



## Rankin SON Policy on the Assignment of Clinical Placements

Classification:	Student Policy
Responsible Authority:	Clinical Placement Coordinator
Executive Sponsor:	Associate Director, Rankin School of Nursing
Approval Authority:	Director, Rankin School of Nursing & Rankin School of Nursing
Date First Approved:	2017-06-26 (date of original policy)
Date Last Reviewed:	2020-08-22-DD (date last reviewed)
Mandatory Review Date:	2023-08-22 (3 years for existing policies & 1 year for new policies)

### PURPOSE

Clinical practica are an essential component of baccalaureate education for nursing. The Rankin SON provides students the opportunity to learn in various clinical sites. The SON Placement Coordinator contacts agencies through HSPnet to request student placements according to guidelines set out by external agencies.

The purpose of this policy is to ensure students follow the appropriate SON guidelines for clinical placements.

### SCOPE

This policy applies to all nursing students, and clinical instructors (full-time, part-time, and contract), the placement coordinator.

### DEFINITIONS

This includes an explanation of terms and abbreviations used within the policy and procedure.

Word/Term	Definition
SON	School of Nursing
HSPnet	Health Science Placement Network (a Canada wide placement network that governs all clinical placements)
AA	Academic Administrative Assistant

### POLICY

All clinical placements are to be determined by the SON Placement Coordinator. All students are expected to adhere to this policy.

**PROCEDURE**

<u>Action</u>	<u>Responsibility</u>
1 Students are required to submit all necessary documentation as per the assigned due date.	Student
2 Students will submit their signed HSPnet Confidentiality Form.	Student AA
3 Students will complete any and all additional documents as requested by the Placement Coordinator, as per specific agency requirements.	Student Placement Coordinator
4 Students will not be assigned a clinical placement until all documents are submitted to the SON.	
5 Students <b>will not</b> contact agencies to arrange their clinical placements.	Student

**SUPPORTING DOCUMENTATION**

Appendix 1 HSPnet Confidentiality Form

**RELATED POLICIES**

[National HSPnet Policy](#)

Rankin SON Policy on Electronic Student Files

**RELATED MATERIALS**

[StFX University Academic Calendar](#)