

## VCH Student Placement Process Worksheet For Placing Coordinators

BEFORE SUBMITTING A REQUEST	
<input type="checkbox"/>	1. <b>Up-to-Date Affiliation Agreement:</b> Ensure there is a signed affiliation agreement in place. If the program is currently not covered by an agreement, please contact <a href="mailto:Placements@vch.ca">Placements@vch.ca</a> .
<input type="checkbox"/>	2. <b>GUEST ACCESS ONLY:</b> <b>HSPnet Guest Access Link:</b> Receive an HSPnet guest access link from a VCH Student Practice Coordinator. Guest access will be emailed with an HSPnet system link to enter the placement information. This guest access is valid for 7 days.
<input type="checkbox"/>	3. <b>Obtain HSPnet Student Consent Form from the student:</b> If the student is added to HSPnet for the first time, please have your student first sign the HSPnet Student Consent form <a href="https://hspcanada.net/p-s-resources/">https://hspcanada.net/p-s-resources/</a> . <b>GUEST ACCESS ONLY:</b> You will need a completed form for <u>every</u> placement you submit through the guest access, so it is highly recommended to obtain the form from the student ahead of time. <b>It's is important to add the signed consent form during the submission process. If you skip this step, VCH will not be able to add it for you later and this may result in the request cancellation.</b>
DURING REQUEST SUBMISSION	
<input type="checkbox"/>	4. <b>Submit the request:</b> Use your regular or guest HSPnet access to submit a request. Make sure to upload the HSPnet consent form for students added to HSPnet for the first time. Enter the student's name and school email address. Please note that personal email addresses (e.g. Gmail, Hotmail, or any other email other than school emails) are <u>not permitted</u> to be used in our database. <b>If the student's name and school email is missed, your entry will be cancelled and need to be resubmitted.</b> <input type="checkbox"/> <i>If the destination requires the student's resume</i> , e.g. Counselling Psychology or Social Work, click the check box to release the student information to the site when you enter their personal information, and upload their resume ensuring it does not have any watermarks and is not a draft. <input type="checkbox"/> <b>GUEST ACCESS ONLY:</b> Please follow the guest access link sent to you by the Student Practice team. Please review the Guest Access quick guide emailed to you separately if you require assistance. This guide provides step-by-step instructions for submitting a request.
AFTER SUBMITTING A REQUEST	
<b>It is the school's responsibility to make sure the student requirements have been completed <u>before</u> the placement start date. All documentation of completion is to be kept at the school and available to send to our sites if requested.</b>	
<input type="checkbox"/>	5. <b>Receive a completed SPECO checklist from the student:</b> <a href="http://www.vch.ca/for-health-professionals/education/student-practice-education/student-practice-checklist-(speco)">http://www.vch.ca/for-health-professionals/education/student-practice-education/student-practice-checklist-(speco)</a> All students are required to complete all modules of the Student Practice Education Orientation (SPECO Curriculum) and electronically agree to the Vancouver Coastal Health Confidentiality Undertaking form. Some modules need to be renewed <b>annually</b> , so ensure the record of completion provided by the student is <b>up-to-date</b> .
<input type="checkbox"/>	6. <b>Receive a proof of completion of the COVID-19 learning module:</b> <a href="http://www.vch.ca/for-health-professionals/education/student-practice-education/student-practice-checklist-(speco)">http://www.vch.ca/for-health-professionals/education/student-practice-education/student-practice-checklist-(speco)</a> Students are to complete the module prior to the start of their <b>every</b> VCH placements.
<input type="checkbox"/>	7. <b>Receive a criminal record check</b> from the student, done within the last 5 years: <a href="https://hspcanada.net/features/(1-2 CRC)">https://hspcanada.net/features/(1-2 CRC)</a>
<input type="checkbox"/>	8. <b>Receive up-to-date immunization records:</b> <a href="https://hspcanada.net/features/(1-3 Immunization)">https://hspcanada.net/features/(1-3 Immunization)</a>
<input type="checkbox"/>	9. <b>Check the status of the placement:</b> You will receive an automated email from HSPnet with the final status of your request, whether it is accepted or declined. <b>GUEST ACCESS ONLY:</b> Our Coordinator will send you the name and contact information of the preceptor at least one month before the placement start date to pass along to your student, so please reach out to <a href="mailto:Placements@vch.ca">Placements@vch.ca</a> if you have not received this information.
<input type="checkbox"/>	10. <b>Check clinical systems training requirements:</b> Please check if your student requires any additional clinical systems training under their specific discipline: <a href="http://www.vch.ca/for-health-professionals/education/student-practice-education/orientation-for-all-students">http://www.vch.ca/for-health-professionals/education/student-practice-education/orientation-for-all-students</a> . Training will be arranged according to the posted instructions.
<input type="checkbox"/>	11. <b>Keep placement information up-to-date:</b> If the placement needs to be extended, please ensure you promptly update HSPnet with the new end date, otherwise the student's network and systems access will be deactivated.

Question? Please contact [Placements@vch.ca](mailto:Placements@vch.ca)

**For the complete information on our processes and requirements, please refer to our public website:**

**<http://studentpractice.vch.ca/>. Please ensure you review it.**