Health Sciences Placement Network
Réseau de gestion des stages en sciences de la santé

Guide for Instructors of Programs Using HSPnet

Updated: July 1, 2013

Background - The Health Sciences Placement Network (HSPnet) is a secure web-enabled system to improve coordination of student placements within a province. The system has been used in BC since 2003 and is now used in several provinces. HSPnet contains information about students to support coordination of their practice education experiences, plus contact information for instructors and clinical supervisors or preceptors. Each province's data resides in a separate database, and is therefore not shared across provinces except in the event of an out-of-province placement.

Student personal information[1] and personal health information[2] is collected, used, and disclosed via HSPnet in accordance with the provincial or federal legislation that applies in each province where the system is used. HSPnet Policies on Privacy, Security and Data Access require that students sign a consent form to authorize the use and disclosure of their information via HSPnet for activities consistent with the purpose of identifying and coordinating their placements. Student information is disclosed to placement sites on a need-to-know basis only, specifically to individuals who are directly involved in the student's placement, and in general only upon confirmation of the accepted placement request. Most student information, such as home contact information, criminal records status, or immunization status, is not disclosed to the placement site or to users outside of the student's educational program.

Instructors, clinical supervisors, and practicum coordinators are employed or contracted by agencies that are involved in student placements, and their business contact information (name/title, office phone and email) can be released without specific consent for purposes that are consistent with their employee/contractor role. It is recommended that employers provide notice of the business information that is used and released for staff/contractors when collecting their contact information. Business contact information is disclosed only to authorized users of HSPnet within a province or jurisdiction.

Your Role as Instructor - When HSPnet is first implemented, consent must be obtained from all new and existing students, regardless of their year of program, if any of their personal information or personal health information will be entered into HSPnet. Thereafter, consent is typically obtained at the time of registering new students into the Program.

The process for obtaining consent includes the following steps, carried out by Instructors and/or staff of the educational program, is to:

- **Distribute** the "Consent Form for Use and Disclosure of Student Information" to students, accompanied by the handout entitled "Identified Purposes and Handling of Personal Information in HSPnet". Once the implementation period is over, we recommend these forms be distributed as part of student registration packages and collected prior to their admission into the program.
- **Collect** the signed consent forms from students and submit them to a staff member(s) for the educational program. Each student's consent will be tracked in HSPnet at the time of entering their identifiable information in to the system, and the consent form will be stored for seven years or as required by the school's records retention policy, whichever is longer.
- **Respond** to student questions or concerns regarding the consent form or handout. The student handout provides answers at a high level, or you may wish to direct students to the HSPnet website for detailed information including links to contract the local or national HSPnet Privacy Officer.

For more information on HSPnet and privacy and security of student information, please contact the HSPnet via email at support@hspcanada.net.

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[1] Includes contact information such as phone, address and email; educational/work profile as provided by the student; and placement prerequisites such as CPR certification and results of their criminal records check if maintained by the educational program or institution.

[2] Limited to immunity/immunization status on vaccine-preventable diseases such as MMR, Varicella, and Influenza; and to Tuberculosis status including TB test and chest X-ray results as appropriate. Such information is not used in the delivery of health care services to students; it is used only to track status of a student's compliance with the safety and/or infection control prerequisites of the placement site, and is never disclosed via HSPnet to any user external to the student's educational program.