HSPnet
Health Sciences Placement Network
An initiative of the BC Academic Health Council

Enhancement Releases – 2009/10

Updated: March 31/10

ALL Users

Screen / Function	Description
Login page	New programs are now listed, with the Placing Coordinator name, to communicate with interested users.
Preview Screens	If more than 50 or 100 records are displayed, in addition to providing Next Set link, provide a link to Show All for those who prefer to wait for the full list.
Setup/Lookup	• Agencies – new fields are available to track “Previous Agency Name” if the legal organization name is changed • Staff Maintenance - The database now tracks user/date/reason when staff records are activated/inactivated.
Find Destination	This search feature now offers filters for Site Type and Governing Organization.
Details	Viewing AND editing staff contact information is now done by clicking the phone icon (yellow or gray) to open the Staff Information popup. If the current user is permitted to edit the contact information, an edit icon is provided.

Placing *AND* Receiving Coordinators

Screen / Function	Description
Inbox/Outbox	Display “Document(s) uploaded” icon next to student name or anonymous icon if documents are uploaded to student profile
Department Maintenance	• New mandatory dropdowns to identify a Department Contact (typically Dean or Director) who can authorize new user ID’s (including access to student and/or staff data). This individual must be entered as a PC user in your Department staff database (in most situations this indivual would be a non-user). • Department Profile - Logo upload section includes instructions and specifications to ensure best results when inserting the department logo into Placement Request forms or correspondence.
Staff/User Maintenance	When adding or reactivating a user account, a Department Contact must be entered to authorize the user’s access. The Department Contact plus a backup must be entered in Department Maintenance (see row above).
PR Templates	When selecting the Action of “Send” or “Redirect” or “Print Placement Requests” from various screens, a new template option of “No Reply” is available. This template is suitable when sending or printing a placement request when reply is not required (e.g. for information only or to confirm a placement).

RECEIVING Coordinators

Screen / Function	Description
Welcome	• The alert for "Reports to be delivered" (Sent-P and Redir-P status) appears with a red printer icon • RC users can now view the "Group Overlaps Alert" section that is visible to schools and tracks destinations with scheduling conflicts for instructor-led Groups. • Added new alert to Group Overlaps Alert list : "Groups with Conflict Exemptions" to track PR's with one or more shifts that have cleared checkbox for "Flag overlaps as Conflict".
Email Alerts	Email alerts of new pending requests now include the Term(s) of the pending requests.
Calls for Offer (CFO)	Inbox no longer displays the original CFO, only the accepted Offers. • CFO requests (pending, accepted) appear in a summary table in Welcome. • Inbox now provides an Advanced Filter to display CFO and Offers
Details	Educational program name is now a hyperlink to the online Program Profile if one exists
Quick Entry Screen	When entering internal placements (Placing Agency is the same as Receiving Agency) a staff dropdown appears to allow selection of staff members for the internal placement. A new checkbox "Students are not RA staff" is offered if the RC needs to enter an external student rather than a staff member.
Staff Profile	Added Last Login Date for staff member if they have an active user account, and display in red if it's more than 180 days in the past
Site Profile	A new dropdown for "Governing Organization" is displayed, and defaults to (Receiving) Agency. This field will be used in Affiliation Agreements, Correspondence, screen filters, and reports when the site is managed by a governing body that is not the same as the Receiving Agency.
Destination Profile	• Added the option to specify a Discipline Contact, as an alternate to the primary unit contact for a specific discipline. For example, specify a Discipline Contact for practical nursing students if the primary unit contact does not coordinate placements for PN students. • As for "Site Profile" above, the Destination Profile inherits the Governing Organization setup for the site, but can be amended if the destination is governed by another organization. • Capacity Utilization grid now accurately reflects the actual schedule of each placement (after shift amendments in Group Shift Schedule) rather than the default schedule as entered in Details. • Copy Capacity Profile – users can now copy the capacity profile from a similar unit or program within their access rights • Updating the Unit Contact now updates the Destination Contact in "Manage Destinations in Services" AND updates the Destination Contact in Details for any active/future placement requests.
Manage Destinations in Services	Each destination in a service can now be assigned a Cost Centre number and description.
Report Menu	• New report "Capacity Profile Summary" that lists all destinations for a Site with a summary by discipline of capacity for Groups (max. size) and Individuals (max. per term) plus a reason if "no groups" or "no individuals" if entered • New report "Destination Profile Status Report" lists all destinations for a site with DC contact information plus status of the profile (no profile, update to overall profile, update to capacity profile) • New wizard available to RC users at the Local Administrator level for "Security/Access". The report includes a strong warning as to permitted uses of the student data (e.g. issuing network IDs, photo IDs) and requires the user to enter a reason when building the report. Each report generation is tracked in a (hidden) audit table by user ID, date/time, wizard parameters chosen, reason chosen, etc.

DESTINATION Coordinators

Screen / Function	Description
Email Alerts	• Email alerts of new pending requests now include the Term(s) of the pending requests. • An email is now sent to a DC user if their account is automatically disabled after 180 days of inactivity
Calls for Offer (CFO)	Inbox no longer displays the original CFO, only the accepted Offers. CFO requests (pending, accepted) appear in a Welcome summary table.
Details	Educational program name is now a hyperlink to the online Program Profile if one exists

PLACING Coordinators

Screen / Function	Description
Setup/Lookup	Request Code Maintenance – Request Codes now have an optional field for Population Code to provide further breakdown of experiences sought/offered such as MSK-Peds and MSK-Geriatric. The 2 fields display together in Inbox/Outbox, Details and reports as "[MSK / Peds]".
Program Maintenance	• Added Profile icon – allows entry of text for program description, website link, and document uploads • Program Logo and Address – each Program can now have its own address (rather than inheriting Department address) and can upload a program-specific logo for PR forms and correspondence
Cohorts	• Added a Term filter to quickly focus on courses in a single term • Added a filter for "Cohort contains" field to focus on similar cohorts (e.g. all 2010 intake, all Part-time, all Campus XX)
Enrollment	• New filter "Last name contains" to focus on a single student • Addition of a filter to focus on a single option for mass entry of Student Prerequisites including influenza (including H1N1), CPR, criminal records check, etc. • Mass entry of prerequisites now includes the option for H1N1 vaccine • There are now 2 versions of the Enrollment GoTo button: for Courses with 1 or more "active" students enrolled (ignores graduated, removed and waived students) and for Courses with no active students enrolled (placeholder student is available to commence the placement cycle before students are enrolled. • When trying to add a duplicate student, the confirmation prompt offers to to update the consent program of the existing student. If yes, HSPnet updates the student's Consent and allows the user to access the original student record without involvement of Help Desk • When students have an active user ID for HSPnet, the hover text for their access icon displays their last login date.
Worksheets	• GWS/IWS - display a message if the destination capacity profile requires minimum program year that is higher than the program year of the program course/discipline (e.g. display warning if unit requires 3rd year minimum and course is for 2nd year studentss) • Added "Reset filters" option and new filters for Service, Instructor and Date • A new button to "Load Instructors" is available to populate the Instructor dropdown during assignment in GWS/IWS and Assignment screens. This feature is needed to improve screen performance for schools with very large instructor databases. • GWS/IWS – when adding/editing, a new search feature allows you to search AND create one or multiple placements in a single step. • GWS/IWS/Assignment – can now assign up to 3 instructors per instructor-led Group; this assignment can be edited in Details.

Screen / Function	Description
Student Maintenance	• Long search results (over 50 records) now display “page” links to quickly view 50 students at a time. • New fields are available to track “Program Application: status and “Registration Pkg. Recd.” • The student record now displays the unique HSPnet database ID as an “HSPnet ID” e.g HSP023510. This HSPnet ID is included in the new Security/Access wizard available to receiving sites for issuing computer ID’s, etc.
Student Profile	• Consent History now includes date of consent entry for manual entry or when uploaded by HSPnet • H1N1 fields are now available to track this new vaccination • New field for “Previous name” allows tracking of previous name after a legal name change
Calls for Offer (CFO)	• Inbox no longer displays the original CFO, only the accepted Offers. o CFO requests (pending, accepted) appear in a summary table in Welcome • Added Copy button which works the same as the equivalent button on worksheets • PC users with Local Administrator access level can now move their own unused offers between courses of the same year. Placement dates for the source and target courses can differ but must be in the same Term. • In CFO window, the Offers Summary r eport now has dropdown with sorting options of “Sort by Site” or “Sort by Agency then Site”. • Reports from the Preview screens now offer the option of PDF of Excel output
Student Site Selector (SSS)	Course Profile – PC users can setup course defaults for student site selection, for example a maximum of 3 choices (1 to 10 are permitted) and rules for selecting duplicate requests, etc.
Automated Student Matching (ASM)	PC users can use one of several matching algorithms to match students to upcoming placements based on their ranked choices as entered in the Student Site Selector, as a random match (i.e. to Groups) or based on section assignment in Enrollment.
RA Quicklist (RAQ)	Available from the left navigation, this screen allows PC users to save a small list (about 6) of commonly used receiving agencies, or to change the list at any time (e.g. when working on a community course). The RAQ is essential for improving performance on Enrollment and other screens, and will improve network performance for all users.
Report Menu	• Wizards that produce reports with student names include a warning about the permitted uses of the personal information that is included. • The Placement Listing wizard now offers a CFO dropdown so users can generate a report of CFO only, offers only, or both

Students

Screen / Function	Description
Welcome / Previews	• New “messages” area alerts students to courses for which the Student Site Selector is open (see below) • Site contacts now include the Destination Contact (or Service Contact if DC is blank) and the supervisor/preceptor
Student Site Selector	• (optional) Students can be setup to search and save/rank available placements for an upcoming course. Their saved choices can then be used to guide the PC during manual assignment or for Automated Student Matching (new feature) • Students can now enter “Special Considerations” (e.g. childcare limitations) to be reviewed by the PC at the time of manual assignment, or to prompt manual assignment of students before running an automated match.
Site Prerequisites	(optional) Students can be setup to enter their compliance with site prerequisites such as vehicle requirement or languages spoken. This information is visible in the Student Profile under the Prerequisites tab.

Content Management Services (Content Authors and Content Managers)

Screen / Function	Description
Affiliation Agreements Manager (AAM)	• Added “PR Comments” field to enter a requirement of the AA that should appear on all placement requests (e.g. all students must register at principal’s office upon arrival); this comment can be inserted into a Placement Request form. • When sorting the AA list by Expiry date, expired dates now appear in red font
Correspondence Module (CORR)	• There are now 2 “flavours” of CORR templates – the existing “Formal Letter” template and a new “Free-form” version. The free-form template allows complete control over the text, data fields, and formatting of the generated output. • For group courses, CORR output now lists all students in a Group placement if student name fields are selected in the HSPnet data section and when adding cc to students • Each template now displays dates to indicate when the template was “Last Updated” and “Last Generated” • Users can now save a signature image for insertion into their own documents • A checkbox to “include Call for Offers” is now available for courses using this placement option • Additional fonts and formatting choices • Addition of Preview icon to allow viewing a sample document before generation • Saved templates are now displayed in actual font including size, bold/underline, and justification • New “Insert Data” fields for free-form templates: ○ Campus (of student), address fields, Destination Contact (inserts Destination Contact if assigned, otherwise Service Contact); RA Site; Group size, Days of the week • Option to insert logo and department address when generating for free-form templates • New output option of Email for broadcasting text-only information via email. Available for Formal Letter templates only. • Generation from Outbox – PC users can now generate a document for one or multiple selected PR’s in Inbox or Outbox, from a list of templates for which they are an author. • Authors can now copy a template to create another similar document • Signature – users can now insert their own (scanned) signature image into correspondence, if uploaded in their staff profile • Documents generated as individual PDF are now added to the Report Queue with a default recipient based on the site contact of the PR.