

August 31, 2010

Managing Site Instructors (for Instructor-led Groups)

Summary:

An educational program may negotiate an arrangement with a receiving site to provide a site staff member to supervise an instructor-led group (“Site Instructor”), instead of assigning a Group Instructor from the Placing Agency.

Associated Icons:



Site Instructor Requested



Site Instructor Assigned: (name)

Background

Instructor-led Groups are a common type of placement in disciplines such as nursing and care aides. Typically, an employee or contractor of the educational Program is assigned as Group Instructor to supervise students, and the Program maintains control over the group placement schedule.

However in some jurisdictions, the Program may ask the Receiving Agency to assign a staff member to supervise the group. This arrangement may be supported by a financial reimbursement of the site’s staffing costs by the school. If the site agrees to the Program’s request for a Site Instructor, the Receiving or Destination Coordinator can assign a staff member to act as Site Instructor, and then gains control of the group schedule (according to the availability of the Site Instructor).


This guide outlines the process of managing Site Instructors, including the respective responsibilities of Placing Coordinator (PC) and Receiving Coordinator (RC) or Destination Coordinator (DC).


Step 1 – Activate the Site Instructor feature (Placing Agency)

Contact HSPnet Support at support@hspscanada.net to have this setting enabled for your educational Program(s).

Step 2 – Setup Group Placements to request a Site Instructor (Placing Agency)

If this feature is setup for your Program, then the option to request a Site Instructor is automatically available for each instructor-led Group request, in the Groups Worksheet:

- From **Cohorts**, navigate to the Groups Worksheet  for the upcoming course.
- In the **Groups Worksheet**, add or edit a placement request. For detailed instructions, see the Quick Referenced Guide entitled *Placement Cycle Overview for Placing Agencies*.

Start / End	Days / PR Status / Time	Instructor	Size	Created	Accepted
Oct 15/10	* n/a		6 *	0	0
Nov 5/10	*			<input checked="" type="checkbox"/> Request a Site Instructor 	
Shift Code: D8		Start Time: 0800		<input type="checkbox"/> Various	
Days: <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U		<input type="checkbox"/> Various			

- Click the checkbox to “Request a Site Instructor” if needed. *This step will hide the Group Instructor dropdown, so if a decision is made later to use a Group Instructor, this checkbox must be cleared.*

d. Click Save to proceed; the Groups Worksheet will refresh to display to signify “Site Instructor is requested”. The request for a Site Instructor will now be displayed in multiple ways:

- As in your **Outbox** for the Group request, and in the **Inbox** of receiving site users;
- As a **Follow-up** task in your **Welcome** screen: “xx need Site Instructor”;
- As an **Action Needed** task in the **Welcome** screen of the RC and DC.

Inbox					
	Course/ Status Type	Start/ End	Days/ Time	Student	
	Pend LPN1145G Group	Oct 15/10 Nov 30/10	MTWR 8	Group (4/4)	



NOTE: The schedule for a Group placement is normally under the control of the Placing Coordinator (PC) only, but once a Site Instructor is assigned the schedule becomes read-only for the PC and editable by the RC or DC. Their edit rights include the following scheduling fields in **Placement Request Details** :

- Start and end date
- Days of the week
- Shift Code and start time

The site also gains control over the **Group Shift Schedule** including detailed shift amendments to reflect the availability of the Site Instructor and to resolve scheduling conflicts if they exist with other groups on the destination.

Step 3 – Assignment of Site Instructors (Receiving Agency*)

* – to be completed by the **Placing Coordinator** if the site is not using HSPnet

- a. If the site is NOT able to assign a Site Instructor, the RC or DC can:
- *Decline* the request (with a reason of “no supervisor available”), or
 - Add a *Condition* in **Placement Request Details** to indicate that the group can be accommodated if the Program removes the request for a Site Instructor (and assigns a Group Instructor instead).

- b. If a Site Instructor is available, the RC or DC can enter the assignment in **Details**, where the dropdown normally used for assigning a supervisor/preceptor will display the label of “Site Instructor”.

Placement Request Details

Receiving Agency

Receiving Coord: Eastwood, Tanya A

Dest. Coord: Twosouth, Tracy


Site Instructor: Jackson, Lisa M *

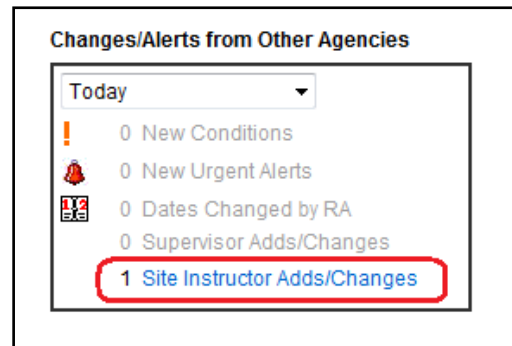
- c. Once the first assignment is saved, click Add if multiple supervisors are needed. See the Quick Reference Guide *Assigning Multiple Supervisors* for detailed instructions on this feature.
- e. Once a Site Instructor is assigned, the **Inbox** will now display to indicate “Site Instructor is assigned”. Hover your mouse cursor on the icon to display the Site Instructor’s name.
- f. The RC and/or DC are now responsible for editing the group’s schedule (in **Details** and in the **Group Shift Schedule**) to reflect availability of the Site Instructor, and if necessary to resolve scheduling conflicts with other groups on the destination. See the Quick Reference Guide entitled *Group Shift Schedule* for detailed instruction on this screen.

Step 4 – Monitoring Assignment of Site Instructors (Placing Agency)

- a. If the site is NOT able to assign a Site Instructor, the PC can:
- Replace a declined request (in the Groups Worksheet) with a request to another site or destination where a Site instructor may be available; or
 - Respond to a **Condition !** by removing the request for Site Instructor (in Groups Worksheet) and assigning a Group Instructor if available.

b. If the site is able to assign a Site Instructor, the following will occur:

- The **Outbox** and **Groups Worksheet** will display , and the PC can hover the mouse cursor on it to display Site Instructor name (visible only if placement status is Accepted).
- The PC **Welcome** screen will display an alert in “Changes Made by Others” to indicate that a Site Instructor has been added or changed.



Step 5 – Printing Schedules and Reports (Placing and Receiving Agencies)



On printed reports that provide supervisor name, the caption for “Instructor” or “Group Instructor” will change to “Site Instructor” if one is already assigned.

If a Site Instructor is needed but not yet assigned, a capitalized alert will be provided.

University of BC, Faculty of Nursing		Program: Licensed Practical Nursing
Term: Fall 2010 (Oct 15/10 to Dec 15/10)		Course(s): LPN1145G
Placement:	Continuing Care - Vanc region, Louis Brier Care Home, Clinic (Clinics) Location: 1555 Broadway, Vancouver, BC V6C 2T9	
Instructor:	To Be Assigned	ph:
#7511	Dates: 2 Blocks - see below	Days: Mon/Tue/Wed/Thu
AccA	Course: LPN1145G	Group Size: 4
	Site Contact: Smith, Thomas J	ph: 604-333-4558
YOU ARE REQUESTED TO ASSIGN A SITE INSTRUCTOR FOR THIS PLACEMENT		

Things to Remember

Placing Agencies - If the receiving site is NOT using HSPnet, then the PC must enter information on their behalf, including:

- assignment of the Site Instructor and updating the schedule in **Details** ; and
- editing the **Group Shift Schedule**  based on information from the site regarding availability of their Site Instructor.

You have now completed the steps for setup and ongoing management of Site Instructors. If you have any questions or need assistance, please don't hesitate to contact us.

HSPnet Support
support@hspcanada.net