

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

| Role | Functions |
|--|---|
| <p>HSPnet Local Administrator – one individual (plus backup for each major receiving site or set of sites)</p> <p><i>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 ○ Receiving Sites, Services, Units/Destinations, Unit Contacts and Preceptors • 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>HSPnet Receiving Coordinator</p> | <ul style="list-style-type: none"> • Complete training as appropriate for their role before receiving an HSPnet user ID. Training ranges from 0.5 day (non-nursing programs or small sites) to 1.5 days for large nursing and/or multidisciplinary programs • Monitor incoming requests, redirect electronically (to Destinations using HSPnet) or via fax/email for consideration; follow-up on delayed requests or to resolve scheduling or other problems • Assist Destinations as needed with Preceptor assignment, document uploads, or other steps to accept a placement and prepare for student or faculty arrival • Generate reports including Destination Schedules, contact lists, or activity reports; may request custom reports from HSPnet as needed to meeting reporting or other requirements |
| <p>HSPnet Destination Coordinator</p> | <ul style="list-style-type: none"> • Complete training as appropriate for their role before receiving an HSPnet user ID. Training may be delivered as 1.0 hour classroom based training or as self-paced learning via e-Learning tools • Monitor incoming requests as redirected from the Receiving Coordinator (or Auto-Redirected if no active Receiving Coordinator exists); liaise with Receiving Coordinator or educational program contacts to resolve outstanding issues or questions • Send requests for addition of new Preceptors to the Local Administrator • Generate reports including Destination Schedules or contact lists, or activity reports as needed |