

CHAPTER 1. WELCOME TO HSPnet

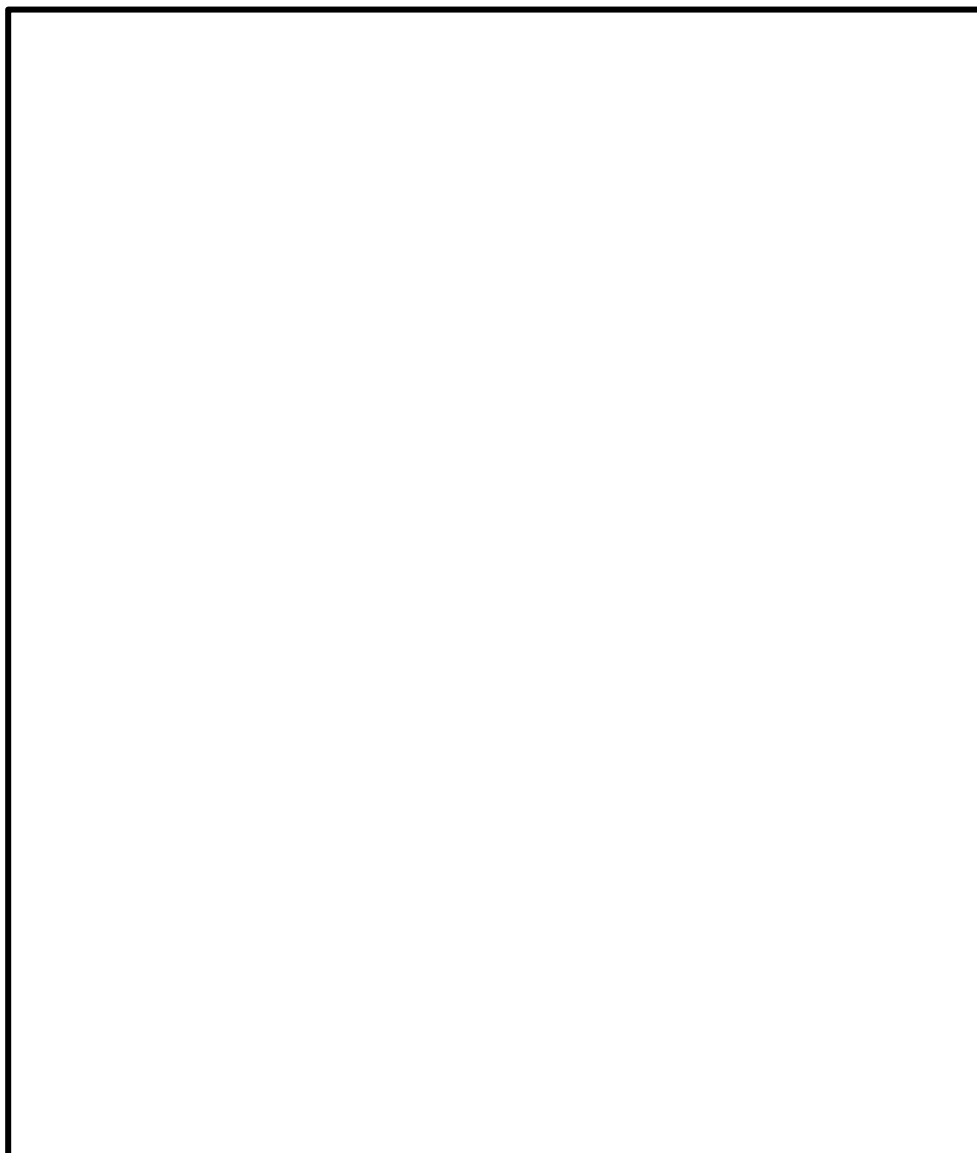
1.1. INTRODUCTION

Purpose This User Guide is both a training resource and an ongoing reference to HSPnet users of all levels, from the occasional user to the most advanced.

Some users (such as placement coordinators and program assistants) may need to reference all or most sections, while some (such as supervisors and preceptors) will reference only a few sections of the manual.

Some users (such as Placement Coordinators and program assistants) will use all or most of the Sections in this User Guide, while others will use only a few sections.

Notes



1.2. HOW TO USE THIS MANUAL

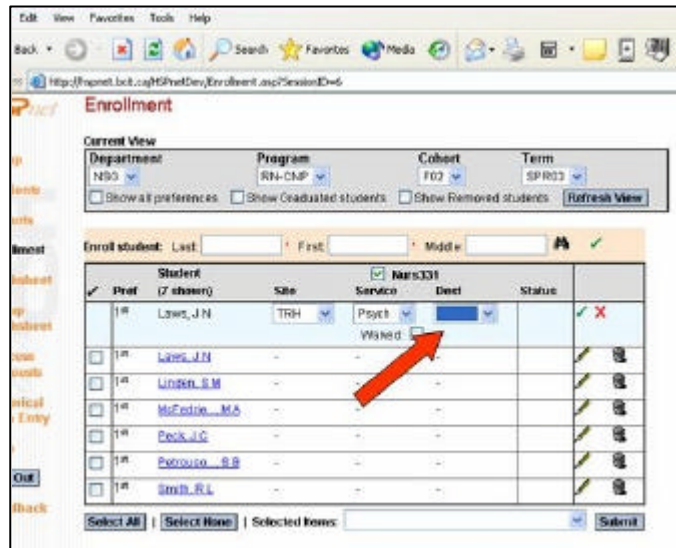
Organization of Sections

The User Manual is divided into Sections, and each Section covers a key Function in HSPnet such as enrolling a student, creating a placement request, or accepting/declining a request.

Each Section gives easy-to-understand steps to guide you through the procedures to complete the Function.

Screen Illustrations

Key steps are illustrated to show you how they appear on the screen.



User Guide Symbols



Hints are provided to help you recall important information or to perform a step more efficiently.



Warnings are provided when an action could cause significant changes to occur and/or changes that cannot be reversed.



Reminders are offered for things to consider when taking an action.

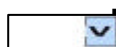
User Guide Terms



Radio buttons allow you to switch among difference options (used when only once selection is permitted, such as "Yes/No")



Check boxes allow you to switch choices on or off



Dropdowns allow you to select among a choice of entries.



Onscreen Alerts indicate the existence of additional information (such as placement conditions) or potential problems (such as a missing prerequisite)



Expand (+) / Collapse (-) icons allow you to Expand a heading to show all items underneath (such as the list of Sites offering a Service) or to Collapse a list to show only the heading.

1.3. GLOSSARY

The following terms are used throughout this manual:

<i>Anonymous Placement Request</i>	A placement request for a known Student where the student's identifying information (name) is withheld for privacy reasons. Typically, a Placement Request is sent with Anonymous status until the placement is accepted and confirmed, at which time the Student's identify information is then released.
<i>Cohort</i>	A group of students that move together through an educational program. Examples: Entering Class of Fall 2002, Graduating Class of Spring 2004.
<i>Contact</i>	An individual that plays a role during a placement by acting as the contact person for an educational program or course, or for an agency site, destination, or clinical service. Examples include: <ul style="list-style-type: none"> • Instructor or Course Leader (from educational institution) • Placing/Receiving Agency Contact(s) (Education Services manager, Program Leader, etc.) • Service Contact (Clinical Educator, Program Manager) • Destination Contact (Clinical Nurse Specialist, Unit Manager)
<i>Destination</i>	The physical or virtual location in which the student will complete their placement experience (e.g. 6th floor Surgical Ward, Ward 2B, Parkgate CHC)
<i>Discipline</i>	A health sciences field of expertise such as Nursing, Medical Radiography, or Pharmacy.
<i>(Educational) Program</i>	A set of educational requirements leading to an established designation or competency such as BScN, Medical Radiography Technician, or Pharmacist.
<i>Group Placement</i>	A placement transaction involving a cluster of two or more individual student placements that are processed and counted as a group. Typically, a student group shares a single ins tructor at a

single destination, however a group of students with a single instructor may be split across two or more destinations (such as wards) at a single agency site.

Inter-Agency Placement An HSPnet transaction involving placement of one organization's employee for training within another organization. Inter-agency placements occur within organizations that typically play the role of Receiving Agency (e.g. hospital to hospital placement).

Internal Placement An HSPnet transaction involving an organization's placement of an employee as a student or trainee within the same organization.

Member Agency An agency that is a member of the BC Academic Health Council (BCAHC). As such, member agencies have unlimited access to HSPnet for sites within their agency.

NIS Nursing Interschool

Participating Agency An agency that is an authorized user of HSPnet, with authorization to occur as a result of being a member agency of the BCAHC, or through subscribing to HSPnet services and agreeing to agreements on access to and use of HSPnet.

Placement The basic "transaction" unit of HSPnet, involving a single student, placing agency, and receiving agency (although the placing and receiving agency may be the same – see *Internal Placement*).

Placement Type This can include:

- Instructor-led (group)
- Projects (don't involve direct care, students function independently)
- Preceptorships (involve direct care, supervision by an individual of the same discipline)
- Observational Experience (involves a supervisor)
- Alternate Experience (involves spending a portion of a placement in an alternate destination within the same receiving agency)

Placing Agency Typically a health sciences educational institution that initiates a student placement, but can be any organization that places a student (e.g. an organization that initiates an inter-agency or internal placement)

Placement Coordinator The individual who initiates the placement request (Placing Coordinator), and/or the individual who coordinates the processing of a placement request on behalf of the receiving agency (Receiving Coordinator).

Receiving Agency A health authority or private health service provider that receives a student placement request.

Role A function or part performed, especially in a particular operation or process. Examples include: Placing Coordinator, Instructor, and Destination Contact.

Service A specialty/program area of a service provider, typically in a Receiving Agency. Examples: hospital surgical or labour/delivery program; community Home Care Nursing program.

Site Building or physical site of an agency (St. Paul's Hospital site, Langara Campus, etc.)

Student An individual enrolled in an educational Program and involved in a student placement. Includes employees of an agency that use HSPnet to track inter-agency employee placements and/or internal placements.

Supervisor An individual that plays a role during a placement by interacting with and/or assuming responsibility for the student(s) involved. Examples include:

- Field Guide (not necessarily from same discipline as the student)
- Clinical Educator/Preceptor (same discipline, maintains relationship with student throughout the placement)
- Trainer (individual can change during a placement)

Trainer Individuals working within a Participating Agency and responsible for training other users within that agency using a "Train-the-Trainer" approach.

Unnamed Placement A "generic" placement request that is sent to a Receiving Agency before the student is known or assigned. For example, a Placement Coordinator may send 22 Unnamed Placement Requests for 20 students to Receiving Agencies for consideration, and later assign the placements to students once the number of accepted Placement Requests is known.

User An individual user of HSPnet.