



Rankin SON	Policy on the Assignment of Clinical Placements
Classification:	Student Policy
Approval Authority:	Rankin School of Nursing Council
Date First Approved:	2017-06-26 (date of original policy)
Date Last Reviewed:	2025-11-26 (date last reviewed)
Date Approved:	2025-12-10 (approved by RSoN Council)
Mandatory Review Date:	2027-12-10 (3 years for existing policies & 1 year for new policies)

## PURPOSE

Clinical practica are an essential component of baccalaureate education for nursing. Completing all assigned practica is essential for progression. The Rankin SON provides students with the opportunity to learn in various clinical sites. Transportation beyond Antigonish is required for practica. Transportation to and from practice sites and accommodations are the responsibility of the student. The SON Clinical Placement/Scheduling 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 nurse educators (full-time, part-time, and contract), and the Nurse Educator Lead of Clinical Education and Practice.

## DEFINITIONS

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

### Abbreviation

SON	School of Nursing
HSPnet	Health Science Placement Network
AA	Academic Administrative Assistant
CPSC	Clinical Placement/Scheduling Coordinator

## POLICY

All clinical placements are to be determined by the Clinical Placement/Scheduling Coordinator in consultation with the Nurse Educator Lead of Clinical Education and Practice. 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 to either the Academic Administrative Assistant for the 4-year and AO streams or to the Clinical Placement/Scheduling Coordinator for the LPN-BScN stream (CPR certificate, immunization, vulnerable screening and child abuse registry). Questions about required forms can be directed to either the Academic Administrative Assistant or the Clinical Placement/ Scheduling Coordinator depending on stream. Documentation due dates can be found in the students' welcome letters, the SON Moodle page, and the Student Handbook.	Student AA and CPSC
2. Students will submit their signed HSPnet Confidentiality Form to Academic Administrative Assistant and/or Clinical Placement/Scheduling Coordinator depending on stream.	Student AA and CPSC
3. Students will complete any and all additional documents as requested by the Clinical Placement/Scheduling Coordinator, as per specific agency requirements (for example, eLearning requirements, site-specific confidentiality agreements).	CPSC
4. Students will not be assigned a clinical placement until all documents are submitted to the SON. Placements are assigned as soon as the information becomes available and is confirmed by the agency.	
5. Students <b>will not</b> contact agencies to arrange their clinical placements.	CPSC
6. Students <b>will not</b> be permitted to be placed in areas/units where they are currently employed. Questions or concerns about the assigned placement can be addressed to the Placement Coordinator or the Nurse Educator Lead of Clinical Education and Practice.	

## 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](#)