

August 13, 2007

Content Managers Guide to eOrientation for Practice Education (eOPE)

Summary

This guide provides step-by-step instructions on how to:

1. **Login** to HSPnet
2. **Access and/or view** the repository of eOPE Topics developed by your Agency or by others
3. **Assign a Topic** to be completed by students or faculty assigned to one or more sites in your Agency

Background

The eOPE module of HSPnet allows Agencies to view the “repository” of e-Orientation content available for use by Agencies for providing orientation to students or staff involved with practice education. eOPE Topics are developed and published using Moodle, an e-Learning course authoring tool that is publicly available and has been integrated with HSPnet.

The role of an eOPE Content Manager is to:



- View published eOPE topics (“eTopics”) in the HSPnet eOPE repository;
- Adopt an eTopic to form part of the e-Orientation “curriculum” of students or staff assigned to your Agency, by applying the eTopic to one or more disciplines, sites, and destinations.
- Identify whether the eTopic is mandatory or optional

Step 1 - Login to HSPnet

Visit www.hspcanada.net and click on the map of your province to access HSPnet for your jurisdiction, and login with your user ID and password as provided by HSPnet. If you forget your password, click on the [Help with forgotten password](#) link to request a new temporary password via email.

Step 2 – View Published eTopics

In the left navigation, choose **Content Services** → **Orientation**. The **e-Orientation for Practice Education** screen defaults to a View of “Topics”, which displays a list of published eOPE content, categorized by topic.

1. View summary information on published content by clicking its eTopic icon . The red checkmark indicates the Moodle eTopic has been adopted by at least one Agency; no checkmark indicates that the eTopic is published but not yet adopted. A Course name in gray font indicates it is being drafted but not yet finalized or published for adoption.
2. The Author and Updated column indicate the name of the Course Author (in Moodle) and the date of last change to the course content.
3. The History icon  displays a list of all changes to course since its creation in Moodle.

Step 3 – Apply an eTopic to Sites and Disciplines

1. Select “Agencies” from the View dropdown; this will display a list of Agencies and the eTopics they have adopted into their Orientation curriculum.
2. Click the “eTopic not Applied” icon to open the **Agency eTopic Maintenance** window and apply an eTopic for the first time. Previously adopted Guidelines will display as ; click this icon to make changes to Content Manager or application of the content.
3. Enter or update the Content Manager(s) for the eTopic, add comments, or insert a Review date.

e-Orientation for Practice Education

Current View
 View: Agencies
 Topic: All

Agency Course	Applied to Sites/SubDisc.	Author Last Update	
<input checked="" type="checkbox"/> VCHA - Vancouver Coastal Health Authority			
Introduction to Vancouver Coastal Orientation (Process)	35 All	Oct 23/06	Ref# eO-1
Confidentiality	35 All	Jan 23/07	Ref# eO-2
Waste Management	35 All	Oct 4/06	Ref# eO-3
Infection Control	35 All	Oct 4/06	Ref# eO-4
Prevention of Aggressive Behaviour	35 All	Oct 23/06	Ref# eO-5
Musculoskeletal Injury Prevention	35 All	Oct 23/06	Ref# eO-6
Emergency Codes	35 All	Oct 23/06	Ref# eO-7

4. Click the checkbox to indicate whether the eTopic is “Optional” or mandatory for placement orientation, and click to Save changes.
5. Click [Application](#) to view options for applying the content.
6. Select the radio button for All Disciplines, or click on one or more Disciplines/ subdisciplines from the picklist and click to add to >> “Included” list.
7. Repeat these steps to apply the Guideline to one or more Sites, and if needed to limit to only certain Services and/or Destinations.

ETopic Application

Disciplines: allow all
 select from list

not allowed | allowed
 |

Sites: allow all
 select from list

not allowed | allowed
 JDsite | UBCH
 MTSJ | VGH
 NorthComm |
 RHS |
 SVIN |
 |

8. Click to complete the Application process.

You have now completed the steps to applying eOrientation content to sites or disciplines in your Agency.

If you have any questions or need assistance, please don't hesitate to contact us at support@hspcanada.net.

All our best

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