

October 12, 2008

HSPnet Overview for Destination Coordinators

Summary:

This summary provides a step-by-step overview of the HSPnet placement cycle for Destination Coordinators

Associated Icons:



Details on placement requests



Go To Inbox in Calendar Mode

Background

Destination Coordinators are responsible for accepting or declining placement requests for areas under their responsibility, and for assigning a supervisor or preceptor as needed. Destination Coordinators can also update their online Destination Profile to provide educational programs and students with up-to-date information about their unit or program.

Destination Coordinators need not login to HSPnet on a daily basis -- an email will be sent when there are **Pending** requests in their HSPnet inbox and their last login was more than 3 days ago.

Step 1 – Login to HSPnet

1. Click the link provided in the body of the email sent from HSPnet (*be sure to note the Term (e.g. Fall) noted for the pending requests*), or visit www.hspcanada.net from Internet Explorer.
2. Click your province on the clickable map to view the login page and local HSPnet News.
3. Enter your User ID (usually first initial + last name) and your password.

Note: If you forget your password, use the [Help with Forgotten Password](#) link to request a new password to be sent via email.

Step 2 – Review Your Welcome Screen

1. On login, the Term dropdown is filtered to “Today” which shows all placements active today and for the coming four-month period. You may need to change the Term dropdown to the term specified in your email from HSPnet (e.g. Spring/Summer or Fall), then click **Refresh View**.
2. Incoming placement requests requiring your reply will be indicated as **Pending Requests**. Click [Preview](#) to open the **Preview: Pending Requests** window.

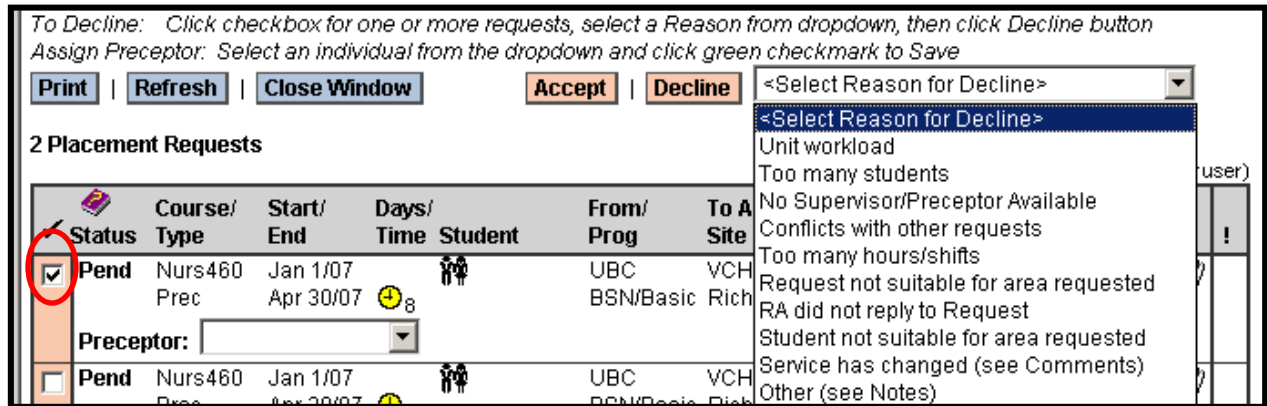
Step 3 – Accept or Decline Placement Requests

1. To **Accept** a placement request, click the checkbox for that request and then click **Accept**. Once the screen refreshes, the placement request will disappear from the Preview screen since it is no longer Pending – it will now be included under “Accepted/Confirmed Requests” on your Welcome screen.

2. To **Decline** a request:

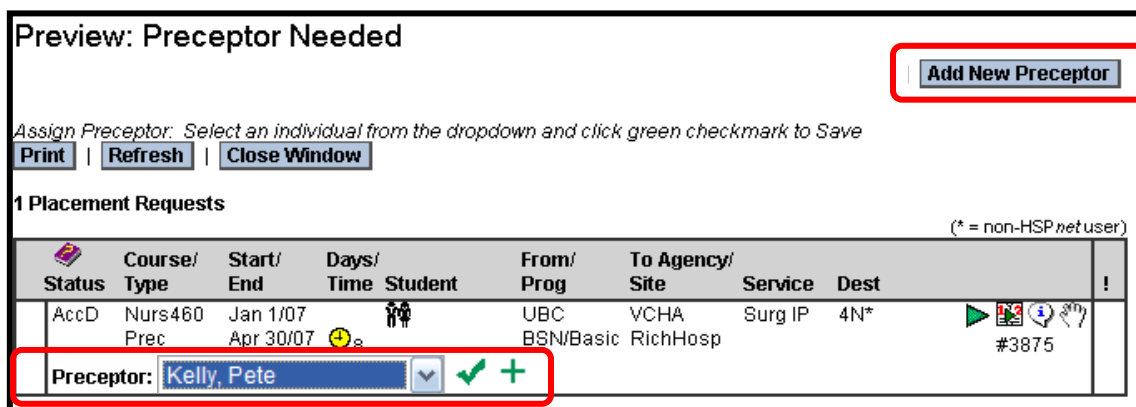
- a. Click the checkbox for that request
- b. Choose a reason from the dropdown, and Click **Decline** .

Once the screen refreshes, the placement request will disappear from the Preview screen since it is no longer Pending. Declined requests are retained in your Inbox, but are not displayed on the Welcome screen because there is no further action required.



Step 4 – Assign Supervisors / Preceptors

1. The “Supervisor Required” alert will be displayed in **red** if any requests needing supervisor / preceptor assignment are scheduled to start in 30 days or less (your Welcome screen will display the default term for Supervisor chosen for your site – examples include *Preceptor* and *Clinical Instructor*).
2. Click [Preview](#) to open the **Preview: Preceptor Needed** window, and select a preceptor from the dropdown:
 1. If only one Preceptor is to be assigned, click to Save.
 2. If two or more Preceptors are needed, click **+** to open the **Multiple Preceptors** window. For more details on adding multiple preceptors, see the Quick Reference Guide *Assigning Multiple Supervisors/Preceptors* at <http://www.hspanada.net/resources/links.asp>.



NOTE: If the individual you want to assign is not in the dropdown list, you need to add him/her to the Staff database by clicking the **Add New Preceptor** button. Enter the required information in the popup window, click to Save, and click **Close Window** to return to the Preview window; the preceptor name will now be visible in the dropdown list.

Once you Save the Preceptor assignment, the placement request will disappear from the Preview window because it no longer needs a preceptor – it will now be included under “Accepted/Confirmed Requests” on your Welcome screen.

Step 4 – Print Placement Schedules

1. From the Welcome screen click printer icon to print a PDF report of requests listed. For example, clicking the printer icon for “Accepted/Confirmed requests” prints a schedule of upcoming placements.
2. The report will be submitted to a Print Queue and listed as “Your Reports from Today”

Your Reports from Today		
Submitted print jobs will be Ready for viewing in 2 minutes or less. Help		
Time (BC Time)	Name	Status
3:10 pm	Placement Requests Sent (Schedule) VCHA / RichHosp / MedicineIP / 2South	Submitted

Your report will be ready in 2 minutes or less; click the **Refresh View** button and Status will change from “Submitted” to **Ready**.

- Click the Preview icon to open Adobe Reader in a new window; from there it can be printed to a local or network printer or saved locally.
- Click the Email icon to send the report as an email attachment to one or more recipients.

Additional Features and Things to Remember

- To view the full details of any request, click the Details icon to view Placing and Receiving Agency contacts, detailed schedule information, and comments/alerts.
- In a Preview window, click to view requests in Calendar View. This will switch your main (Welcome) screen to the Inbox displayed in Calendar View – you will need to close the open Preview window to view your Inbox. Click **Welcome** in the left navigation to return to your home screen at any time.
- To get assistance from Help Desk, click **Help/Support** → **Email Help** in the left navigation. This will open a new email message pre-addressed to support@hspcanada.net -- a response will be sent in 4 working hours or less.
- The Welcome screen displays “active” requests (Accepted/Confirmed) and those needing attention (Pending, Preceptor Needed). Declined and Cancelled requests do not appear on your Welcome Screen, but are retained in your full HSPnet Inbox. If you need to view a Declined or Cancelled request, for example to change a Declined request to Accepted (or vice versa), you can view your full Inbox via the GoTo Inbox button

You have now completed the steps to accept or decline, assign preceptor(s), and print destination schedules. If you have any questions or need assistance, please don't hesitate to contact us at support@hspcanada.net.

HSPnet Team
Health Sciences Placement Network
www.hspcanada.net