

December 8, 2008

## Faculty (Instructor) Prerequisites (FPRE)

### Summary:

*Faculty Prerequisites*, like *Student Prerequisites*, include placement requirements of receiving sites such as up-to-date criminal records check, CPR or other certifications, and immunizations. The FPRE module allows Placing Agencies to maintain this information for staff and contractors who serve an instructional or supervisory role for Students at receiving sites, and to track the status of compliance with such requirements.

### Step 1: Department Setup

To use FPRE, contact HSPnet Support to review a consent process for instructors prior to activating this feature. A consent form template and accompanying handout are available on the HSPnet website at <http://www.hspcanada.net/privacy/resources.asp> under "Staff Consent Materials". On request the HSPnet consent form can be customized to include the name and/or logo of your educational program.

Once a Support Team member activates FPRE for your Department, this will be indicated under **Maintenance** → **Setup/Lookup** → **Departments**, and the Staff Profile for instructors will now include an area to track their consent (see Step 2).

Department Maintenance	
Name	Short Name
Faculty of Nursing *	Nursing *
Address 1: 1234 University Road	
Address 2:	
City: Vancouver	Province: BC
Postal Code: V6C 2C2	
Phone: 604 - [ ] L [ ]	Fax: 604 - [ ]
<input checked="" type="checkbox"/> Use Shift Codes e.g. D8, E8 (instead of Start & End Times)	
<input checked="" type="checkbox"/> Use Orientation Dates (Instructor led Groups)	
<input checked="" type="checkbox"/> Use Faculty Prerequisites <a href="#">Help</a>	

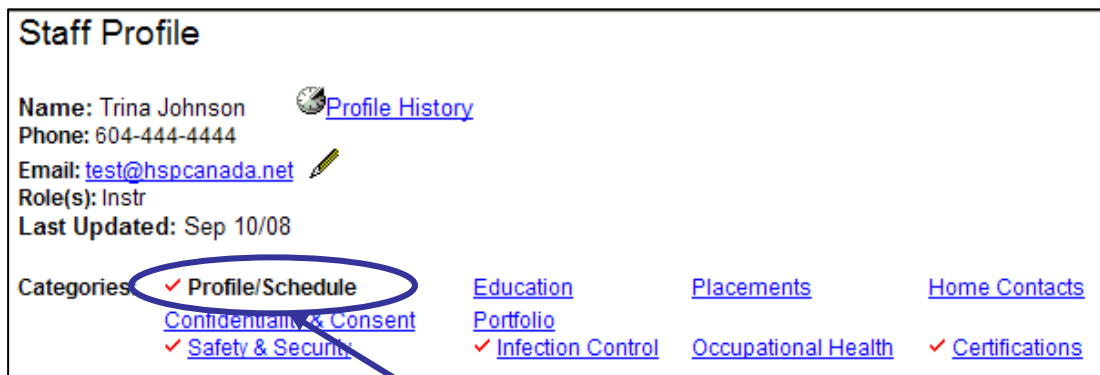
### Step 2: Documenting Consent / Notification

- Documenting the consent/notification process is mandatory for each employed/contracted instructor before entering their FPRE data. The [Confidentiality & Consent](#) area of their **Staff Profile** documents that the individual's consent has been obtained to use this information in HSPnet.

Staff Profile	
Consent / Authorization	
Add Consent/Authorization Forms	+
HSPnet Faculty Prerequisites	✓ X
<input checked="" type="checkbox"/> Received	Date Received: Sep 4/07

### Step 3: Review Expanded Staff Profile

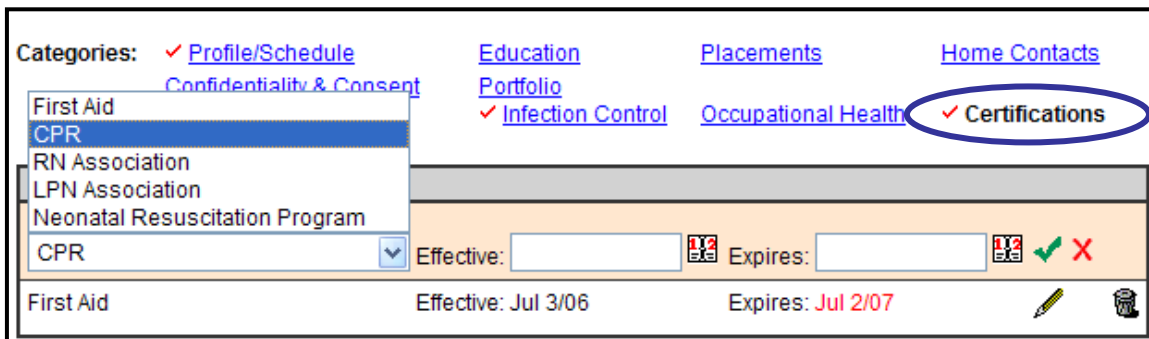
- Upon documentation of FPPE consent for an instructor, the FPPE screens are now visible in their multi-level Staff profile available from the left navigation under **Maintenance** → **Staff/Users**.
- The Staff Profile offers multiple “layers” or categories of information, with each category accessible from a navigation link at the top of the window:



In the above example, we are viewing the “main” [Profile/Schedule](#) category, which can track optional information about the instructor’s work schedule and professional registration, plus an area to upload documents such as a resume or availability schedule. The window also contains a Profile History link that tracks all additions and edits to information in each Category, by date and user ID.

### Step 4: Updating Categories

- Click a Category link to switch to a FPPE Category, such as [Certifications](#):



- Select a certification type (such as CPR) from the “Add Certification” dropdown, and enter Effective and Expiry dates if known/applicable. Click Save to update the record.
- Repeat Step 4.b to add another certification.



**NOTE:** dates for expired certifications (and for other prerequisites such as Tetanus immunization) are displayed in **red** font (as per the First Aid example above).

Each Category is organized to add or update information in various ways. Some screens, such as [Occupational Health](#), are organized as an online form and permit update of multiple records at once (e.g. status and dates for Hepatitis, Influenza, TB testing, etc.) or the option to check a single checkbox if all Occupational Health requirements are met (as documented by paper or in another system):

Requirements Summary				
Occ. Health Requirements Met: <input checked="" type="checkbox"/>		Date: May 1/07		
Medical Completed: <input checked="" type="checkbox"/>		Date: Apr 29/07		

Detailed Requirements				
Type	Status / Test Results	Dates	Reqmt. Met	Source
Diphtheria/Tetanus	Immunized	Admin. Date: May 1/03 Expires: Jun 1/06	<input checked="" type="checkbox"/>	Document - Original

### Step 5: Printing the Staff Profile

The Staff Profile offers a **Print Profile** button that generates a PDF version of the Staff Profile including information on the status of all profile Categories.

### Things to Remember

- Educational programs wishing to use HSPnet for tracking instructor prerequisites, as part of an employment/contractual requirement to meet placement prerequisites of receiving sites, must obtain instructor consent to use this information in HSPnet.
  - It is the responsibility of the employer to obtain consent and/or to notify employees/contractors in accordance with organizational policy and privacy requirements, and to document in HSPnet that such consent is in place.
  - A template for instructor consent, and accompanying handout, is available from the HSPnet website, and can be customized to include the name and/or logo of your school/faculty.

We hope you enjoy the FPRE module. If you have any questions or need assistance on maintaining Faculty Prerequisites in HSPnet, please don't hesitate to contact us.

#### HSPnet Team

Email: [support@hspcanada.net](mailto:support@hspcanada.net)