

Desk Top HSPnet Reference Guide for Placing Coordinators

Placing Coordinators (PC) is a representative of one or more programs, who initiates placement requests to the Receiving Agency and ultimately confirms, accepted requests.

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 Placement Coordinator. Where to go for further help or training is also included.

1. General information for Placement Coordinators

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

Look Up features (4 mins) - Introduction to features for searching placement locations by name or city, for navigating to a single placement via its Reference number, and for finding a student or instructor placed at your site (Receiving Agency users) http://www.hspscanada.net/media/training/Lookup_Features.wmv

2. Student Placement

Placement Cycle Overview for Placing Agencies

http://hspscanada.net/docs/New%20Features%20Alerts/QRG's%20and%20Samples/QRG_Placement_Cycle_Overview.pdf

Student Assignment - A guide to using the Group and Individual Assignment screens for assigning students to placements (5 mins)

http://hspscanada.net/media/training/Student_Assignment.wmv

Assigning multiple supervisors - Step-by-step instructions for assigning multiple supervisors, on behalf of the Receiving Agency, and allocating placement hours (3.5 mins) http://hspscanada.net/media/training/Multiple_Supervisors_RC.wmv

3. Management of Student Information?

- Video resource for this subject (4 mins) Instructions for searching, adding and editing individual student records, and uploading student data files to the student database http://hspscanada.net/media/training/Student_Maintenance.wmv
- Student Administrator Overview (print resource) - Review the features of HSPnet for Student Administrators who manage student records: http://hspscanada.net/docs/New%20Features%20Alerts/QRG's%20and%20Samples/QRG_std_admin.pdf

4. Placing students with Non-HSPnet users

Delivering Requests to Non-Users of HSPnet (4 mins) - A review of the process for Placing Coordinators to deliver placement requests to non-user Sites (Sent-P or “Sent by print”) and for Receiving Coordinators to deliver requests to non-user Destinations (Redir-P or “Redirected by print”).

http://hspscanada.net/media/training/Delivering_to_Non_Users.wmv

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