

Updated: May 15, 2008

## Practice Education e-Community Tools

### Summary:



HSPnet e-Community Tools help users to describe themselves (interests, activities) in the Portfolio level of their online Staff profile, to identify which components of their online Profile they are willing to share with others, and to find other users in HSPnet with similar interests or activities for collaboration and information sharing.

### Background

HSPnet is a rich database of individuals involved in practice education management within an Agency, region or across a province or jurisdiction. Each staff record in HSPnet has an online Staff Profile that can be used to maintain information about that individual as appropriate for their role in practice education management. e-Community tools allow users to:


- Maintain an online Portfolio including information about their work or research interests and activities, skills, etc.
- Determine which parts of their online Portfolio they are willing to share with others in their own Agency Department (i.e. their work colleagues), across their Agency, or with HSPnet users in other Agencies.
- Use the Staff search screen to “find” others with certain skills or interests (as shared via their online Portfolio) for collaboration or information sharing.

### Staff Profile Levels

The staff profile has a header area with contact information (which can be updated by clicking the Edit icon ) and a set of **Categories** links for different “levels” of the profile. A red checkmark  indicates that a level has information saved; no checkmark indicates that level is empty.

The “main” level of the Staff Profile provides general information about an individual such as their their work schedule (part-time, full-time), their primary work site, and current licensure. It also allows upload of documents such as a resume.

### Staff Profile

**Name:** Sally Twowest  
**Phone:**  
**Email:** [test@hspcanada.net](mailto:test@hspcanada.net)   
**Role(s):** DC, Superv  
**Last Updated:** May 20/08

**Categories:**  [Profile/Schedule](#)  [Education](#)  [Placements](#)  [Home Contacts](#)  
 [Confidentiality & Consent](#)  [Portfolio](#)

## Portfolio Level

<b>Categories:</b>	<input checked="" type="checkbox"/> <a href="#">Profile/Schedule</a>	<input checked="" type="checkbox"/> <a href="#">Education</a>	<input checked="" type="checkbox"/> <a href="#">Placements</a>	<input checked="" type="checkbox"/> <a href="#">Home Contacts</a>
	<input checked="" type="checkbox"/> <a href="#">Confidentiality &amp; Consent</a>	<input checked="" type="checkbox"/> <a href="#">Portfolio</a>		

The **Portfolio** level allows an individual to describe themselves, from a professional or occupational perspective, to colleagues for the purpose of collaboration and information sharing. *ePortfolio information is editable only by the individual or “author” of the portfolio, and only he/she can determine what others may view their portfolio information.*

The Portfolio has two main sections: **Interests/Expertise** and **Activities**.

Interests / Expertise	
<b>Skills:</b> Writing - Technical Research - Statistics Survey Development	<b>Research/Work Interests:</b> Quality Improvement Infection Control Population Health & Epidemiology
<b>Profession / Discipline(s):</b> Nursing / Registered Psychiatric Nurse ( <i>Role of current employment</i> ) Other Health / Resident Care Aide	
<b>Comments:</b> I have a specific interest in statistical analysis and seeking collaboration on projects involving blah blah blah	

To add or edit the Interests/Expertise section, click the Edit icon to select new choices from a dropdown or to update the Comment.

To add an entry in the Activities section, click the Add icon and complete the form to add a new Committee, project, or initiative:

Activities				
Description / Role	Activity Type	End Date	Keywords	
2West Infection Control Committ * Chair *	Committee *	Jun 30/09	Infection Control	
VCHA Team QI Project Other - Team Member	Project	n/a	Quality Improvement Occ. Health and Safety Interprofessional Infection Control Patient/Family Education	

When finished adding or editing an entry, click to Save changes.

NOTE: If the choice you want is missing from a dropdown, send an email request to Help Desk and specify the screen and dropdown involved. If possible, provide a definition of the term you would like to add, and a website link or other reference if appropriate.

To contact Help Desk, click **Help/Support** in the left navigation, then click **Email Help**. This will launch a new email message from your organizational email system, and will automatically enter a Subject to help us identify you and the screen you are viewing.

## e-Community Search Tools

HSPnet users can search for other staff/users under Under **Maintenance** → **Staff/Users**, to view their name, organizational title, business contact information, HSPnet role (such as Instructor or Destination Coordinator) and published portions of their online Staff Profile.

A name search can be performed using all or part of an individual's name, or use "%" to perform a "wildcard" search, for example all individuals in the role of Instructor at UBC in Nursing:

**Staff & User Maintenance**

Search Criteria  Show Content Roles

Agency: UBC Dept: Nursing Last: % First:

Placing Agency Roles:

- Placement Coord.
- Instructor
- Group Instructor
- Student Administrator

Receiving Agency Roles:

- Receiving Coord.
- Destination Coord.
- Preceptor
- Other Staff (non-user only)
- Staff Administrator

Search Filter:  HSPnet users only

Coming Next – e-Community Search Tools to identify others with specified interests or activities, such as:

- **Discipline** = Psychiatric Nursing and **Interest** = Patient/Family Education
- **Skills** = Statistical Analysis and Population Health
- **Discipline** = Food & Nutrition and **Agency** = ALL BC

## e-Community Document Repository

Coming Next - The Document Repository allows HSPnet users to upload and share documents within a "library" of subjects such as:

- Patient/Family Education
- Staff Education
- Survey Tools.

## Things to Remember

- To protect privacy, only some parts of the Staff Profile are visible to others. For example, the **Home Contacts** level is visible only to authorized staff in Human Resources, and the **Portfolio** level is visible only to other users as specified by the Portfolio author.
- The Practice Education ePortfolio should contain work-related information only, and is not intended for sharing of recreational or other personal activities.

You have now completed the steps to setup and maintain your e-Portfolio information in HSPnet. If you have any questions or need assistance, please don't hesitate to contact us.

**All Our Best**  
**HSPnet Team**  
[support@hspcanada.net](mailto:support@hspcanada.net)  
[www.hspcanada.net](http://www.hspcanada.net)