

Agencies implementing HSPnet will identify individuals to assume the following roles:

Role	Functions
<p>HSPnet Local Administrator</p> <p>One individual (plus backup for each major department or educational program)</p> <p><i>Workload - up to 0.5 day/month – may also attend annual User Group meeting (1 day)</i></p>	<ul style="list-style-type: none"> • Acts as primary contact for the Participating Agency • May represent Agency in annual user group meetings • Performs ongoing maintenance of key Agency tables <ul style="list-style-type: none"> ○ Educational Programs, Courses, Students and Instructors • Oversees setup and maintenance of user ID accounts upon staff changes, new program implementation or expansion • Responds to HSPnet requests for information or action in order to meet monitoring requirements of HSPnet Policies (e.g. inactive user ID's) <p><i>NOTE – this role may be combined with the Placing Coordinator role in a large department or program</i></p>
<p>HSPnet Placing Coordinator (PC)</p> <p>One individual (plus backup) for each educational program or set of programs</p> <p><i>Workload – depending on program size and complexity, can require a few hours/month (for programs with small placement volumes) up to full-time or more (for large nursing programs)</i></p>	<ul style="list-style-type: none"> • Maintains student and Cohort data (or supervises Student Administrator for these tasks) including cohort creation, student data entry or upload, and maintenance of online profiles. • Creates outgoing requests to meet the Practice Education curriculum requirements of assigned programs. Sends requests electronically (to Agencies using HSPnet) or via fax/email (to non-users) for consideration; monitors and performs follow-up on outstanding requests; resolves scheduling or other problems. Coordinates manual replies by non-user Agencies and replies on their behalf in HSPnet. • Liaises with Agencies as needed regarding Preceptor assignment, document upload/sharing, and other process to accept/confirm placements and prepare for student or faculty arrival • Generates reports including Instructor/Student Schedules, contact lists, or activity reports; may request custom reports from HSPnet as needed to meeting accreditation or other reporting requirements
<p>HSPnet Student Administrator</p>	<p>Under the supervision of a Placing Coordinator, supports the following activities related to student management:</p> <ul style="list-style-type: none"> • Maintains student and Cohort data (or supervises Student Administrator for these tasks) including cohort creation, student data entry or upload, and maintenance of online profiles. • Generates reports including Instructor/Student Schedules, contact lists, or activity reports; may request custom reports from HSPnet as needed to meeting operational requirements