

Student Placement Process With HSPnet

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Introduction

Northern Health (NH) recognizes the importance of students and strives to support practical experiences across our region. Our goal is to provide a broad scope of opportunities and support continuous learning in collaboration with our education partners, faculty, and instructors, to ensure students and practitioners from a variety of healthcare disciplines have the opportunities to consolidate their learning.

All student practice education inquiries can be directed to the [Student Practice Education](#) team. Post-Secondary Institutions and students should not contact the practice setting or NH employees directly about student placement opportunities or to arrange placements.

Practice Education Standards

NH has adopted the [BC Practice Education Guidelines](#) for student practice education. Please become familiar with these guidelines.

BC Student Practice Education has provided additional information regarding Provincial Orders & Guidance, as a result of the COVID-19 pandemic. Please review the [COVID-19 Response Resources for Student Education](#) for the most up-to-date resources and guidance around student practice education during the pandemic.

Affiliation Agreements

An Educational Institution (EI) Affiliation Agreement is required between the Health Authority and the institution affiliated with the learning role in order for a placement to occur. The [Educational Institution Affiliation Agreement](#) must be in place prior to the placement request being submitted in HSPnet and must remain active for the duration of the placement.

The Health Sciences Placement Network (HSPnet)

NH uses [HSPnet](#) as its online practice education management system for all health disciplines and departments (clinical and non-clinical).

Students are NOT permitted to arrange their own placements.

Students and EIs should NOT contact NH facilities directly to arrange placements; requests outside of HSPnet will not be permitted.

EIs must use HSPnet for any practice experience required for graduation from a post-secondary/education program, which may include the following: preceptorships, practicums, supervised fieldwork, clinical and non-clinical group placements (instructor-led), collaborative learning, project placements, and job shadowing/observations.

Placements

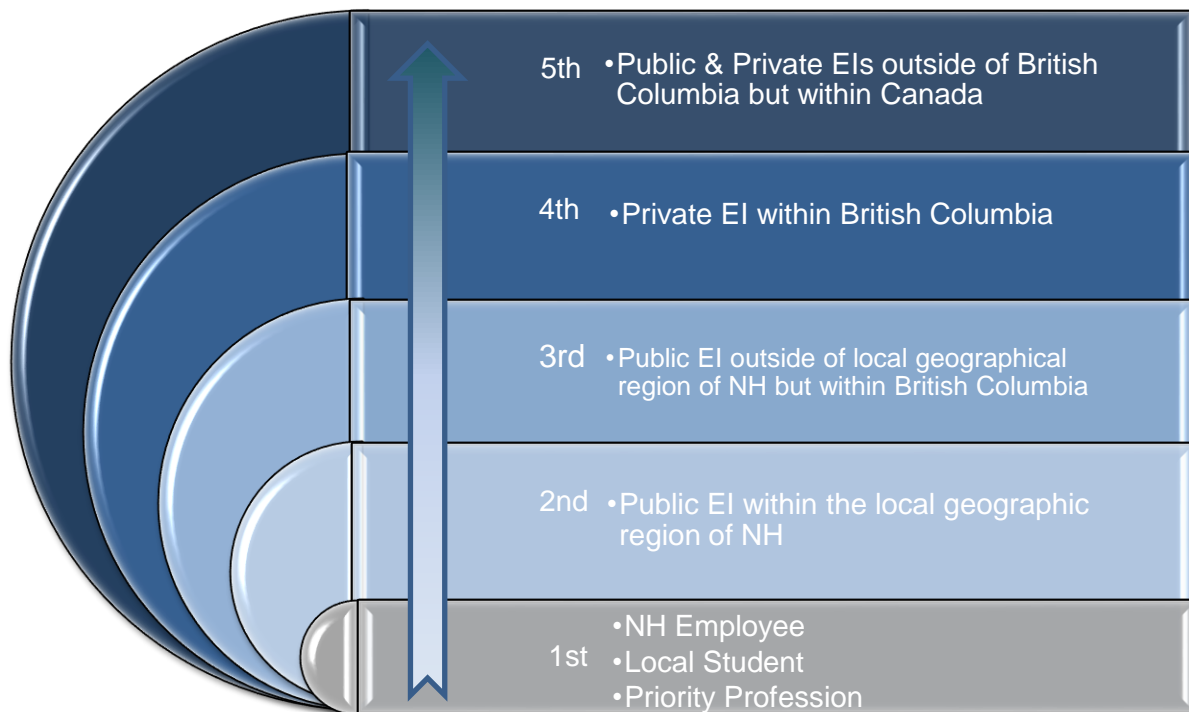
Priority

NH considers multiple factors in assessing placement requests. These considerations include priority based on geographic location from local, provincial to national; public and private EIs; other agencies; and non-affiliated individuals, as well as residency, employment status and priority professions.

First priority for placements is also given to learners who are NH-sponsored or funded employees, or to students who maintain residency within the NH region, but are studying outside of the region.

Public Post-Secondary Institutions (PSI) are financially subsidized by the provincial government. Therefore, in situations where all other decision-making factors are equal, students from **Public Post-Secondary Institutions will be placed before students from Private Post-Secondary Institutions** (as per Ministry of Health and Ministry of Advanced Educations, BC Academic Council Practice Education meeting March 2013).

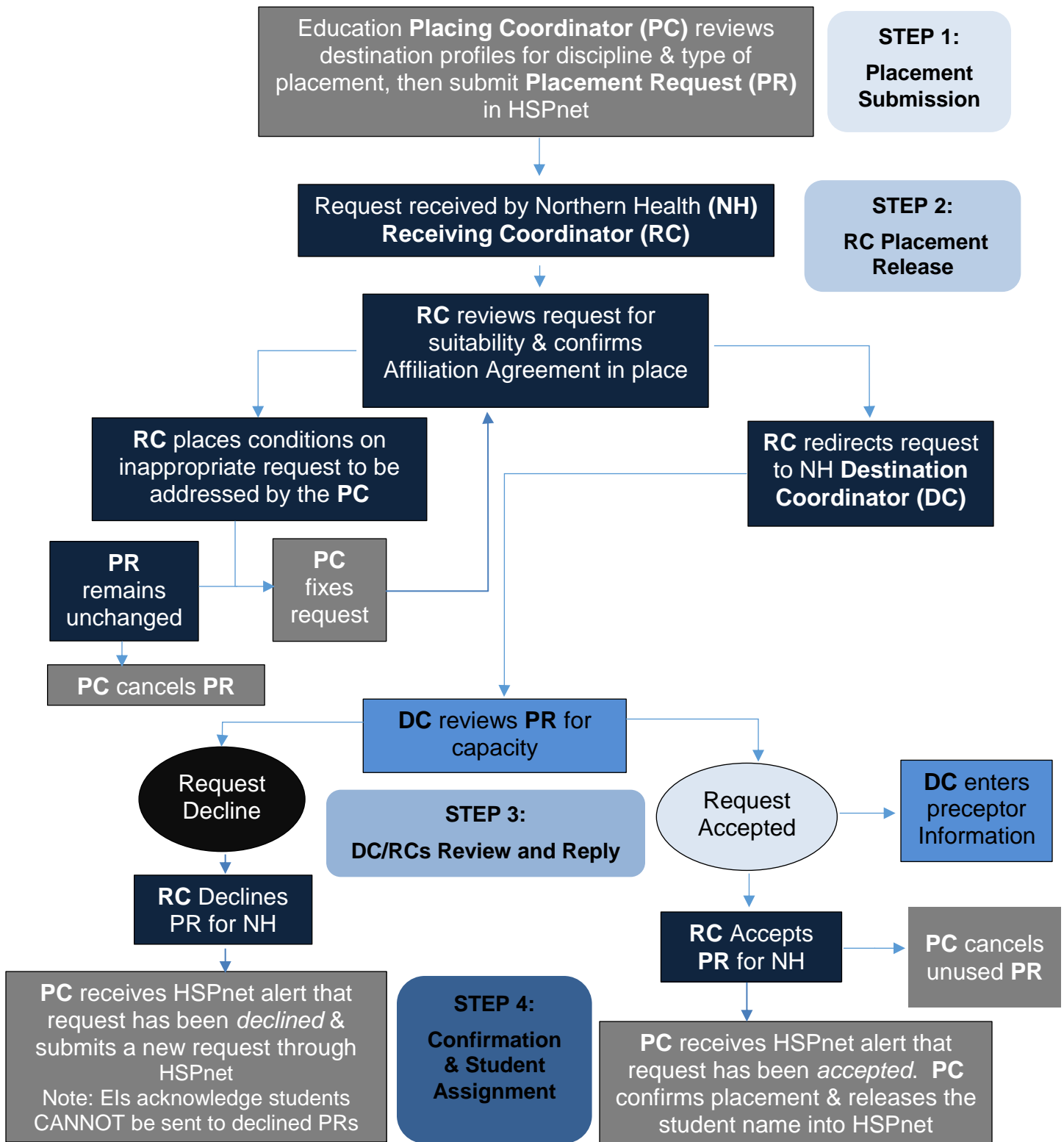
Provincial Guideline HSPnet: Placement Priority



*Adapted with permission from Vancouver Island Health Authority.

Exceptions to the first and second priority include: When a PSI program has mandatory requirements for graduation, this may affect the priority rating (e.g. Northern or rural/remote mandate).

Student Placement Cycle



*Placement Cycle adapted with permission from Fraser Health Authority

HSPnet Deadlines for Placement Requests

STEP 1	STEP 2	STEP 3		STEP 4	
Placement Submission Deadline	RC Release Date	DC/RCs Reply By Date	2 nd Round for Unfilled Requests	Confirmation, Student Assignment, Preceptor Info	Placement Term Start
				4 weeks prior to start	
Mar 31	Apr 15	May 31	Jun – Jul	Jul – Aug	Fall Sept – Dec
Aug 31	Sept 15	Oct 15	Oct – Nov	Nov – Dec	Winter Jan – Apr
Jan 15	Jan 30	Feb 28	Mar – Apr	Apr – Jul	Spring/Summer May – Aug

Placement Submission Deadline	Date all EIs must have placement requests submitted to NH through HSPnet, for the coming term.
RCs Release Date	Date NH Receiving Coordinators (RCs) release HSPnet requests from all EIs to the appropriate Destination Coordinator (DC).
DC/RCs Reply by Date	Date the DCs are to respond to HSPnet placement requests sent by the EIs. RCs will then redirect the response from the DCs back to the EIs within 2 weeks of it having been received. <ul style="list-style-type: none"> • One week prior to the Reply by Date, the NH Student Placement team will send an email reminder to ALL primary DCs. • Within two weeks after the Reply by Date, NH RCs will follow up with DCs about overdue placement requests by email or telephone.
2nd Round for Unfilled Requests	Placement requests submitted by EIs after the original Release Date will be redirected as soon as possible to DCs, up until 4 weeks prior to the start of the term, with the understanding that these requests have an increased chance of being declined because placement spots may have already been filled.
Confirmation & Student Assignment	Date by which the EIs must confirm the accepted placement request through HSPnet and releases the student name to the NH destination. **EIs should release the student name when initially submitting the placement request through HSPnet using the Placement at Work feature, if the student is an NH employee.**
Preceptor Information	For all accepted placement requests, preceptor information must be provided by the DC via HSPnet no later than 4 weeks prior to the start of the preceptorship. If a preceptor is not assigned by the deadline, the RC will automatically assign the DC as the preceptor until the DC assigns one.

Prerequisite Placement Requirements

The following needs to be completed by students prior to their placements in an NH facility. Failure to complete may result in a delayed or disrupted placement.

EIs are responsible for arranging, confirming and maintaining records of student and faculty pre-requisite placement requirements including education, certifications and immunizations.

✓	Student Practice Education Core Orientation (SPECO)	Students/ Instructors will need to create an account on the Learning HUB to access the SPECO (curriculum). Refer to the SPECO Quick Reference Guide for additional information.
✓	Criminal Record Check (CRC) prior	All students and faculty must supply proof of a satisfactory criminal records check to relevant NH managers of designates as per the requirements of the BC Criminal Records Review Act and NH policy. Proof of registration in a professional governing body that requires criminal record checks as part of its registration process will be considered satisfactory. Such proof is required prior to any placement beginning. Faculty, students, or PSI will bear the cost of all criminal records checks.
✓	Confidentiality Agreement	Needs to be signed and stored by the EIs. Proof of signed Confidentiality Agreement form may be requested by NH unit or facility.
✓	Communicable Disease Prevention	NH adheres to the BC Practice Education Guidelines on Communicable Disease Prevention and it is the responsibility of the EI to maintain current information to students and faculty. NH and EIs are subject to relevant Orders, Notices, and Guidance of the Provincial Health Officer , especially the Hospital and Community (Health Care and Other Services) COVID-19 Vaccination Status Information and Preventive Measures .
✓	Fit Testing:	EIs are responsible for the health and safety of its students and on site educators in all learning environments. This includes respiratory mask fit testing and education for respiratory protection. Practice Education Guidelines for BC Respiratory Protection

✓ **Access to NHs Computer Network**

Group Placements at a single location

Access to NH Network systems should be set up in advance through a batch account request submitted by the EI for groups of students going to a single placement location.

For assistance with this process contact studentpractice@northernhealth.ca.

Individual Placements

The NH unit or site manager should contact ITS via [NH's Service Request Portal](#) 2-3 weeks before the start of the clinical to arrange systems access.

Having student/faculty NH network access issues?

- **STEP 1:** Contact **ITS** via phone **1-888-558-4357**
- **STEP 2:** Contact Placing Coordinator to have EI delegate reach out to NH ITS
- **STEP 3:** Contact local site/unit (**preceptors/managers**)
- **STEP 4:** If 1-3 options fail, contact studentpractice@northernhealth.ca for support

✓ **Photo Identification**

Facilities in Prince George	Facilities Outside Prince George
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Group Placements

Photo ID/access badges should be set up in advance by the EI using the [UHNBC Temporary Access Card Request form](#).

For assistance with this process contact studentpractice@northernhealth.ca

EI should contact the NH location/facility directly for the process.

Individual Placements

NH unit or site manager should complete and submit the [ID and/or Access Card Application](#).

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Policies, Procedures & Standards of Conduct

Policies available externally on northernhealth.ca:

- 5-3-1-040: [Confidentiality](#)
- 4-1-1-070: [Hand Hygiene](#)
- 5-9-1-030: [Provincial Post-Secondary Education Guide](#)
- [Northern Health Standards of Conduct](#)

Once students/faculty are granted access (NH username and password) they will be required to read and comply with the following internally posted policies, procedures and processes, which are available on OurNH:

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| <ul style="list-style-type: none"> • 7-4-1-060: Information System Access • 7-4-1-040-P: Confidentiality of Data • 7-4-1-050: Email and Text Messaging • 7-4-1-080: Internet: Acceptable Use • 7-4-1-130: Remote Access • 7-2-1-050: Personally Owned Mobility Devices • 5-9-1-020: Student Observation Program (School Districts) Job Shadowing • 4-2-3-030: Disclosure of Adverse Events | <ul style="list-style-type: none"> • 5-5-1-080: Respectful Workplace • 5-1-2-2-030: Respiratory Protection • 5-1-5-050 Immunization Status Reporting • 5-5-1-130: Social Media • 5-3-1-060: Dress Code and Personal Hygiene • Photo Identification Badges • Card/Key Access |
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Quick Contacts

Below is the contact information for different Student Placement services.

Name	Support Offered	Contact Info
NH ITS	General support, user access requests, clinical systems support	1-888-558-4357
Education Services	Learning Hub assistance, general education inquires	education@northernhealth.ca
ID Badges	For Prince George facilities only	IDBadges@northernhealth.ca
Student Practice	All student placement, employed student nurse, new graduate and specialty education related inquiries	studentpractice@northernhealth.ca
HSPnet	Technical support for EI staff user accounts, setting up academic programs, processing placement requests and more	support@hspcanada.net
Policies Standards	For any policies or clinical practice standards	PoliciesStandards@northernhealth.ca