

## Preparing for Students at PHSA: Tasks & Resources for staff, schools, and students

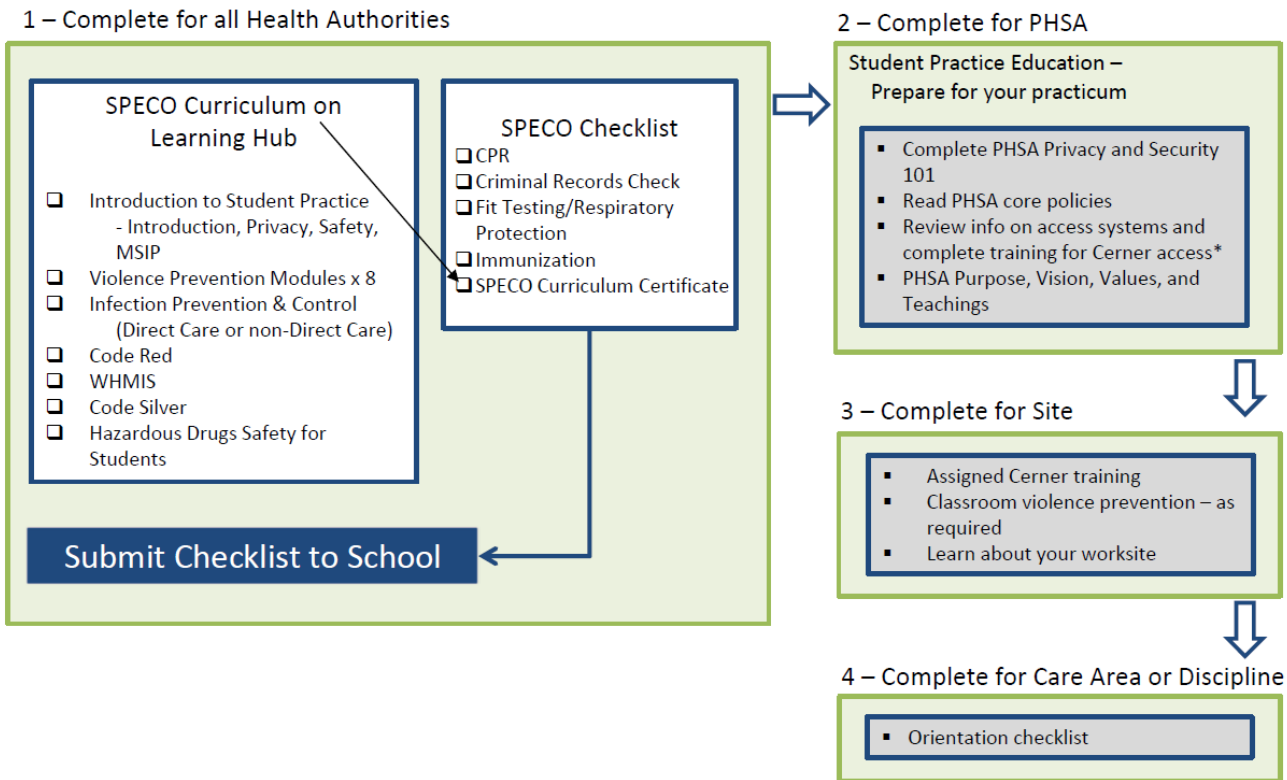
*Welcome to PHSA! Here are the shared tasks to prepare for a student placement at PHSA. The following links/resources can also be found on [PHSA.ca/PracticeEducation](http://PHSA.ca/PracticeEducation)*

PHSA	School	Student	Requirements	Resources
<b>Three months prior to placement start</b>				
✓	✓		Ensure a current Education Affiliation Agreement between health authority and school	<a href="#">Education Affiliation Agreement</a>
✓	✓		Review the Practice Education Guidelines	<a href="#">Practice Education Guidelines</a>
✓	✓		Confirm placement in HSPnet; a system used to coordinate student placements and enable the secure transfer of student data to the health authorities. For out of province requests, the school will be sent a Guest Access invite from a PHSA user.	<a href="#">HSPnet</a>
✓	✓	✓	<b>Out of province</b> students sign waiver – only when school does not provide medical/accident insurance. (Host department to collect and keep)	<a href="#">PHSA Waiver</a>
	✓	✓	Completion of prerequisites, records maintained by school: - Criminal Records Check - Immunizations Records - Mask Fit testing	Specific guidelines: <ul style="list-style-type: none"> <li>• <a href="#">Criminal Records Check</a></li> <li>• <a href="#">Prevention, Screening and Monitoring of Communicable Diseases</a></li> <li>• <a href="#">Respiratory Protection</a></li> </ul>
<b>One month prior to placement start</b>				
	✓	✓	Completion of SPECO – online orientation completed by student and completion record (checklist) sent to school	<a href="#">SPECO – Student Practice Education Core Orientation</a>
✓		✓	Completion of PHSA Confidentiality – online – records maintained electronically	<a href="#">Privacy and Security 101</a>
✓		✓	Students may require access to clinical information systems and training may be required	<a href="#">Prepare for your Practicum</a>
✓		✓	Students will be auto-provisioned health authority network & email account (via HSPnet data)	
✓		✓	Students placed in BC Mental Health & Substance Use Services sites are required to attend classroom Violence Prevention training – to be coordinated by BCMHSUS staff. Correctional Health sites require additional security clearances.	
✓			Staff to submit IMITS eforms for any additional access needs, including building access	

The following diagram is provided to show a student's pathway for orientation to their practicum site.

## Student Orientation Pathway for Practice Education at PHSA

Students complete the following steps prior to beginning placement



\* = CST Learning Team will specify CST Cerner or Legacy Cerner Requirements

May 08, 2025

Any questions or concerns can be directed to [studenteducation@phsa.ca](mailto:studenteducation@phsa.ca)  
Or see [Student Practice Education](#) site