

Updated: May 30, 2011

Placement Summary Screen

Summary:

The Placement Summary screen provides different views to support capacity and utilization management of individual and group placements. For instructor-led Groups, a special mode for “Group overlaps” allows programs to review and resolve scheduling conflicts.

Associated Icons:



Group Shift Schedule



Individual Shift Schedule



Shift Schedule – shift changes exist



Scheduling conflict exists (Groups)

Background

The Placement Summary screen provides a shared worksheet for individual and collaborative processes to review unit availability, to resolve scheduling overlaps for groups, and to distribute placements equitably. The Placement Summary screen has two modes: for instructor-led Groups and for Individual placements.

Instructor-led groups present unique scheduling challenges. In some jurisdictions (such as a city or region), Placing Agencies may create scheduling conflicts when two or more instructor-led Groups are requested for the same shift on a unit. The Placement Summary screen provides three different views for managing group capacity and utilization with an Agency or region:



Note: The Summary screen is accessed from the left navigation as “PR Summary”:

Placing Coordinators:

Worksheets
Enrollment
Group
Individual
PR Summary

Receiving Coordinators:

Inbox
Ref#
Quick Entry
PR Summary

- All destinations at a site
- All destinations in a service (e.g. Medicine) across sites
- Group overlaps (scheduling conflicts) only

Group overlaps may be resolved through processes such as:

- A program resolves as many conflicts as possible by contacting the other requesting program to develop a shared schedule or to negotiate moving to another unit;
- A central coordinator reviews conflicts and contacts programs involved to propose solutions (such as alternating days/evenings) and monitors all Destinations to ensure that conflicts are resolved;
- Placing agencies meet as a group to review upcoming schedules and to collaboratively resolve overlaps through joint solutions such as alternating schedules or moving to another destination.

In order for group overlaps to be flagged automatically by HSPnet, all participating schools must be setup under **Maintenance** → **Setup/Lookup** → **Programs** to use the NIS Tools module and to Automatically Flag Conflicts. *This setup change must be performed by HSPnet Support, and first requires planning among all schools in a jurisdiction on how they will use automated conflict flagging.*

Using the Placement Summary screen

Placement Summary

Current View

FROM Agency: University of BC	Department: Nursing	Program: BScN
TO Agency: Vancouver Coastal Health Authority	Placing Coordinator: ALL	Site: RichHosp
Term: Fall -- OR - Between: Sep 1/10 and Dec 31/10	Service: ALL	Destination: ALL
Placement Type: Groups Only	Mode: Group overlaps only	Print Form Refresh View

The Current View filter provides several useful filter options:

- **FROM Agency** – allows a user to view only requests and conflicts involving his or her school, or to view ALL requests (all schools) with placements sent to the specified Receiving Agency.
- **TO Agency** – can be set to view one or more Sites or Destinations in a Receiving Agency.
- **Term** – can be set to a placement period such as Fall 2010, or to a custom period (a single week or month).
- **Placement Type** – to view individual placements only, or to focus on instructor-led Groups
- **Mode** – this dropdown includes three options:
 - **All destinations** – by site
 - **All destinations** – by service
 - **Group overlaps only** (applies only to Group placements)

Mode 1: All destinations – by Site

This view lists all destinations *for one site only*, with the number of active requests at the selected site.

Site ↑	Service ↑	Destination	PR Count	Conflict Count
RichHosp	ANY	2South	0	
RichHosp	Card	cardunit	1	
RichHosp	Card	CCU	1	

Click the Shift Schedule icon or to view a detailed schedule for the destination, including group overlaps (displayed in red) – see the Quick Reference Guide entitled *Group Shift Schedule* for detailed instructions on this feature.

NOTE - In the example above, unit 2South has no icon because there are zero groups at that destination.

Mode 2: All destinations – by Service

This view lists all destinations *for any site in the receiving agency* under a specific service such as Medicine or Physiotherapy. This view is especially useful for “finding” capacity in a region by discipline or when the students’ curriculum requires a specific type of educational experience.

Site	Service	Destination	PR Count	Conflict Count
RichHosp	MedicineIP	--	1	
MtSJoe	MedicineIP	MedUnit	0	
MtSJoe	MedicineIP	MTU	0	
RichHosp	MedicineIP	2South	0	
RichHosp	MedicineIP	3S	0	
SPH	MedicineIP	5A	0	
SPH	MedicineIP	7A	0	

NOTE:

- In this view Placing Coordinators can view all sites within a region, while Receiving Coordinators can view all sites within their access rights.
- The first group shown above has no destination (the school is requesting “any” medical unit) and is sorted first until a destination is entered. The missing destination can be entered by the requesting Placing Agency by clicking Details and selecting a destination from the dropdown (see “Things to Remember” below).

Mode 3: Group Overlaps only (available when filtered to “Groups only”)

This view focuses on destinations that have two or more groups with scheduling overlaps as identified with a conflict flag that is automatically set by HSPnet (requires setup of NIS tools as explained on page 1). Once all scheduling conflicts are resolved (e.g. by alternating day and evening shifts) the destination is no longer displayed in this mode.

Things to Remember

- Placing Coordinator users can edit the dates and other schedule information for their own groups via the Group Shift Schedule or in Details ; Receiving Coordinators cannot edit the dates or schedule of an instructor-led Group unless a Site Instructor is requested by the school, but they can edit dates and other schedule information for individual requests.
- The site, service and destination of a request can be edited by a Placing Coordinator (for groups in her own program) or by a Receiving Coordinator (for requests to her allowed sites) in the Inbox/Outbox, or as shown here in the Details dropdowns. Editing this information serves to “move” the placement request to another unit, or to finalize a placement location if the initial destination requested is blank or “Any”.

Sent to:	Agency: Vancouver Coastal Health Authority
	Site: <input type="text" value="Richmond Hospital"/>
	Svc: <input type="text" value="Cardiology"/>
	Dest: <input type="text" value="cardiology unit"/>

If you have any questions or need assistance with the Placement Summary screen, please don't hesitate to contact us.

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