Health Sciences Placement Network
Réseau de gestion des stages en sciences de la santé

PC-INTRO LAB

Placing Coordinator INTRODUCTORY Training

Course Description:

This introductory course provides a comprehensive foundation and practical understanding of essential system functions necessary to utilize HSPnet effectively. The session includes hands-on training in a simulated environment.

Intended for Placing Coordinators who are:

- ***New*** HSPnet Users

Course Objectives:

Trainees learn the basic operations of the system and, will be able to complete the placement cycle and use system features to manage practice education.

Prerequisites:

Trainees must have an active user account and completed the e-learning module on privacy.

Recommended: PC-INTRO WEB (offered by webinar or e-learning video).

Course Topics:

1. Overview of HSPnet
2. Setup/Maintenance of HSPnet
   - Staff, Students setup and maintenance
   - Department, program, course, term maintenance
3. Placement Cycle
   - Life cycle of a placement request
   - Generating and printing reports

Minimum System and Course Requirements for Users

Users should know their organizational role in managing and/or coordinating clinical placements. Users should have knowledge about practice education including organizational supporting documentation such as affiliation agreements. Users should know how to operate a computer and have general knowledge of Microsoft Excel.