

Receiving Agency Training Courses

Course DC – 1AB Destination Coordinator Orientation (1.5 hour session)

Description: Provides hands on training on accepting and declining incoming requests, including assignment of supervisors or preceptors. Also introduces canned reports such as Destination Schedules.

Intended for Destination Coordinators and educators who are:

- **new Destination Coordinators** who manage student Placement requests for their destination(s)
- **existing users seeking a refresher** on Destination Welcome Screen and related features

NOTE – mandatory e-Learning module must be completed prior to training

Course Outline:

- A.1 HSPnet Background and Introduction
- A.2 Functions, Terminology and Navigation
- A.3 Roles and responsibilities of users
- A.4 HSPnet Policies on Privacy, Security & Data Access
- A.5 Using the Welcome Screen
 - Messages Tab
 - Quick Reference Guides
 - Inbox Tab
 - Review filters (Sites, Destinations, Types and Terms)
 - Status changes (Pending, Acc/Conf and Declined/Canc.)
 - Accepting and declining placement requests
 - Assigning Preceptor(s)
 - Viewing shift schedules
 - Details screen
 - My Destinations
 - My Preceptors
 - Reports
 - Destination Schedules
 - Staff Lists
 - Report Queue
- A.6 Getting Help and Support