

August 14, 2007






## Instructor Access to HSPnet

### Welcome to HSPnet ...

This guide on Instructor Access explains how to:

1. **Access online orientation** on using HSPnet
2. **Login** to HSPnet for the first time
3. **View upcoming placements**, Shift Schedules and placement details
4. **Communicate** with key contacts and students
5. **Print** a Schedule on a local printer

### Associated Icons:

	Details Screen
	Group, Individual Shift Schedule
	Document Attached
	Change since Last Login
	View Phone number, send Email

## Background



HSPnet is a web-based system for coordinating student placements, and is accessible from any internet-connected computer. It was introduced in 2003 in British Columbia and is now used in six Canadian provinces. Instructors can access HSPnet in their province to view and print information about their upcoming placements, to communicate with key contacts and students, and to view or print placement details and schedules.

## Step 1 – Complete online HSPnet Orientation

- a. Visit <https://hspnet3.bcit.ca/training/login/index.php> and **enter as a Guest** (no login required).
- b. From the list of Training topics available, click the topic name ***Privacy & Security of Personal Information***. **This topic is mandatory for new users prior to receiving an HSPnet user ID.**

*At the end of this mandatory topic you will be required to click an email link to send a notice of completion to HSPnet Support, who will then arrange for an HSPnet user ID will to be sent to your email address.*

**HSPnet e-Training for HSPnet Users**

Available Courses	
<a href="#">Introduction to HSPnet</a> 	Helpful background on HSPnet and its contribution to effective Practice Education management in the health sciences.
<a href="#">Privacy and Security of Personal Information</a> 	The handling and protection of information in HSPnet - MANDATORY FOR ALL NEW USERS

## Step 2 – Login to HSPnet

- c. Visit the HSPnet website at [www.hspscanada.net](http://www.hspscanada.net)
- d. Click your province on the map of Canada
- e. On the login page, enter your User ID and password (to be provided by your Program)

## Step 3 – Changing Your View

Upon successful login, you will be directed to your Welcome Screen, which will default to placements active “Today” and for the next four months.

- f. View previous or future terms by selecting from the Term dropdown and click **Refresh View**.

Welcome Helene

[Online Help](#) [Email Help](#) [Change Password](#) **Log Out**

Current View

Course: ALL **f.** Term: Today (Aug/07 - Dec/07)  Show Unconfirmed Placements **Print Schedule** **Refresh View** **h.**

	Placement Information	Schedule ↑	Placement Location ↑
<b>UPDATED</b>	Course: Nurs410P Type: Prec Student: <a href="#">Marie Claire Forget</a> Ref#: 4227 (Confirmed)	Dates: Sep 8/07 to Sep 26/07 Shift: Various, 8 hrs Days: Various	Agency: Vancouver Coastal Health Site: <a href="#">Richmond Hospital</a> Service: Emergency Destination: <a href="#">Emergency Department</a>
	Course: Nurs331G Type: Group (5 students) Ref#: 4235 (Confirmed)	Dates: Sep 15/07 to Nov 10/07 Shift: Day, 8 hrs Days: Mon/Tue/Wed/Thu	Agency: Vancouver Coastal Health Site: <a href="#">Richmond Hospital</a> Service: Medicine - inpatients Destination: <a href="#">3 South</a>

- g. Change the **Course** filter to a single course, or leave filtered to ALL to view all courses.
- h. Check the “Show Unconfirmed Placements” checkbox to view upcoming placements assigned to you but not yet accepted/confirmed.
- i. Click the [Student Name](#) hyperlink to view the Student Profile, including uploaded documents.
- j. Click the [Site](#) or [Destination](#) hyperlinks to view the online Site Profile or Destination Profile.
- k. Click an icon to view more information:
  - to view an uploaded document
  - to display Placement Details:
    - Site and Destination contacts and their phone/fax/email
    - Full text of Comments and Urgent Alerts
    - Students names assigned to a Group
    - Access online Course Profile, Destination Profile
    - View documents uploaded by the Program or Site (NOTE: Instructors may also upload a document to a placement, such as student or rotation schedule).
  - to view Schedule Details; if a red checkmark appears on the Schedule icon, then amendments exist to the default schedule shown in the middle column (see below).
- l. Click **Print Schedule** to print a summary listing of displayed placements on your local printer.

## Step 4 - View or Print a Shift Schedule

The **Group Shift Schedule**  or **Individual Shift Schedule**  displays a detailed calendar of shifts for a placement. A “Nickname” table appears above the Calendar and provides a key to identify each group or student if more than one are present on the unit. Groups nicknames are a few letters of the school name plus a number for each group (e.g. UBC-1 and UBC-2).

### Group Shift Schedule

Agency: VCHA Site: Richmond Hospital Service: Medicine - inpatients Destination: 3 South  
Term: Fall 2007 (Sep 15/07 to Dec 31/07)

#### Group Summary

Nickname	Placing Agency	Program	Course	Instructor	Days	Shift	Size	Shift Hours	Ref #	Status	!
UBC-1	UBC	BScN	Nurs331G	Wilkins, H	MTWR	D8	5/5	128	4235	<a href="#">View Details</a>	Conf

View PR:   |  |

Week Of	Shift	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Sep 17/07	D	UBC-1	UBC-1	UBC-1	UBC-1			
	E							
Sep 24/07	D							
	E	UBC-1	UBC-1	UBC-1	UBC-1			
Oct 1/07	D	UBC-1	UBC-1	UBC-1	UBC-1			
	E							
Oct 8/07	D							
	E	UBC-1	UBC-1	UBC-1	UBC-1			

Click [View Details](#) to display detailed information on start/end dates, shifts and times, Comments and Alerts, and site contact information. Click  to send the Shift Schedule and Details to your local printer.

## Need Help?

[Online Help](#) [Email Help](#) [Change Password](#)

- Click [Online Help](#) to view detailed instructions for your Welcome screen.
- Click [Email Help](#) to seek help desk assistance. This link generates a new email message from your email system, automatically addressed to HSPnet Support. Enter your question or feedback; a reply will be sent in four hours or less. *If you want our reply to be sent to an alternate email address, please include that information in your note.*

We also welcome your feedback via the Email Help link – your input will ensure that HSPnet meets your needs and continues to improve.

All our best  
**HSPnet Support Team**  
Email: [support@hspcanada.net](mailto:support@hspcanada.net)