **Lifecycle of a Placement Request** – Visual that shows the steps that take place in a student placement. http://hspcanada.net/docs/Training/Life_cycle_of_PR.pdf
- HSPnet Overview for Destination Coordinators (DC)
http://hspcanada.net/docs/New%20Features%20Alerts/QRG's%20and%20Samples/QRG_DC_Overview.pdf

3. Do you need to assign multiple supervisors or preceptors?

- Video resource for this subject (4 mins)
http://hspcanada.net/media/training/Multiple_Supervisors_DC.wmv
- This print resource covers the same subject:
http://hspcanada.net/docs/New%20Features%20Alerts/QRG's%20and%20Samples/QRG_Multiple_Supervisors.pdf

4. Do you need to edit or access your Destination profile?

The following print resource will provide you with information on how to edit your online profile for each placement Destination, including unit/program description, document uploads, and staffing/capacity profile.

[http://hspscanada.net/docs/New%20Features%20Alerts/QRG's%20and%20Samples/QRG Destination Profile.pdf](http://hspscanada.net/docs/New%20Features%20Alerts/QRG's%20and%20Samples/QRG%20Destination%20Profile.pdf)

5. HSPnet Help Desk and Training Resources

Support for HSPnet users is available from the HSPnet Help Desk. Please use the following contact information to reach HSPnet support:

- **HSPnet User Support** - Available Monday to Friday 0830 to 1630 hours PT
Email: support@hspscanada.net
- **Link to all the Training Resources housed on the HSPnet website** -
<https://hspnetb.bcit.ca/HSPnetAB/ResourceList.aspx?Context=ResourcesGeneral&SessionID=D69023BAF20D85D4DFEAE8557501604BBAE0F5A17C4AA09A&Locale=en-US>
- **Training Needs** - Would you like to receive more training on how to use HSPnet?
Please contact training@hspscanada.net

6. Provincial Help Available

For Alberta Health Services and Covenant Health staff, the student placement teams should be your first point of contact for questions about HSPnet. Most questions can be quickly resolved by connecting with them. If they are not able to help, they will connect you with the HSPnet Help desk.

If you are having any of the following problems:

- can't see a placement
- need to identify a new Destination Coordinator (current one is retiring or changing jobs)
- can't log into HSPnet/need a new password
- need help accepting/declining a placement
- have accepted or declined a placement in error
- need help adding a supervisor name

If you have any other questions, please contact the appropriate Receiving Agency:

- Alberta Health Services - student.placements@albertahealthservices.ca or student.placements@ahs.ca
- Covenant health - Students@CovenantHealth.ca