

Updated: June 1, 2011

Governing Organization filter

Summary:

Each user may enable their own use of an additional filter for Governing Organization, which is available on key screens such as the Inbox/Outbox and on worksheets used by educational programs.

The Governing Organization filter allows you to narrow your view from all sites under a Receiving Agency (e.g. a region), to only those sites that are governed by a local agency or board of directors.

Background

Placement sites are categorized in the HSPnet database under Receiving Agencies (RA), which are setup for each local health authority (e.g. a regional health board) and for "umbrella" RA that encompass many small agencies such as "Schools" or "Private labs".


Within a large RA it may be useful to focus on a few sites that are governed by a specific legal entity ("Governing Organization") such as a society, private corporation, or not-for-profit agency that is responsible for one or more sites. In some RA, all sites have the same Governing Organization (e.g. the regional health board) but in many RA, there will be multiple multiple Governing Organizations, each representing a local board, society, corporation, school district, etc.

When a site is entered in HSPnet, its Governing Organization is defined. The Governing Organization can be:

- The Receiving Agency
 - Example - Region A is the Governing Organization for all sites in that region.
- A separate legal entity
 - Example - Hospital B is entered in Region A, but the site is governed by Society C (e.g. a demonimational board).
- Self-governed site – e.g. Hospital C is entered in Region A, but the site is governed by its own board of directors.

Activating this feature

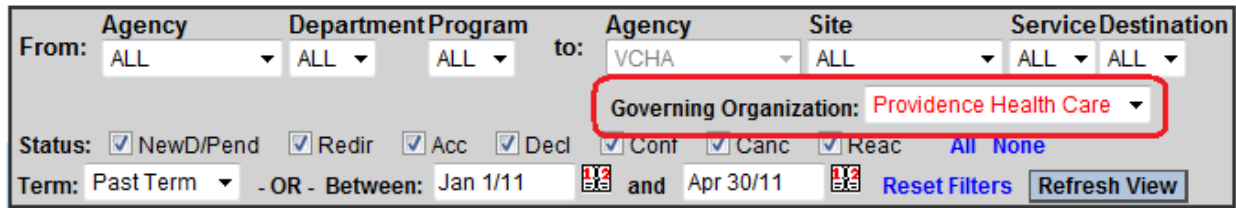
Each user must setup this feature for their own use, under **Maintenance** → **Staff/Users**:

1. Search to find your own staff record, and click Edit  to mark the checkbox to "Use Governing Organization filter"

<input type="checkbox"/> Minimize Email Subject Length Help
<input checked="" type="checkbox"/> Use Governing Organization Filter

2. Click Save  to add the filter to the Inbox / Outbox, and to the worksheets for Placing Coordinators.

For example, the Governing Organization filter in the Inbox/Outbox will focus the displayed results to sites under the selected legal entity:



The screenshot shows a filter interface with the following elements:

- From:** Agency (ALL), Department (ALL), Program (ALL)
- to:** Agency (VCHA), Site (ALL), Service (ALL), Destination (ALL)
- Governing Organization:** Providence Health Care (highlighted with a red box)
- Status:** NewD/Pend, Redir, Acc, Decl, Cont, Canc, Reac, All None
- Term:** Past Term, - OR - Between: Jan 1/11 and Apr 30/11
- Buttons:** Reset Filters, Refresh View

Things to Remember

- Each user can setup this feature for his or her own use only; you cannot activate the feature for another user.

If you have any questions or need assistance with using this feature, please don't hesitate to contact us.

HSPnet Team
Health Sciences Placement Network
support@hspcanada.net
www.hspcanada.net