

# Nurse Practitioner Student Placement Process

## AFFILIATION AGREEMENT

An Affiliation Agreement must be in place between PHSA and the academic institutions. All public academic institutions with NP programs in BC have agreements with us, as does Athabasca in Alberta and the University of Toronto.

## PRIORITY OF NP PLACEMENTS

Due to our LIMITED capacity, priority for NP Placements is as follows:

1. Schools throughout BC
2. Schools throughout the rest of Canada
3. Schools outside of Canada

## PLACEMENT COORDINATION

Placements are coordinated through the [Health Sciences Network of BC \(HSPnet\)](#). Schools seek placements on behalf of students, via HSPnet. NP's are not to be contacted directly to request placements.

1. **Schools submit requests through HSPnet using the schedule below**
  - i. The student's signed consent and school-issued email address must accompany the request (sensitive destinations and final practicums may require student resumes).
  - ii. Schools from out-of-province [email us](#) to ensure an affiliation agreement is in place and to receive guest access to HSPnet.
2. **Requests are screened by the Receiving Coordinator and redirected to the Destination Coordinators (DC) for consideration.**
3. **The NP DC reviews the requests and accepts or declines in HSPnet.**
4. **Schools review these websites and inform students and faculty accordingly:** [PHSA](#) [BCCH S/P](#), [BCW S/P](#), [BC Cancer](#), [BCMHSUS](#), and [HSPnet Guidelines for BC](#).
5. **Schools ensure their students complete the required orientation 4-6 weeks prior to the commencement of the practicum (see websites above).**
6. **Network access instructions are sent to the students' school-issued email address.** At C&W, Cerner PowerChart access instructions (includes eHealth Viewer and dictation ID) are sent once the following has been completed:
  - a. Request is confirmed (CONF) by the school in HSPnet
  - b. Student has completed his/her [Cerner](#) training
 Clinical systems access at BCMHSUS and BC Cancer sites are requested and provided by staff on site.

## SCHEDULE FOR NP STUDENT PLACEMENT REQUESTS

Term	Agency updates Profiles/Capacity	Schools meet to discuss requests	All requests sent to Agencies by	Agency meets to discuss requests	Replies to Schools by
Fall Aug-Dec	Feb	Mar	Apr 30	Mid May	Jun 15
Winter Jan-Apr	May	June	Aug 31	Beg. Oct	Oct 15
Spring/Summer May-Jul	Oct	Nov	Jan 15	Mid Feb	Mar 15