

CHAPTER 4. PLACING AGENCY SETUP FUNCTION

This section explains how to use the Setup Function in order to maintain information about:

Includes / Examples:

Programs	Program profile
Courses	Course profile including placement type, # placement hours
Terms	Start and end dates
Departments	School of Nursing or Rehabilitation Sciences

4.1. PROGRAM SETUP

Add New Program Follow these steps to add a new Program:



1. Select **SETUP** from the left navigation
2. Select [Programs](#) from the Setup table.
3. Click **+** to add a new Program.
4. In the fields provided, enter the new Program's long name (such as BSc Physiotherapy), short name (such as BScPT), and Discipline, then indicate if the program is participating with Nursing Interschool or Interprofessional Rural Placement clicking on the IRPbc checkbox.
5. Click **✓** to Save.

The screenshot shows the 'Program Maintenance' interface. At the top, there is a 'Current View' section with two dropdown menus: 'Agency' (set to 'BCIT') and 'Department' (set to 'NURS'), along with a 'Refresh View' button. Below this is a table with columns for 'Name', 'Short Name', and 'Discipline / Sub-Discipline'. The table contains two rows of data. The first row is highlighted in orange and shows a program with a long name, a short name, and a discipline of 'Social Work'. Below the table, there are two checkboxes: 'Nursing Interschool (NIS) Participant' and 'IRPbc Participant'. To the right of the table, there are icons for adding (+), deleting (X), and editing (pencil) a program.

Name	Short Name	Discipline / Sub-Discipline
		Social Work
Bachelor of Technology In Nursing Degree Program *NIS*	BTech-RN	Nursing Registered Nurse
Diploma Ext *NIS*	Dipl-RN	Nursing Registered Nurse

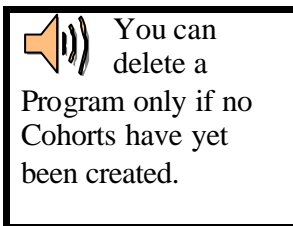
Edit Program


Follow these steps to edit an existing Program:

1. Select **SETUP** from the left navigation.
2. Select [Programs](#) from the Setup table.
3. Identify an existing Program to be edited, and click .
4. Edit any of the fields (Program long name, short name, and/or Discipline, NIS or IRPbc participant) then click  to Save.

Delete Program



Follow these steps to delete an existing Program.

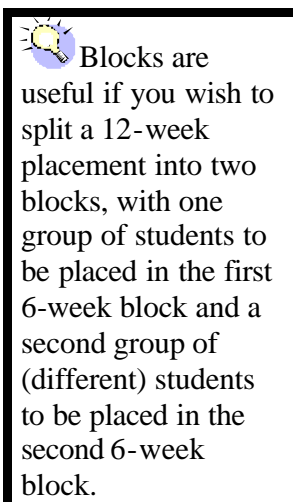


1. Select **SETUP** from the left navigation.
2. Select [Programs](#) from the Setup table.
3. Identify an existing Program to be deleted, and click .
4. When prompted “Are you sure you want to delete this Program?” click **OK**.

4.2. COURSE SETUP**Add New Course**



Follow these steps to add a new Course:

1. Select **SETUP** from the left navigation.
2. Select [Courses](#) from the Setup table.
3. Click  to add a new Course.
4. In the fields provided, enter the new Course’s long name (such as NRSG 3350 – Consolidated Practice Experience 3), short name (such as N3350 or RSPT230), Type (such as Project). Enter placement duration in hours, and if needed include # of shifts and shift length. Duration will automatically be calculated if number of shifts and shift length is entered.
5. Click on the dropdown box to request the type of form desired for placement request.
6. Determine if Placement Blocks will be used for the course. If so Click on the Check box to indicate Blocks required.
7. Click  to Save.




Name	Short Name	Request Type
Nursing 320 Group	Nurs320	Group
Nursing 330 Preceptorship	Nurs330	Preceptorship
Nurs331	Nurs331	Preceptorship
Nurs335	Nurs335	Preceptorship
Nurs410	Nurs410	Preceptorship
Nurs430	Nurs430	Preceptorship
Nurs431	Nurs431	Group
Nursing 460 Project	Nurs460	Project


Edit Course Follow these steps to edit an existing Course:

1. Select **SETUP** from the left navigation.
2. Select [Courses](#) from the Setup table.
3. Identify an existing Course to be edited, and click .
4. Edit any of the fields (Course long name, short name, Type, Duration in Hours, Shifts, Shift Length, Print template, and Placement Block flag) then click  to Save.

Delete Course Follow these steps to delete an existing Course:




A Course can only be deleted if no Students have been enrolled.



1. Select **SETUP** from the left navigation.
2. Select [Courses](#) from the Setup table.
3. Identify an existing Course to be deleted, and click .
4. When prompted “Are you sure you want to delete this Course?” click **OK**.

Add Course Profile

Each course can include a full Course Profile that describes course focus or objectives, prerequisites, method of evaluation, etc. Follow these steps to add a Course Profile to an existing course:




To add multiple items under a heading (such as multiple Course Objectives) enter each item as separate content but select the same Heading for each entry. This will result in multiple items listed under a single Heading. You can even insert numbers at the beginning to create a numbered list.




1. Select **SETUP** from the left navigation.
2. Select [Courses](#) from the Setup table.
3. Identify an existing Course to be edited, and click .
4. Select a new section heading from the Add Profile Entry dropdown. For example, to add a Course Description select this choice from the dropdown.
5. Place the cursor in the text box under the selected Heading and enter the relevant content. You can either type the content directly into the text box or you can cut and paste from an existing document in Word or other text format. When the entry is complete, click .
6. When you have finished adding the desired headings and their associated content, click **Close Window**.

Attach a Course Document




Follow these steps to add a Course document:



Once a document has been saved, the title as it appears in your computer will be changed to a generic "Word Document".

1. Select **SETUP** from the left navigation.
2. Select Courses from the Setup table.
3. Identify an existing Course to be edited, and click .
4. In the Documents Section click on the .
5. Select the browse button to search your computer for the document you would like to upload. Once located click on the Open button. The title of the document will now appear in document box.
6. Click  to Save.


Edit Course Profile Follow these steps to edit an existing Course Profile:


1. Select **SETUP** from the left navigation.
2. Select [Courses](#) from the Setup table.
3. Identify an existing Course to be edited, and click .
4. To edit an existing section, click  and revise the content in the text box.
5. To delete a section, click  and click **OK** when prompted “Are you you sure you want to delete this Course Profile entry?”
6. When you have finished editing the desired headings and their associated content, click **Close Window**.



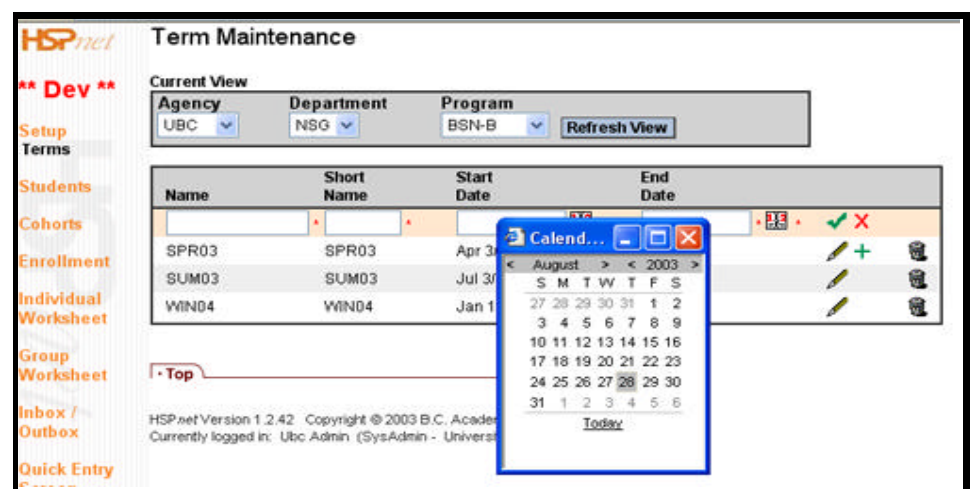
4.3. TERM SETUP

Add New Term Follow these steps to add a new Term:



1. Select **SETUP** from the left navigation.
2. Select [Terms](#) from the Setup table.
3. Click **+** to add a new Term.
4. In the fields provided, enter the Term Long Name, Short name, Start and End Dates, and click  to Save.

 When entering dates in HSPnet, you can either:


1. Type the date using the format mmm/dd/yy, or
2. Click on the Calendar icon to produce a graphic tool (shown right). Use the “<” and “>” to select the desired month and year, and click the desired date.




Edit a Term Follow these steps to edit an existing Term:

1. Select **SETUP** from the left navigation.
2. Select [Terms](#) from the Setup table.
3. Identify an existing Term to be edited, and click .
4. Edit any of the fields then click  to Save.



Delete a Term Follow these steps to delete a term:

 A Term can be deleted only if it has not been assigned to any Cohorts.

1. Select **SETUP** from the left navigation
2. Select [Terms](#) from the Setup table.
3. Identify an existing Term to be deleted, and click .
4. When prompted “Are you sure you want to delete this Term?” click **OK**

4.4. DEPARTMENT SETUP



Add New Department Follow these steps to add a new Department:

5. Select **SETUP** from the left navigation.
6. Select [Departments](#) from the Administration table.
7. Click  to add new Department.
8. In the fields provided, enter the Department Long Name and Short Name, and click  to Save.

Edit Department Follow these steps to edit an existing Department:

1. Select **SETUP** from the left navigation
2. Select [Departments](#) from the Administration table.





3. Identify an existing Department to be edited and click .
4. Edit any of the fields and click  to Save.

Delete Department Follow these steps to delete a Department:



A Department can be deleted only if no Cohorts have been created for it.

1. Select **SETUP** from the left navigation.
2. Select [Departments](#) from the Administration table.
3. Identify an existing Department to be deleted, and click .
4. When prompted “Are you sure you want to delete this Department?” click .