

**FORM 4: VANCOUVER COASTAL HEALTH AUTHORITY (VCHA)
FAN-OUT APPLICATION REQUEST FORM**

complete this form if you do not have any placement offer yet

This form is for a “fan-out” open application to be considered by multiple destinations (agencies and programs within the VCHA). Complete this form if you do not have any placement offer yet. If you have a preferred and specific destination within the VCHA, you can indicate as such on this form. The CNPS Practicum Coordinator will upload to the HSPnet system: (a) signed HSPnet Student Consent Form (Form 3), and (b) CV including a cover letter (in one file, not two separate files), via the VCHA’s Receiving Coordinator. If any destination program is interested in your application, the site’s coordinator will contact you directly.

Today’s Date:

1. Your name: UBC Student ID #:

2. Your email address: TEL #:

3. Area (choose one): () adult mental health, () child & youth mental health, () addictions

Do not choose more than one. The system can open only one applicant file in one area under your name.

4. Duration of Placement: from to (e.g., Sept. 1, 2025 to April 30, 2026)

5. Required hours: hours in total (typically 400 hours unless you plan to have a second placement elsewhere)

6. If you have a preferred specific destination as your first choice, indicate only one and describe its site, service, and destination:

Name of <u>Agency Site</u> :	(e.g., Community, Vancouver Mental Health)
Name of <u>Service</u> :	(e.g., Mental Health, Psychiatry Outpatient)
Name of <u>Destination</u> :	(e.g., Three Bridges Community Health Centre Addiction Services)

7. This request form plus the following two attachments must be submitted together to the CNPS Practicum Coordinator:

- Completed and signed HSPnet Student Consent Form. Fillable version: https://hspcanada.net/docs/Policies_Consent/student_consent_form_a_all_FILLABLE.pdf
- CV (Your CV may start with a cover letter that briefly summarizes your training background, interest, qualifications, experience, and the type of practicum training and placement you are seeking.) – Inclusion of a cover letter is optional. *Note:* Only one file can be uploaded.
- *Successful placement.* If you are offered a placement and have decided to accept it, please let the CNPS Practicum Coordinator know. The Practicum Coordinator is required to let the Health Authority’s Receiving Coordinator know this so that they can remove the placement posting from their HSPnet data base.
- When communicating this to the CNPS Practicum Coordinator, please use the following as the email title “VCHA placement confirmed at _____ (destination/agency name).

Submit your HSPnet placement request package to Practicum Coordinator at: mathew.gendron@ubc.ca