



QUICK REFERENCE GUIDE FOR NURSE MANAGERS (OR DELEGATE RESPONSIBLE FOR ARRANGING CLINICAL PLACEMENTS)

NURSING CLINICAL PLACEMENTS

COMMON RELEASE DATES

All nursing placements in Saskatchewan are to be tracked through the Health Sciences Placement Network (HSPnet)¹. Given the high volume of nursing placement requests going to the Regional Health Authorities, the nursing degree programs, practical nursing programs, psychiatric nursing, and nurse practitioner programs have agreed on three Common Release Dates for sending placements in HSPnet². This means that you should not be receiving placements requests for these programs until the common release date has passed.

The 3 common release dates are:

Common Release Date	Applies To	Reply-By Date (see below)
January 15*	Placements between May 1 and August 31	February 5
May 1*	Placements between September 1 and December 31	May 22
September 15*	Placements between January 1 and April 30	October 6

*or first business day following

After the common release dates, your health region's HSPnet Receiving Coordinator will forward to you any requests for placements within your unit(s).

Did You Know?

Prior to the common release dates Clinical Coordinators from the nursing programs work collaboratively to plan and coordinate their requests so that overlaps and scheduling conflicts can be addressed before requests are released to receiving agencies.

¹ Nursing programs that do not use HSPnet include Critical Care, Emergency, Perioperative and Occupational Health Nursing; requests for clinical placements for these programs must be directed to the Receiving Coordinator for your health region so they can be tracked in HSPnet.

² Nurse Practitioner programs to begin following the same common release dates as of January, 2017

Requests are made based on the anticipated number of placements required each term, and students and instructors are assigned to the placements once the programs have heard from the regions regarding how many placements can be accepted and where.

Often the programs will send out a second round (or more) of requests to the regions for placements that they did not find spots for initially.

REPLY-BY-DATE

Please reply to
requests within
3 weeks!

A target of **3 weeks** after the **Common Release Date** has been established as the “**Reply-By Date**” for receiving agencies to respond to the initial round of requests from nursing programs.

Correspondingly, a target of **4 weeks before placement start date** has been established for nursing programs to have placements confirmed and students and instructors assigned to placements.

There is considerable behind the scenes coordination and planning that goes into securing and finalizing placement details. Following these targets allows for the clinical coordinators in the programs and the RHAs enough time for planning and coordination and avoids a last minute scramble!

RESPONSIBILITIES OF NURSING MANAGERS

Responsibilities of Nurse Managers or their delegates related to the processing and coordination of clinical placements include:

- Review placement requests forwarded by the Receiving Coordinator and provide a response **within 3 weeks** so it can be entered into HSPnet by the **Reply-By date**.
- Re-direct to the Receiving Coordinator all requests for student placements that come through other channels, including from out-of-province programs, so that they can be entered and tracked in HSPnet.
- If you have questions or require clarification regarding a placement request, contact your health region’s Receiving Coordinator or the Placing Coordinator identified in the placement request details.
- Provide a reason for any requests that are declined. *This information is used by programs and other stakeholders to identify actions or changes that may be needed to improve acceptance rates.*

- Identify preceptors for accepted preceptorship placements and provide the **preceptor's name** and **current contact information** to the Receiving Coordinator. *Programs and students rely on this information to contact the preceptor in advance of the placement start date to exchange important information and confirm schedules. Therefore it is essential that the contact information is current and includes a number or email the preceptor accesses regularly.*

Preceptor Eligibility

Effective preceptors demonstrate good clinical, communication, and interpersonal skills and a willingness to share their knowledge and experience with students. There is no set number of years of nursing practice required for preceptor eligibility.

- Support staff to attend a preceptor workshop if one is available in your area and/or encourage them to review self-directed learning modules and other resources available on Saskpreceptors.ca. Dates and locations of upcoming preceptor workshops can be found in the News and Events section of the Saskpreceptors website.

ADDITIONAL INFORMATION

- Some health regions have entered information into HSPnet to facilitate appropriate placement planning and requests by nursing programs. These “destination profiles” contain general information on services provided, population served, activity volumes, and capacity to accommodate student placements. If your region has destination profiles entered in HSPnet, you will be asked to review the information annually for unit(s) and/or program(s) under your responsibility, and to notify your Receiving Coordinator if any changes are required.
- As a Manager responsible for decision-making on requests for student placements, you or an appropriate designate (e.g. Clinical Nurse Educator) can be set-up with an HSPnet account to receive, review and respond to requests directly and to assign preceptors, as needed. You can also see a calendar view of all the placement requests and/or confirmed placements within your unit or service. Contact your health region’s Receiving Coordinator to be set up with an HSPnet account.

This Quick Reference Guide was developed by a working group, led by the Clinical Learning and Interprofessional Practice (CLIPP) unit, comprised of representatives of the following organizations: Carlton Trail College (Practical Nursing program), Saskatchewan Polytechnic Institute (Practical Nursing and SCBSn programs), University of Saskatchewan (BSN and Post-Degree BSN programs), Heartland Health Region, Regina Qu’Appelle Health Region, Sun Country Health Region, Sunrise Health Region.

A copy of this and all related Quick Reference Guides can be found at www.clippunit.ca

Implemented: November 1, 2016

Last revised: November 22, 2016

Page 3