

January 25, 2010

Activating Destination Coordinators (DC's) and Destinations

Summary:

Destination Coordinators may access an HSPnet Inbox to coordinate requests for destination(s) under their responsibility.

Receiving Coordinators setup the user ID once the Destination Coordinator completes mandatory online training topics.

Associated Icons:



Create User ID (not an active User)



Active User – Regular Access rights



Mandatory eLearning not yet completed

Background

Receiving Coordinators (RC) will be notified by HSPnet Support when a Destination Coordinator (DC) has completed their mandatory online orientation. The RC will then activate a new user ID and setup access to the appropriate destination(s). This will allow the DC to view Redirected requests in their Welcome screen, accept/decline requests, assign preceptors, print reports, and maintain their online Destination Profile.

Step 1 – Distribute Quick Reference Guide to Eligible DC's

- a. Distribute the invitational Quick Reference Guide entitled *HSPnet Overview for Destination Coordinators* to eligible managers that would benefit from access to HSPnet. This Guide advises them to visit the HSPnet eLearning site to complete mandatory topics on HSPnet roles and information privacy, prior to receiving a user ID. The following email script may be useful in communicating the opportunity and benefits of DC access:

Our [site/region] uses a web-based system called HSPnet to coordinate student placements, and we encourage you to obtain a user ID and password so you can manage placement requests for your own area(s). Hundreds of unit/program managers across Canada use HSPnet with the following benefits:

- **Web-based access** to incoming requests and confirmed placements
- **Consistent information** for each placement including:
 - Contact information for practicum coordinator, instructor and/or preceptor
 - Online course profiles and documents (course outline, preceptor handbook)
 - Placement start/end dates, shifts and schedules
 - Notes and urgent alerts
- **Streamlined communications** resulting in less paper, fewer emails, and reduced “telephone tag”
- **Preceptor management** through a database of preceptor profiles, placement/student history, and reports to support preceptor recognition
- **Reporting tools** to produce schedules, preceptor directories, and statistical reports for accreditation, etc.

Attached are two key documents you would need to get started:

1. HSPnet Overview for Destination Coordinators – explains “what is HSPnet?”
2. Quick Start Guide for Destination Coordinators – how to access eLearning on two mandatory topics (5 minutes each) on *Privacy/Security* and *Using HSPnet*. Upon completion of these topics, you would receive a user ID and password for HSPnet access as appropriate for the destination(s) you manage.

Step 2 - Add or Update the DC staff record

- a. Click **Maintenance** → **Staff/Users** in the left navigation.
- b. Perform a Search for the staff member by entering 2-3 letters of their last or first name and click **Search**
 - If a match is found, review their contact information and proceed to Step 2.
 - If no match is found, filter to the appropriate Department for the new staff record and click **+** to add. Complete the mandatory fields indicated by * including first/last names (business email and phone are also recommended) and check the role of “Destination Coordinator”.

Step 3 - Create User ID and Establish Access Rights

- a. Click to create a user ID access (or click to modify an existing ID).
Note – a gray key indicates the individual hasn't completed both mandatory eLearning modules required before access can be granted – see *Quick Start Guide for New Users*.
- b. In the **User Maintenance** window, enter a user ID; a combination of first initial + last name (e.g. jsmith) is recommended. If that userID has already been issued, you will need to include their middle initial (e.g. jmsmith) or append a number (e.g. jsmith2) to create a new, unique ID.



Note: You will be prompted to enter information about the individual that Authorized the user's access – this would normally be the DC's Department Head, Manager, or supervisor.

- c. Establish Access rights for the user by adding one or more selections to their Allowed lists:
 - **Disciplines** – e.g. add “Nursing – All” or “Pharmacy – All” for all subdisciplines, or limit to one or more specific subdisciplines such as Practical Nursing or Pharmacy Tech. The use of ALL subdisciplines is recommended because coverage gaps/overlaps can arise when there are multiple nursing contacts, for example.
 - **Sites** – the site(s) at which the DC coordinates student placements;
 - **Services** – the service(s) at each site where the DC has responsibilities;
 - **Destinations** – one or more destinations under the DC's responsibility for placements.
- d. Click **Save Changes** to activate the User ID. An email will be sent automatically to the user with their new User ID and temporary password.


Step 3 – Setup Destination as an HSPnet User

The final step is to identify the DC responsible for student placements at their destination(s) and ensure the Destination is setup for electronic delivery of requests.


1. Click **Maintenance** → **Setup/Lookup** → [Manage Destinations in Services](#) from the left navigation.
2. Change the Current View Filter to display the Site/Service of the new DC's Destination.

- Click for the Destination and select the DC from the dropdown if not already entered.
- Check “HSPnet User” to setup electronic delivery.

Agency	Site	Service	Name	Short Name	HSPnet User	Dest. Contact* / Dest. Coord.
VCHA	RHS	Comm HC	HC - Home Care		<input checked="" type="checkbox"/>	Threesouth, Tammy Jerrod, Mary Jones, Mitchell Jones, Trish D

3. Click  to Save. The selected DC will now appear in Details as the Destination Contact, and the Destination Profile will be updated as appropriate under [Contacts](#).

Things to Remember

- If a DC will not actively manage their Inbox (i.e will monitor placements only) and no other DC is assigned to that Inbox, return to Step 3 and clear the “HSPnet User” checkbox to cancel electronic delivery. This will signify to the schools that the Destination Contact is not actively monitoring their inbox and other mechanisms should be used to communicate and follow-up regarding placements.
- To cancel email alerts of Pending requests to a DC, edit their Access Rights () and clear the checkbox for “Email Alerts Accepted”. This step will cancel their email alerts and, if no other DC is managing that Destination Inbox, will result in manual delivery (Redir-P) of new requests.

You have now completed the steps to activating a Destination and new DC user ID. Please contact support@hspcanada.net if you have any questions regarding creating user ID's.

HSPnet Support

Email: support@hspcanada.net