

October 24, 2011

Staff Recognition Tracker (SRT)

Summary:

The Staff Recognition Tracker allows tracking of recognition activities such as thank you letters, certificates, and academic appointments. Staff recognition can be tracked by placing or receiving agencies for their own staff, or by placing agencies for tracking supervisor recognition in any agency.

Background

Preceptor recognition is an important aspect of managing and building capacity for student placements. When the SRT feature is enabled, a new Recognition tab is visible in the Staff Profile. The tab provides an historical table of recognition activities within an agency (for its own staff) and recognition activities by placing agencies of supervisory contributions from staff in other agencies.



Access to staff information is controlled carefully in HSPnet, and the SRT feature limits access to the Recognition section of the Staff Profile to a small subset of users. For example, the Recognition tab is visible only if the feature is enabled (see below) and for staff within the user's allowed Departments. Moreover, when a Placing Coordinator is viewing the Staff Profile for a supervisor at another site, only the Recognition tab is visible and displays only the activities of that user's programs (not the activities of the employer or other schools).

The following table describes the allowed views for each user role, and provides a scenario where this may be applicable.

User role	Allowed views	Scenario
PC, CL and Staff Administrator	To view recognition activities for all staff in the user's allowed Departments ("my staff")	Monitor recognition for my staff
PC and Staff Administrator	To add or edit recognition activities for my staff	Update recognition for my staff
PC only	To enter recognition activities for Supervisors only, in any Agency/Dept. (e.g. receiving agencies). This view is limited to activities awarded by the user's Programs, not those awarded by other schools or by the employer	Track preceptor recognition activities for staff at receiving sites
RC, DC and Staff Administrator	To view recognition activities for my staff, entered by any agency	Monitor recognition for my staff, awarded by any Agency (e.g. recognition by schools)
RC and StaffAdmin	To enter recognition activities for my staff	Update recognition for my staff

Key: PC – Placing Coordinator CL – Course Leader RC – Receiving Coordinator DC – Destination Coordinator

Step 1 – Activate SRT for your Department

Contact HSPnet Help Desk at support@hspcanada.net to have this feature enabled for your Department (e.g. School of Rehabilitation Science, Pleasantville Hospital Nursing). This will add the Recognition tab to the Staff Profile as appropriate.

Step 2 – View Recognition Summary in Staff Profile

The Recognition tab of the Staff Profile can be used to track the recognition activities such as:

- Thank you letters
- Recognition certificates
- Gift certificates
- Academic appointments

a. Click **Maintenance** → **Staff/users** → and search for the staff member to be recognized. Click to open their Staff Profile.

NOTE:

Last	First	Middle	Phone	Dept	Home Dest.	Role(s)	
	Francis	Pat	604-222-2222	Rehab		PC	
	Martin	Danielle	604-334-4334	Rehab		PC	

- When filtered to your own Agency and allowed Department(s), the Staff Profile is visible for all staff;
- (PC users only) – when filtered to an external Agency, the Staff Profile is visible for staff with the supervisor role only, and only the Recognition tab is available.

b. View existing activities that were entered in the Recognition tab.

- In this example the user is an RC and can view all activities for her staff, entered by any agency.

Type of activity	Date	Expiry Date	Offered by Dept	Program	
Certificate	Aug 26/11		VCHA / VCHPhysio		
Academic Appointment - Clinical Lecturer	Aug 26/11		UBC / Rehab	MScPT	

However she can add/edit only for her allowed Departments (VCH Physio).

- PC users can view only those activities entered for their own Departments, so in

Type of activity	Date	Expiry Date	Offered by Dept	Program	
Academic Appointment - Clinical Lecturer	Aug 26/11		UBC / Rehab	MScPT	

this case the PC user can view only the activity entered by UBC.

c. Create a new recognition activity by clicking Add .

- Select an activity Type and select the Department that is offering the activity (these fields are mandatory)
- Optional fields include Date of activity (e.g. date of the certificate) and expiry date if applicable (e.g. for a one-year academic appointment; educational Program is optional).
- If activity Type is Academic Appointment, an optional dropdown allows you to select the level of appointment. If activity Type is “other”, an optional field is provided to enter a description.

Type of activity: Academic Appointment *

Level: Clinical Lecturer

Date: Aug 29/11

Expiry Date: Aug 31/12

Offered by Dept: UBC / Rehab *

Program: UBC / Rehab, SpeechLang

d. Click Save to continue.

e. Click Edit to revise any activity that is in your allowed Departments.

Things to Remember

- The Recognition tab will be visible in the Staff Profile only if the SRT feature is enabled for the staff Departments that wish to track recognition activities.
- Only users in the role of PC or Staff Administrator at a placing agency are permitted to view the Staff Profile for external staff, and that profile is limited to the Recognition tab only.

You have now completed the steps for one-time setup and use of the Staff Recognition Tracker. If you have any questions or need assistance, please don't hesitate to contact us.

HSPnet Support
support@hspcanada.net