

Updated: March 31, 2012

Advanced Schedule

Summary:

The Advanced Schedule allows you to create and manage complex schedules for a placement, by splitting the placement into multiple destinations or time periods.

Associated Icons:



Advanced Schedule . no splits exist



Advanced Schedule . splits exist

Background

Some placements require multiple destinations or rotations due to limited capacity for students on a unit/program, or to meet practicum requirements for experience in multiple practice areas. In these situations the placement can be split across multiple destinations or time periods. For example:

- A group of 8 students can be split into two small groups on different units, *and students will have an opportunity to work on both units*;
- A preceptored student will spend the first few weeks in one practice area, and then move to another area for the balance of her placement;
- A student will rotate through multiple diagnostic areas during his placement at a site.

NOTE: Split destinations are used in a placement when the assigned student(s) will have an opportunity to spend time in all confirmed destinations; if a group of students will be split across two units but each student will stay in one destination only, then linked small groups is a better solution. See the Quick Reference Guide entitled *Splitting and Linking Requests* for more information about splitting vs linking.

Managing the Advanced Schedule

The Advanced Schedule is viewed from the Inbox/Outbox. Each placement request, or the top request in a set of split destinations, will display an icon (if no Advanced Schedule is created yet) or (when multiple destinations already exist). In the example below, the first request has no split destinations, while the second placement request has an Advanced Schedule involving two destinations:

- 2 South on MTW (Mon/Tue/Weds) and
- Diabetes Clinic on RF (Thurs/Fri).

		Course/ Type	Start/ End	Days/ Time Student	From/ Prog	to Agency/ Site	Service	Dest	<input type="checkbox"/> Hide Other Destinations	!
<input type="checkbox"/>	AccA	Nurs460 Precept	Jan 1/11 Apr 30/11	7.5 Boop_B	UBC BScN	VCHA RichHosp	MedicineIP 2South		<input type="checkbox"/>	
<input type="checkbox"/>	AccA	Nurs460 Precept	Jan 10/11 Jan 28/11	MTW 7.5	UBC BScN	VCHA RichHosp	MedicineIP 2South		<input type="checkbox"/>	
<input type="checkbox"/>	DecA	Nurs460 Precept	Jan 10/11 Jan 28/11	RF 7.5		VCHA RichHosp	Clinic DiabClin		<input type="checkbox"/>	

Note that the Clinic rotation is declined, so a new rotation can be added to replace it.

1. Click to view the Advanced Schedule, which displays the Primary Request to 2South plus the declined rotation under Other Destinations.

Advanced Schedule									
Refresh View		Return to Outbox							
Reference #:	7793								
From:	University of BC / Faculty of Nursing / Bachelor of Science Nursing								
Course / Type:	Nursing 460 (Nurs460) , Preceptorship								
Student / Instructor:	, Multiple								
Ref#	Status	Start / End	Days / Time	Hours	Size	Agency / Site	Service	Destination	
Primary Request:									
7793	AccA	Jan 10/11 Jan 28/11	MTW 	360	1/1	VCHA RichHosp	MedicineIP	2South	
Other Destinations:									
8073	DecA	Jan 10/11 Jan 28/11	RF 	360	1/1	VCHA RichHosp	Clinic	DiabClin	

2. Click Add to create a new split destination. Complete the dropdowns to specify the new location (site, service and destination) and click Save to return to the Advanced Schedule.

Add new entry

Agency:

Site:

Service:

Destination:

NOTE: if the receiving Agency you need does not appear in the dropdown, you need to add it temporarily to your RA Quicklist by clicking .

3. You can make other changes in this screen:

- Edit Details for the Primary or any destination to change placement schedule: days of the week, start/end dates, shift code and start times
- Click Edit to change the site, service or destination of the Primary Request or any rotation.

NOTE - For instructor-led Groups, you can also change the group size when adding or editing a destination in the Advanced Schedule, and indicate whether the rotation is optional or mandatory.

Edit entry

Ref# 8803

Size / Students

Optional rotation (students may not be present for all days/shifts)

4. Click **Return to Outbox** or **Return to Inbox** to view your changes.

	Course/ Type	Start/ End	Days/ Time	Student	From/ Prog	to Agency/ Site	Service	Dest	<input type="checkbox"/> Hide Other Destinations	!
<input type="checkbox"/>	AccA Nurs460 Precept	Jan 10/11 Jan 28/11	MTW 		UBC BScN	VCHA RichHosp	MedicineIP ⚡	2South		#7793
<input type="checkbox"/>	DecA Nurs460 Precept	Jan 10/11 Jan 28/11	RF 			VCHA RichHosp	Clinic ⚡	DiabClin		#8073
<input type="checkbox"/>	New Nurs460 Precept	Jan 10/11 Jan 28/11	MTW 			VCHA RichHosp	Clinic	EndoClin*		#8976

5. If the Primary Request in a set of split destinations is later cancelled or declined, you can promote one of the Other Destinations to become the Primary Request, so it appears at the top of the set:
 - a. Click to view the Advanced Schedule:

Ref#	Status	Start / End	Days / Time	Hours	Size	Agency / Site	Service	Destination	
Primary Request:									
10187	DecA	Sep 12/11 Nov 4/11	MTW 🕒 8	96	3/6 ②	VCHA VGH	MedicineIP	HP-D4*	
Other Destinations:									
10510	AccA	Sep 12/11 Nov 4/11	MTW 🕒 8	96	3/6 ②	VCHA VGH	MedicineIP	2West*	
10511	Sent	Sep 12/11 Nov 4/11	MTW 🕒 8	96	3/6 ②	VCHA VGH	MedicineIP	CTU*	

- b. Click to Make this the Primary Request; the split destinations will be re-ordered and the Accepted PR will become the new Primary Request (and assume its Reference #):

Ref#	Status	Start / End	Days / Time	Hours	Size	Agency / Site	Service	Destination	
Primary Request:									
10187	AccA	Sep 12/11 Nov 4/11	MTW 🕒 8	96	3/6 ②	VCHA VGH	MedicineIP	2West*	
Other Destinations:									
10510	DecA	Sep 12/11 Nov 4/11	MTW 🕒 8	96	3/6 ②	VCHA VGH	MedicineIP	HP-D4*	
10511	Sent	Sep 12/11 Nov 4/11	MTW 🕒 8	96	3/6 ②	VCHA VGH	MedicineIP	CTU*	

Note that the History table of the switched PRs will be updated to reflect the transfer of PR contents and history:

Contacts	Program / Course	Students	Placement Information	Comments	Documents	History
Hover on User initials to view full name and contact information						
Date	Status	By	Comments			
Apr 2/12	AccA	UBC/GPT	SWITCHED with Ref# 10510			
Apr 2/12	AccA	UBC/GPT	Status set to AccA for destination VCHA / MedicineIP / 2West. Reason			

Things to Remember

- The Placing Coordinator or Receiving Coordinator can use the Advanced Schedule to add or edit split destinations. However for instructor-led Groups, only the Placing Coordinator can change the schedule information.

If you have any questions or need assistance with using this feature, please don't hesitate to contact us.

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