

May 28, 2007

Preparing for PLACING Agency Setup

The following is a list of materials needed to complete HSPnet setup for a Placing Agency (educational program).

NOTE: Most of the required information has already been provided to us via the Workbooks (as indicated with a checkmark).

Setup Information	Done (Workbook)	Preparation for Training Session
Agency/Department/Program Information	✓	
Course Information		
Course full name - e.g. <i>Consolidated Practice Experience 1</i> or <i>Nursing Practice 5</i>	✓	
Course number - e.g. NRSG331	✓	
<ul style="list-style-type: none"> ▪ Placement type (Preceptorship, Fieldwork, Group) ▪ Hours/shifts/duration (e.g. 16 shifts of 12 hours = 192 hours total duration) 	✓	
Course profile in Word, Excel or PDF format – typically includes Course description, learning objectives, course prerequisites, etc.		<ul style="list-style-type: none"> • (optional) bring course outlines in electronic format to practice upload into online course profile • (optional) if course profiles are available online on an existing website, bring the URL of this site
Staff Information		
List of Course/Group Instructors (including names and office phone, fax and email)	✓	NOTE - bring instructor lists to class if you have not already entered them into the Workbook or did not send a list for upload prior to training
Cohort Information		
List of active cohorts -- e.g. Entering Class of 2001, Grad Class of 2004	✓	Bring class lists for each cohort, if available (student name, student number)
Placement Site Information		
List of commonly used locations if known (Agency, Site, Service, and Destination) for the upcoming placement period.	✓	Receiving site lists will have been uploaded if provided by you prior to training.

Please contact us at hspnet@hspcanada.net if you have any questions.