



In the above example, we are viewing the “main” Profile tab, which contains general information about the destination. The tab is broken down into four sections, each with its own link including:

- Address and Schedule
- Description
- Closures (e.g. for construction or summer bed reductions)
- Documents – allows uploads including student/instructor welcome package or evaluation forms.

A red checkmark ✓ indicates whether a tab is empty, and so the “Typical Staffing” category above has not yet been entered.

## 2. Updating Categories

The Profile screen displays the Destination’s Site and Service(s), plus the date of last update; the date turns red if the Profile hasn’t been updated in the past year.

- Click a Category link to switch to another Category, such as “Typical Staffing”.
- Click on the Add icon + to add a new staff discipline/sub-discipline such as Practical Nursing or Rehabilitation Assistant, complete all fields, then click ✓ to Save changes. To edit an existing entry, click Edit ✎.
- Enter any special prerequisites that are specific for each subdiscipline, such as breastfeeding certificate for RN students.

**NOTE:** You do not need to enter “global” prerequisites that apply to all students for each discipline; you can enter site prerequisites (e.g. Criminal Records Check) for all students in the Site profile.

## 3. Building a Placement Capacity Profile

The “Placement Capacity” Category tracks information about the number and types of students that can be accommodated on a unit/program. This “target” capacity is invaluable to educational programs and placement coordinators when trying to locate and distribute placements, however the final decision on accepting or declining a placement remains with the responsible manager or educator in consideration of safety, workload and other considerations.

The first link for “Maximum Learners” allows you to enter a number for total learners of any discipline to be accommodated due to space and other reasons.

Two additional links exist for entering a Capacity Profile for [Individual](#) and [Group](#) placements. The Capacity profile is completed through a step-by-step wizard that guides you through the process.

1. If capacity profiles have already been created, select the desired Discipline from the dropdown before proceeding. In the example below, a Group profile exists in Nursing for students in programs leading to the designation of “Registered Nurse”.

Profile ✓ Contacts ✓ Typical Staffing ✓ Placement Capacity ✓ Capacity Utilization ✓ History

[Maximum Learners](#) [Individual](#) **Group**

Discipline: Nursing ▼

Placement Type: Instructor-Led Groups +

Subdiscipline	Prog. Yr. (min)	Shift	Groups Accepted							Max Shifts/Week
			Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Registered Nurse	3	Days - 8	✓	✓	✓	✓	✓			5
Max Students: 6		Eves - 8	✓	✓	✓	✓	✓			5
		Shifts/Day	2	2	2	2	2	0	0	10

2. Click Add + to launch the wizard for adding a new capacity profile.
3. The first wizard screen provides a set of instructions. Click **Start the Wizard** to proceed to the next step.
4. Answer the questions on each page of the wizard, and click **Next >** to continue.
5. When finished, click **Save and Close** to complete the wizard.

### Things to Remember

- A separate wizard must be run for each discipline, and you may need separate profiles by sub-discipline (i.e. to specify a different number of preceptorship spaces for baccalaureate versus masters level students).
- To update a Capacity profile at any time, click Edit to re-open the wizard. Update your responses as required, and save the results to display the revised Placement Capacity profile.
- A Destination Profile can be printed via the **Print** button at the top of the Profile window.

Please use the Email Help link under [Help/Support](#) in the left navigation to send us feedback, or to request assistance with this or any feature of HSPnet.

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**HSPnet Development Team**  
Health Sciences Placement Network

[support@hspcanada.net](mailto:support@hspcanada.net)  
[www.hspcanada.net](http://www.hspcanada.net)