

August 26, 2010

## Multi-Destination (Split) Requests

### Summary:

A placement may be “split” to allow students to experience multiple destinations, such as a Group rotation or a preceptorship involving time in both an inpatient and community setting.

### Associated HSPnet Icons:



Split Destinations Exist

### Background:

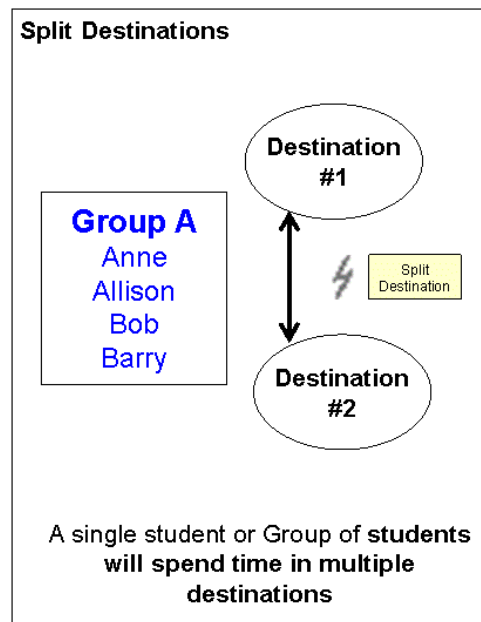
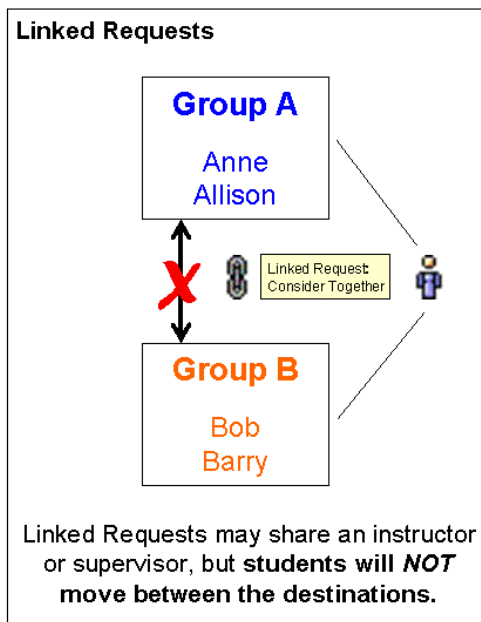
There are many situations where a placement should be split to reflect the movement of students across multiple destinations. Such situations include:

- A group of students on a Postpartum unit will take turns in a **Rotation** opportunity on the birthing unit;
- A group of 8 students *under a single instructor* will be split across two units, *and students will have the opportunity to spend time on both units*; and
- A preceptorship placement will involve time on an inpatient unit *and* in the community.

**NOTE** – if a split group under a single instructor will NOT involve movement of students, then splitting is not appropriate. Instead, the placement should be generated in the Groups Worksheet as separate “small groups” and linked in the Outbox to show that students will stay on their unit and share an instructor. See QRG – *Linking Tool*

### Linked Requests vs. Split Destinations

Linked Requests differ from Split Destinations because Linked Requests are separate students or groups, whereas Split Destinations involve splitting a student's or group's placement across destinations. For example:



## Creating Split Requests for Instructor-Led Groups

Creating Multi-Destination placements is achieved by splitting a request in Outbox. In the example below, a group of 6 students will allow 5 students on Medicine/3South and 1 student on a Rotation in the Clinic:

1. Change the Outbox to Edit Mode by clicking the blue “Edit Outbox” link in the header row of the Outbox (or Edit Inbox in the Inbox)

✓ Status	Course/ Type	Start/ End	Days/ Time	Student	From/ Prog	to Agency/ Site	Service	Dest	<input type="checkbox"/> Hide Other Destinations	Edit
<input type="checkbox"/>	New Nurs331PED Group/NIS	Sep 15/11 Dec 31/11	MTW 8	Group (4/4)	UBC BScN	VCHA RHS	MentHComm	MHServices*	<input type="checkbox"/>	#7556

2. For the original (“parent”) placement, click the to edit the Destination size from “4/4” to “3/4”, indicating that “3 of 4 students will be on that particular unit at any time.”
3. When the Outbox refreshes, new icons will appear at the right – choose the Split Placement Request to create a new split destination. Edit the dropdowns to select the correct Destination (you may also need to change Service, Site or Agency) and enter a Destination size for the rotation – in this case “1/4”. Click the green checkmark to Save Changes.

**NOTE** – if the rotation is *mandatory* (i.e. no more than 5 students may be on the parent unit at a time) then do not check the Alt/Obs checkbox. If the rotation is *optional* (the students may or may not use the Rotation on a given day), then add a checkmark to the Alt/Obs checkbox).

✓ Status	Course/ Type	Start/ End	Days/ Time	Student	From/ Prog	to Agency/ Site	Service	Dest	<input type="checkbox"/> Hide Other Destinations	View Only
<input type="checkbox"/>	New Nurs331PED Group	Sep 15/11 Dec 31/11	MTW 8	Group (4/4)	UBC BScN	VCHA RHS	MentHComm	MHServices*	<input type="checkbox"/>	#7556
<input type="checkbox"/>	New Nurs331PED Group	Sep 15/11 Dec 31/11	MTW 8	Group Size: 1 / 4	UBC BScN	Agency: VCHA Site: Richmond Health Serv... Svc: Home Care Dest: Home Care Main Offic...			<input type="checkbox"/>	<input type="checkbox"/> Alt/Obs 

4. The resulting Multi-Destination placement will be displayed as:

✓ Status	Course/ Type	Start/ End	Days/ Time	Student	From/ Prog	to Agency/ Site	Service	Dest	<input type="checkbox"/> Hide Other Destinations	View Only
<input type="checkbox"/>	New Nurs331PED Group	Sep 15/11 Dec 31/11	MTW 8	Group (3/4)	UBC BScN	VCHA RHS	MentHComm	MHServices*	<input type="checkbox"/>	#7556
<input type="checkbox"/>	New Nurs331PED Group	Sep 15/11 Dec 31/11	MTW 8	Group (1/4)		VCHA RHS	HomeCare	HomeCMain	<input type="checkbox"/>	#7559

## Creating Split Requests for Preceptorships

Splitting a preceptorship placement may also be necessary if the student requires a specific amount of time in more than one destination.

5. Change the Outbox to Edit Mode by clicking the blue **Edit** link in the header row of the Outbox or Inbox.
6. Select the new Site/Service and Destination and to Save.

	Status	Course/ Type	Start/ End	Days/ Time	Student	From/ Prog	to Agency/ Site	Service	Dest		View Only	!
<input type="checkbox"/>	New	Nurs330P Co-op	May 1/09 Aug 31/09	1W1F 8		UBC BScN	FHA RCH	Card ⚡	2South		#7557	
<input type="checkbox"/>	New	Nurs330P Co-op	May 1/09 Aug 31/09	1W1F 8			FHA RCH	Emerg	Emerg*		#7558	
<input checked="" type="checkbox"/>	Status	Course/ Type	Start/ End	Days/ Time	Student	From/ Prog	to Agency/ Site	Service	Dest	Details (DC: Griffis, Jack; Duration: 270 Hrs)		

**NOTE:** If the student will be on a specific destination for a set period of time, then both placement requests will need to be edited to update the exact dates the student will be at their location. Also it is very important that each request be updated to indicate the duration at each destination by clicking since splitting will duplicate the number of hours giving each destination (and preceptor) the full amount of clinical hours.

## Important Points to Remember

1. The Placement History for students assigned to Multi-Destination placements will reflect all accepted/confirmed destinations in the set.
2. It is possible for one destination in a Multi-Destination set to be accepted, while the other may be Declined; each split destination can have separate dates, days of the week, start/end times, comments, conditions, alerts and supervisors; however only one instructor can be assigned for all split destinations.
3. If the “parent” request is declined, it is not possible to assign students to the other split destinations in the set, even if they are accepted. The entire Multi-Destination request would therefore need to be cancelled and replaced with a new request from the worksheet.

Please send us Feedback via the Email Help link under Help/Support if you have any comments or suggestions, or at any time if you require assistance with this feature.

**All Our Best**  
**HSPnet Development Team**  
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