




ALL Users

Screen / Function	Description
Various Screens	<ul style="list-style-type: none"> Site and Destination dropdowns automatically default to the user's allowed option (instead of blank) if the user has one option only, reducing steps and eliminating a screen refresh Phone icon  opens the Staff Information popup, which is now editable "on the fly" if a user is permitted to edit the contact information; icon is gray  if no contact information is currently entered. Staff information is editable <ul style="list-style-type: none"> by Local Admin users for staff in their allowed Departments by PC users for contacts in sites/destinations not using HSPnet
Welcome / Previews	<ul style="list-style-type: none"> Split Destinations - Ref# of parent request is now displayed for each Student names now display as a hyperlink, and open the Student Profile in view/edit mode as appropriate for that user
Setup/Lookup	<ul style="list-style-type: none"> Agency Maintenance – added "GoTo Sites" button Site Maintenance – added "Site Type" dropdown to allow classification of a Site as urban/rural, acute/community, etc.
Inbox/Outbox	Significant improvements to screen refresh times allowed removal of the orange "Refresh View" warning, thereby saving a screen refresh on most filter changes
Staff Profile	<ul style="list-style-type: none"> Option to upload a Signature image (gif/jpg) (for inclusion on documents created via Correspondence module) Added new "Portfolio" level to allow staff to maintain their own information about education, professional designations, research/interests, committees and work activities, and document uploads for sharing. <i>This feature is part of the Educators e-Community enhancement funded by BC's Vancouver Island Health Authority – pilot/beta release only at this time.</i> New fields for "Salutation" (.e.g Mr/Ms/Dr) and "Educational/Professional Designation" (e.g. BSN, MBA) for inclusion in Correspondence
Report Queue	<ul style="list-style-type: none"> New "Report Name" filter to limit Queue contents to one type of report only Send Email (via HSPnet) now allows a user to upload their own documents in addition to HSPnet-generated PDF file PDF reports now display "no matching data was found" to clarify when an empty report is generated
PAL Users	Added option to view/search Staff/Users across HSPnet; search results are limited to users in the role of PC, RC, Content Author/Manager, or PAL
PR Forms	Moved "Ref #xxx" out of gray header bar to ensure visibility on faxed copies

DESTINATION Coordinators

Screen / Function	Description
Welcome / Previews	<ul style="list-style-type: none"> Can now “add new” preceptor/supervisor from the dropdown in Preview screens (including Multiple Supervisors window) “My Destinations” section displays a red alert if Profile has not been updated in the past year
Inbox/Details	DC’s can now change Site if they have access to multiple Sites
Details	Preceptor/Supervisor dropdown includes Home Destination (if entered) in brackets after staff name
Email Alerts	Email alerts (of pending requests) are suspended while a Condition is entered and not yet met by the Placing Agency
Call for Offers	CFO window now provides toggle to show/hide instructions for entering Offers (helpful for Occasional users)
Destination Profile	Added checkbox to require Programs to “disclose Student gender” if required for assignment to meet patient/client preferences: <ul style="list-style-type: none"> If student gender is entered by the Program, a gender code (M/F) is displayed after Student name in Inbox/Preview If disclosure is required but missing for a PR, a yellow warning icon  is displayed in Inbox/Previews

Placing AND Receiving Coordinators

Screen / Function	Description
Welcome / Previews	Added new alert if a Preceptor/Supervisor is added/changed (supported by History table entry in Details)
Staff/User Maintenance	<ul style="list-style-type: none"> Added options for HSPnet courses to Training dropdown, including Mandatory eLearning Topics (required before new user ID’s can be setup for new users) User ID and name fields are now locked (except for Help Desk) to prevent a user ID from being “re-used” in error, thereby overwriting all previous requests with the new user’s name “Move Staff” – when filtered to a single department, provide Edit icon for Department to move a staff member (previously achieved only through a request to Help Desk)
Setup/Lookup	Added “Text Contains” filter to limit screen contents – e.g. to display only destinations with “Clinic” in their name
Student Employee Tracker (SET)	<ul style="list-style-type: none"> Added option to upload “internal only” documents for HR purposes (e.g. resume or form to accompany staff application for Employer sponsored education)
Various (on Send/Redir)	Enrollment, Worksheets, Inbox/Outbox - on Send/Redirect of requests, provide the option to add “Reply is Overdue” to PDF form
Reports Queue	Email delivery enhancement - default email recipient is displayed in gray font if no email address is entered; if known, email can be entered “on the fly” by editing the Contact in the Send Email window.


RECEIVING Coordinators

Screen / Function	Description
Quick Entry Screen	<ul style="list-style-type: none"> When using QES for internal placements (where Placing Agency = Receiving Agency) the Student name fields are replaced with a Staff dropdown to allow selection of staff from the Agency's staff database "Add new" option added to all Receiving Agency staff dropdowns
Staff/Users	User Maintenance – when attempting to deactivate a DC who is responsible for an active Destination (or an RC for an active Service), include a list of the active Services/Destinations in the error message
Staff Profile	Placement History <ul style="list-style-type: none"> now displays all placements/requests regardless of Status new column displays PR status and Ref#

PLACING Coordinators

Screen / Function	Description
Welcome	New Welcome Alert: "Students Unassigned due to Dec/Canc" with corresponding update to History table in Details
Enrollment	Display campus code after Student name (also visible on Student Profile)
Student Maintenance	Added new field "2 nd Student number", PA dropdown, and alternate email field when both numbers are referenced within an educational Program (this is different from the "Previous Student Number" that is displayed when a student record is transferred by Help desk from one school to another in a Collaborative or transfer program)
Student Profile	Placement History now displays all placements/requests regardless of Status if student is assigned; new column displays PR status and Ref#
Student Prerequisites (SPRE)	Added ability to specify expiry date (1 year, 2 years, none) for Fit Mask testing
Staff/Users	User Maintenance – when attempting to deactivate a PC/Course Leader/Instructor who is responsible for a current/upcoming Course, include a list of the Courses/Terms in the error message
Profiles (Course, Student)	Added bullets and numbering; ability to change order of sections
Details	Added "GoTo Enrollment" button next to Cohort name; refreshes main window to the selected Enrollment worksheet

PLACING Coordinators *(continued)*

Screen / Function	Description
Group Shift Schedule	When filtered to a single Group, display ShiftCode (or start/end times) under group nickname for each shift
Various (Worksheets, Outbox)	<p>Program Maintenance – added checkbox to “Disclose Student gender” for programs placing at sites that require this information to meet patient/client preferences (e.g. homecare visits).</p> <ul style="list-style-type: none"> • If “Disclose Student gender” is enabled, a gender field is displayed in Student Maintenance for students consented to that Program. • If a Destination requires gender but the field is blank or the Program is not setup to disclose gender, a yellow warning icon  is displayed in Outbox/Previews
Worksheets	<ul style="list-style-type: none"> • Assignment screens <ul style="list-style-type: none"> ○ new sorting option of “Sort by Instructor” ○ Option to Show/Hide Student Preferences, thereby reducing screen width • Assignment Screen <ul style="list-style-type: none"> ○ added Details icon to listing of “Available” placements ○ Automatically hide “unavailable” placements (students assigned) as default setting to reduce screen size; link is available to “show all placements” • “Copy from Previous” button now allows copying from non-matching courses (e.g. to copy destinations used in a Level 1 course to a Level 2 course) • Display “Destination Details” (entered in Details) under Destination name, unless the Program (e.g. Physio) is using Request Codes, which occupy this space).
Reports	Student Assignment Summary – added checkbox for option to “include Supervisor/Preceptor” contact information

Content Management Services (Content Authors and Content Managers)

Screen / Function	Description
Guidelines, Agreements	Added ability to “Undo Last Status Change”
Affiliation Agreements	<ul style="list-style-type: none"> • Filters for Agencies that encompass multiple legal entities (e.g. health region with multiple governance boards) - Content Managers can now view only those Agreements for which they are listed as a Content Manager • Added second signatory (name, title) • Added options to Sort field by status, date, Agency, etc.