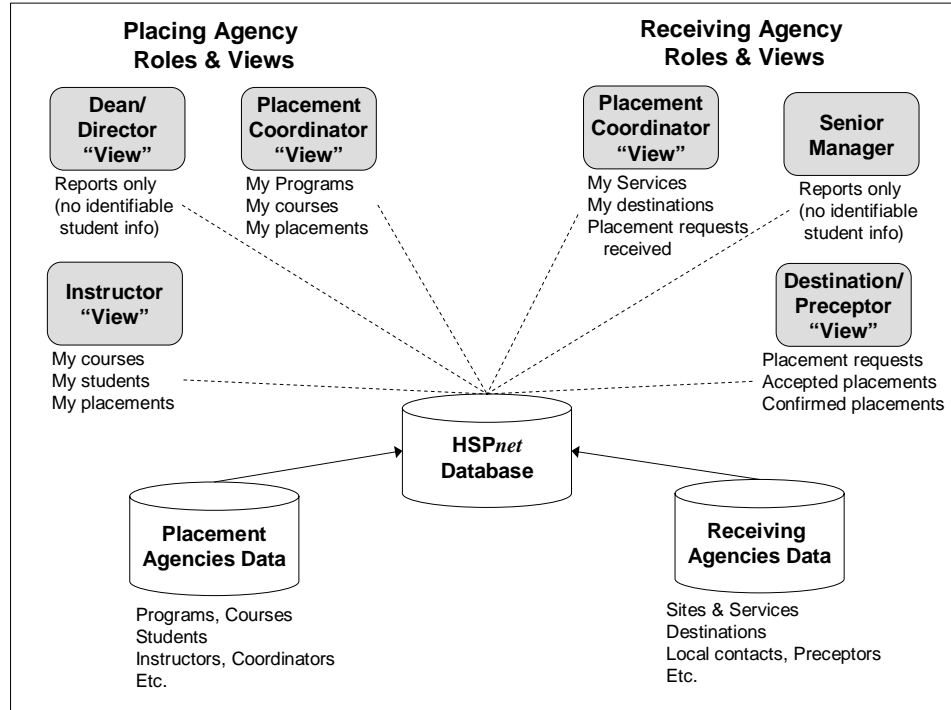


CHAPTER 2. HSPnet BACKGROUND

2.1. HOW HSPnet WORKS

HSPnet Database Structure



HSPnet is a province-wide database of student placement information, to be shared across Placing Agencies and Receiving Agencies as appropriate. Although HSPnet is built using a single provincial database, each individual user is permitted to view only that information which is appropriate given their role within an agency.

HSPnet "Views"

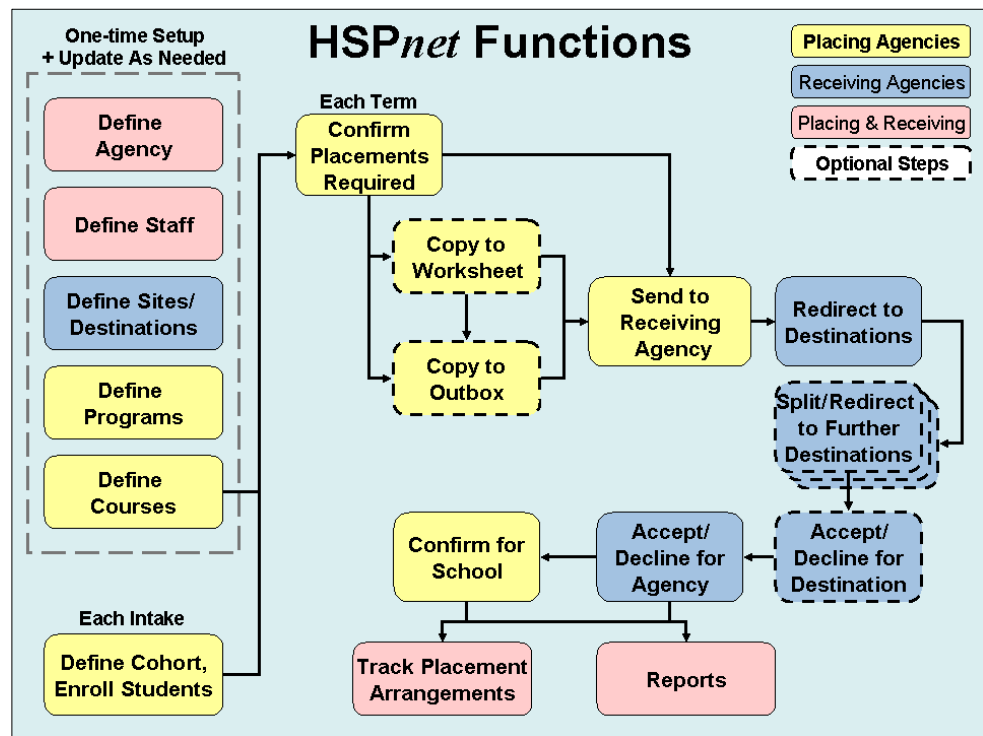
HSPnet is built using generic screens that can be customized to provide a View suitable for your role or for the desired task. Once a View is set, it can be further refined to either narrow it (e.g. view placements for a single course only) or widen it (e.g. view all courses in a program).

HSPnet Functions

The diagram on the following page describes the major Functions that can be performed in HSPnet. A Function is a component of HSPnet that performs a major task such as Creating a Cohort, Enrolling Students, or Sending Placement Requests.

Some Functions are performed by both Placing and Receiving Agencies, such as Department and Staff & User setup. Others are typically performed only by Placing Agencies (such as schools) or by Receiving Agencies (such as hospitals and community agencies). For example, only Placing Agencies are required to setup Course Profiles, and only Receiving Agencies are required to setup receiving Destinations (such as the Labour/Delivery unit in a hospital).

*Overview of
 HSPnet Functions*



*List of HSPnet
 Functions*

Define Agency – Define Placing or Receiving Agency information, to include Agency name and address.

Define Staff – Define Placing or Receiving Agency contacts including Placement Coordinators, Instructors, Supervisors and Preceptors, Program/Service contacts, etc.

Define Sites/Services/Destinations – Define Receiving Agency Destinations including Sites (Richmond Campus, St. Paul’s Hospital), Services (Surgery, Medicine, Labour/Delivery), and Destinations (2South, Raven Song Community Health Centre).

Define Programs – Define educational Programs (Collaborative Nursing, Medical Laboratory Science).

Define Courses – Define placement Courses including name, number, learning objectives, duration (shifts/hours), competencies, Instructor information, placement start/end dates and days of the week.

Define Cohort, Enroll Students – Define Cohorts (e.g. MLSC Entering Fall 02), identify placement courses to be taken, enroll students into a cohort, and enter student/instructor placement preferences for each course if desired (1st, 2nd and 3rd choices).

Send to Worksheet (Optional) – Placement requests can be sent to a worksheet if desired, where optional destinations can be created for assignment later to a student or students.

**List of HSPnet
Functions**
(cont'd)

Send to Outbox – Instructors or Placement Coordinators can use the Outbox to identify optional destinations for placements if this has not already been done in the Worksheet or Enrollment screen. From the Outbox, placement requests can be sent individually, in batches, or all at once to Receiving Agencies for consideration.

Send to Intermediary – In cases where an intermediary (such as Nursing Interschool or a Receiving Agency Placement Coordinator) acts on behalf of receiving destinations, requests can be sent to the intermediary for response or redirection to one or more destinations within the Receiving Agency.

Send to Receiving Agency – Placement requests can be sent to the Receiving Agency either directly from the Placing Agency or via an intermediary. Destinations can then either accept/decline the request, or may redirect the request to additional destinations if necessary.

Redirect to Destinations, Split/Send to Additional Destinations – The Receiving Agency can redirect incoming requests to one or more destinations for consideration. Splitting to additional destinations may be necessary in cases where a placement is shared across multiple units or supervisors, or when splitting a placement to offer alternate/observation experiences.

Accept/Decline for Destination – A destination may accept a placement request, with or without conditions, or may decline a request with reasons.

Accept/Decline for Agency – In some cases, an intermediary may elect to accept a placement on behalf of the Receiving Agency once all replies are received from destinations being considered. In other cases, the destination (such as the Psychology Department) can accept on behalf of the destination and agency in a single step.

Confirm for School – Once a placement is accepted by a Receiving Agency, the Placing Agency can then confirm the placement or cancel the request if no longer required due to attrition or other reasons.

Track Placement Arrangements – Once a placement is accepted and confirmed, both the Placing and Receiving agencies can share information about arrangements to be made such as signing of consent forms, orientation packages, confirmation notices, student identification, etc.

Reports – HSPnet provides a wide range of reports including Operational Reports (class or instructor lists, Preceptor schedules, confirmation notices and thankyou letters) and Activity Reports (placements and/or placement hours by program, unit or service, site, etc.

2.2. USER ACCESS LEVELS

HSPnet users are granted access to HSPnet at one of two levels: Local Administrator or Regular. These access levels and their respective rights and responsibilities are:

<i>HSPnet Local Administrator</i>	Responsibilities <ul style="list-style-type: none">• Acts as primary contact for the Agency• Receives/distributes HSPnet alerts and notices• Represents Agency in bi-annual user group meetings• Sets up and maintains services, programs, destinations• Sets up new users• Establishes and monitors agency procedures to comply with HSPnet policies (e.g. student or user consent forms)• Responds to HSPnet requests for information such as annual review of unused user ID's
<i>One individual for each Agency or Department</i>	
<i>Regular User</i>	<i>May include those acting as Placing Coordinator or Receiving Coordinator, Destination Coordinator (typically a unit manager or educator), Instructor or Supervisor/Preceptor.</i>
	Responsibilities <ul style="list-style-type: none">• Follow HSPnet Policies and procedures, and follows agency-based procedures on the use of HSPnet• Report system bugs or problems to HSPnet via phone or email• Check HSPnet website periodically for information on updates and reminders

2.3. PRIVACY AND SECURITY

This section outlines the Privacy and Security aspects of HSPnet and your responsibilities as a user of the system.

This section also provides instructions on maintaining your password and Forgotten Password question.

<i>Policies on Use of HSPnet</i>	Use of HSPnet is governed by comprehensive HSPnet Policies that are managed by the national Steering Committee. HSPnet Policies are designed to protect the privacy and security of personal information on students, instructors, supervisors and preceptors, and agency contacts.
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The complete Policies and procedures may be viewed on the website at <http://www.hspbc.net/resources/security.html>

***Student Consent
for Release of
Personal
Information***

In a nutshell, personal information on students is collected, used and disclosed via HSPnet for the purpose of identifying, coordinating and evaluating appropriate placements for students. Students authorize their educational program to use HSPnet for this purpose by signing a consent form.

Once the consent form is signed, a school may enter the student's information into HSPnet but in general student names or other identifiable information are not released to Receiving Agencies until a placement is confirmed. At the time of confirmation, the student's name is released to the Receiving Agency and the agency releases the name and contact information of the supervisor or preceptor.

The following are highlights from the HSPnet Policies on Privacy, Security and Data Access:

Access Rights

- If a user has Local Administration rights, they can edit only those settings for which they have access rights. In other words, a nursing placement coordinator with Local Admin rights and access to all services but Physio, will be permitted to edit all services except Physio. Similarly, she will be able to edit contact information and access rights only for staff in the department(s) to which she has been granted access (likely the Nursing department).
- If a user has Regular rights, they are permitted only to edit their own contact information, and will not be permitted to edit any other settings (including their own access rights).

Individual ID's

- There will be no shared User ID's among HSPnet users and the HSPnet Administrator will assign a unique User ID to each individual user.

Password Format

- New users will be required to select a new password after login for the first time. Passwords will be of a format complex enough to prevent guessing or other efforts to use another individual's User ID.

***Auto Expiry of
Passwords***

- HSPnet will automatically require users to change their password according to a set schedule (e.g. every 90 days).

***Automatic
Timeout***

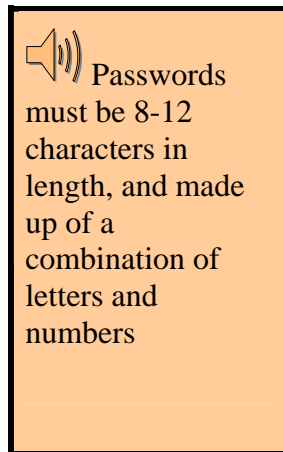
- HSPnet will automatically timeout if left inactive for a set period of time (e.g. 30 minutes). After automatic timeout the user will be required to login again.

2.4. LOGIN AND PASSWORD

First Login to HSPnet

When you first login to HSPnet, you will be required to:

- Change your temporary password
 - Select a Forgotten Password question to be answered in case you need a new password
 - Accept a set of User Responsibilities in HSPnet that are excerpted from the HSPnet Policies on Privacy, Security and Data Access, and customized to our HSPnet user role
1. Login with your user ID (typically your first initial and last name) and temporary password that was provided in your “Welcome to HSPnet” email message.
 2. Create a new password as instructed on the screen.
 3. Select a Forgotten Password question from the dropdown of optional questions, or create a question of your own by clicking the blue link. Carefully enter an answer to your question.
 4. Read the “User Responsibilities in HSPnet” and scroll down to the checkbox at the bottom of the screen. Click the checkbox to enable it, then click Save Password and Reminder Question.



Change Your Password

Your password will expire every 90 days, and HSPnet will prompt you to enter a new password (see above instructions).

If you want to change your password on your own in advance of the next expiry date:

1. Click on **Maintenance** → **Setup/Lookup** from the left navigation.
2. Click on [Change Password](#).
3. Follow the above instructions to enter a new password.

2.5. ONLINE HELP AND USER SUPPORT



Remember to use the Email help link directly from the screen you are having difficulty with. The resulting email will include information about your screen and filter settings, thereby assisting Help Desk to respond more quickly.

1. Click on **Help/Support** from the left navigation.
2. Select from one of three options:
 - **Online Help** - provides online instructions for key functions on a screen, plus a link to the related Chapter(s) from this User Guide.
 - **Email Help** - create a new email to HSPnet Help Desk. An online reply will be sent within four hours or less.
 - **Support Info** - provides additional contact information for getting user support.