

May 28, 2007

## Preparing for RECEIVING 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
<b>Site/Service/Destination Information</b>		
List of active Sites (XXX Hospital, YYY Community Health Centre)	✓	
List of Services at each Site (Medicine inpatients, Community-based Prevention, etc.)	✓	
List of Destinations in each Service (2S in Medicine inpatients, PARR, etc.)	✓	
<b>Staff Information</b>		
List of Supervisors or Preceptors (including names and office phone, fax and email)	✓	Bring Preceptor lists to class if you have not already entered them into the Workbook or did not send a list for upload prior to training

Please contact us at [hspnet@hspcanada.net](mailto:hspnet@hspcanada.net) if you have any questions.