

## Placing & Receiving Agency Training: NEW Program Implementation Completer/Refresher

### Course NProgSiteCR-3A Completer Refresher for PLACING Coordinators (1/2 day)

**Description:** To review progress of the first placement cycle and the upcoming (second) placement cycle, and to develop a joint action plan for ongoing success with use of HSPnet.

*Intended for Placing Coordinators and Program Assistants in educational programs that have just completed HSPnet implementation*

#### A. Course Outline

- A.1. Brainstorm to identify individual and collective questions and areas needing review
- A.2. Review all steps of the Placement Cycle for Placing Coordinators
- A.3. Review progress achieved during the first placement cycle
- A.4. Review outstanding tasks to complete the first placement cycle:
  - Assigning students and instructors and confirming accepted requests
  - Cancelling requests with no response from the site, or if the placement is no longer needed
  - Accepting/declining on behalf of non-user sites, assigning preceptors
- A.5. Learn about features to support communication of confirmed placements and schedules
- A.6. Discuss requirements for success in the next (upcoming) placement cycle including agreement on timelines for delivery of requests and receipt of replies from receiving sites
- A.7. Discuss plans for adoption of HSPnet: new user roles (e.g. instructors), additional receiving sites

### Working Lunch Placing and Receiving Coordinators

- Review regional objectives for implementation of HSPnet, and progress to date
- Discuss lessons learned from first placement cycle and identify success factors for second cycle
- Develop an action plan for the region's use of HSPnet over the coming one-year period

### Course NProgSiteCR-3B Completer Refresher for RECEIVING Coordinators (1/2 day)

#### B. Course Outline

- B.1. Brainstorm to identify individual and collective questions and areas needing review
- B.2. Review all steps of the Placement Cycle for Receiving Coordinators
- B.3. Review progress achieved during the first placement cycle
- B.4. Review outstanding tasks to complete the first placement cycle:
  - Accepting/declining on behalf of destinations, assigning preceptors
  - Communicating with educational programs regarding unconfirmed requests, unassigned students and instructors
- B.5. Learn about features to support communication of confirmed placements and schedules
- B.6. Discuss requirements for success in the next (upcoming) placement cycle including agreement on timelines for delivery of requests and receipt of replies from receiving sites