

February 4, 2008


## IRPbc Placement Cycle Overview

### Summary:

This guide provides Step-by-Step instructions for the IRPbc Coordinator, Placing Coordinators, and Receiving Coordinators on creating, sending and processing placement requests for the Interprofessional Rural Program of BC (IRPbc).

### Placing Coordinators:


#### Step 1 – Download & Complete the IRPbc Student Placement Submission Form

- Navigate to **Maintenance** → **Setup/Lookup** → [Sites](#).
- Change the Agency dropdown to “IRPbc”
- Click the Destination Profile  and click the [Word Document](#) link to open the Submission Form.
- Save the form to a local folder and complete for each student applicant to the IRP program.



#### Step 2 – Create an IRPbc Placement Request

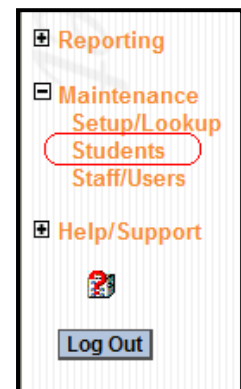
Placing Coordinators can create new Placement Requests via **Cohorts** (if managing other requests via HSPnet) or via the **Quick Entry Screen** (if creating a small number of “one of” requests).

##### Cohorts Method:

- Create a placement request via the appropriate Worksheet or Enrollment for the appropriate course. If the request was created in a Worksheet, assign a student to the request in the Assignment screen.
- Click the GoTo Outbox button  for the selected Worksheet to view the newly created request in your Outbox -- Proceed to Step 3.

##### Quick Entry Screen (QES) Method:

- Add the student(s) to the HSPnet Student database for your agency:
  - Navigate to **Maintenance** → **Students** and enter student number or a few letters of the last name in **Search Criteria** area, then **Search** to ensure the student has not previously been added to the database.
  - If the student is new, click the Add icon  to create a new student record. Mandatory fields are first and last name; student number is *highly recommended*.
- Navigate to **Quick Entry** to open a new QES form. Complete the form including all mandatory fields (marked \*).
- In the box marked “Student Information”, assign the student by clicking the Add icon  next to “Assigned Students”. Search the database to find the correct student, select their checkbox, and click **Add Selected Students** to assign. If you are not ready to assign a student at this time, this can be done later in Outbox → Details (see below).



- f. At the bottom of the QES screen, choose "Send to my Outbox" from the Action dropdown at the bottom of the QES form and click **Submit** to create the request.

- g. A green **Status** message will appear as below, with a GoTo Outbox button for navigating directly to the Outbox. Click the icon to view the request in your Outbox -- the selected request will be marked there with a green Details icon .

### Step 3 – Direct the Request to the IRPbc Coordinator & Upload Student Placement Submission Form

- a. In **Outbox**, locate the request to be directed to IRPbc.

- b. Click the Details icon to open the Details screen, and scroll down to the **Placement Information** area. Check the "IRPbc Placement" checkbox, and then **Save Changes**. This directs the request to the IRPbc Coordinator.

*NOTE - If the IRPbc checkbox is not visible, please contact HSPnet Support via [Help/Support](#) → [Email Support](#) in the left navigation.*



- c. In Details, scroll down to the Documents section and click the Add icon to upload a document. Click **Browse** and locate the saved Student Placement Submission Form on your local folder, then "Open" to select the file.
- d. Choose "Other (see comments)" in the Document Type dropdown, then enter "Student Placement Submission Form" in the Comments section. Click to Save the information and upload the document. The uploaded document will appear as a [Word Document](#) link in Details, and in Outbox an Attachment icon will appear to signify that a document has been uploaded.

- e. When ready to Send, click the checkbox to select the IRPbc request and choose "Send to Receiving Agency" in the Action dropdown and **Submit**. The request Status will change as shown below to "Sent/IRP"

1 Placement Requests									
Status	Course/Type	Start/End	Days/Time	Student	From/Prog	To Agency/Site	Service	Dest	Hide Other Destinations
<input type="checkbox"/>	Sent/IRP GNOBS Obs/IRP	Jan 22/07 Jan 31/07	8		UBC BSN/Basic	NHA WrinchHosp	Med/Surg* MedSurg*	MedSurg*	
									#61300?

## IRP Coordinator:












### Step 1 – Review Pending Requests

- View Pending requests in **Welcome**. Ensure the Current View Filter dates are set for the desired term (Spring/Summer, Fall or Winter) and click **Refresh View**.
- Click **Preview** to view Pending Requests. The Attachment icon  indicates that a document has been uploaded; click Details  for each request to review the placement information and uploaded document. If a resume or other document has been upload for the assigned student, an Attachment icon will appear next to student name.


**Preview: Pending Requests**

[Print List](#) | [Refresh View](#) | [Close Window](#)

4 Placement Requests (\* = non-HSPnet user)



<input checked="" type="checkbox"/>	Status	Course/ Type	Start/ End	Days/ Time	Student	From/ Prog	To Agency/ Site	Service	Dest		!
<input type="checkbox"/>	Pend	Unknown Prec	Jan 1/07 Jan 31/07	Var 🕒	Jones, S	CdnPA* BScN	VCHA MtSJ	Med	MedUnit*	   #3830 ?	
<input type="checkbox"/>	Pend	Nurs1141 Field	Jan 1/07 Apr 26/07	Var 🕒 8		Kwantlen BSN/CNP	VCHA RichHosp	Med	2South	   #3829 ?	
<input type="checkbox"/>	Pend	Nurs460	Jan 1/07		Aniston, J	UBC	VCHA	Clinic	Amb	  	

### Step 2 – Using QES to Create a Request (Placing Agencies not using HSPnet)

- Navigate to **Quick Entry** to open a new QES form. Complete the form including all mandatory fields (marked \*). Be sure to check the “IRPbc Placement” checkbox.
- If an HSPnet Student Consent form has been submitted, you may enter full student name in the QES form; otherwise only initials are permitted. You are permitted to upload a resume or other student documentation in the Student Profile , but name and other identifying information must be removed prior to upload if Student Consent is not on file.
- In QES, choose “Send to my Inbox” from the Action dropdown at the bottom of the QES form and click **Submit** to create the request.

### Step 3 – Releasing Requests to Receiving Agencies



When the IRP requests are complete, they are ready to be Released by the IRP Coordinator (prior to release they are not visible to the Receiving Agency).

- In **Welcome**, click **Preview** beside “Pending Requests” to view new requests not yet released. Click the checkbox beside one or more requests and choose “Release to Receiving Agency” from the Action dropdown and then **Submit**. The request status of the request(s) will change to “Pend/Rel”.
- Requests that are released to receiving agencies not using HSPnet must be delivered via fax or email attachment. Upon release to a non-user agency, a print job will be added to **Reports** → **Queue** and can be viewed in Adobe by clicking the Preview icon  or delivered as an email attachment from HSPnet by clicking the Send Email icon .

## Receiving Coordinators:

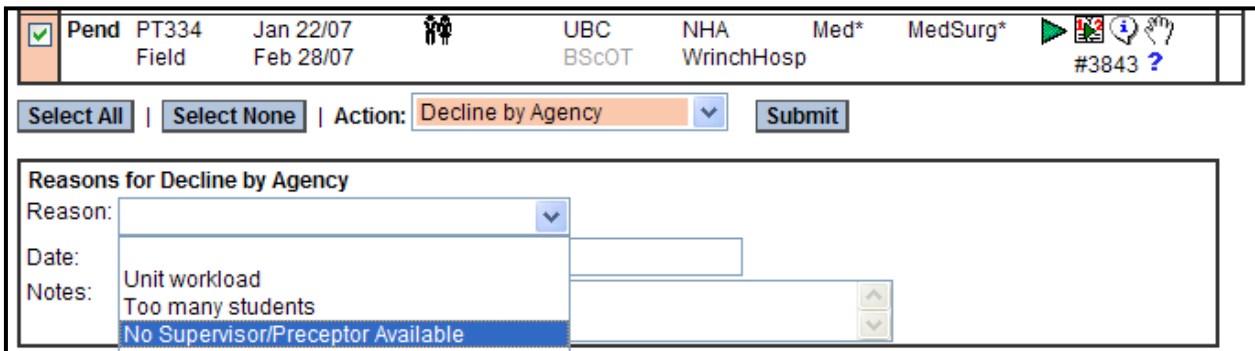
You will be notified via email of an incoming HSPnet request. Click the link to visit the HSPnet Canada website, and click on your province on the clickable map of Canada.


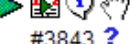
### Step 1 – Review Pending Requests

- Upon login to HSPnet, view Pending requests in **Welcome**. Ensure the Current View Filter dates are set for the desired term (Spring/Summer, Fall or Winter) and click **Refresh View**.
- Click **Preview** to view Pending Requests. The Attachment icon  indicates that a document has been uploaded; click **Details**  for each request to review the placement information and uploaded document. If a resume or other document has been upload for the assigned student, an Attachment icon will appear next to student name.

### Step 2 – Accepting and Declining Requests

- In **Welcome**, click **Preview** beside “Pending Requests” to view pending requests.
  - To Accept a placement, click the checkbox beside the request and choose “Accept by Agency” from the Action dropdown and then **Submit**. The status of the request will change to “AccA”.
  - To Decline a placement, choose “Decline by Agency” and select a Reason from the dropdown, then **Submit**.



<input checked="" type="checkbox"/>	Pend	PT334	Jan 22/07		UBC	NHA	Med*	MedSurg*	
	Field		Feb 28/07		BScOT	WrinchHosp			#3843 ?

Select All | Select None | Action: Decline by Agency | Submit

Reasons for Decline by Agency

Reason:

Date:

Notes:

- Unit workload
- Too many students
- No Supervisor/Preceptor Available

- Print any placement in **Outbox** by selecting the checkbox and choosing “Print Placement Requests” from the Action dropdown, then **Submit**.

You have now completed the steps for the IRPbc placement cycle. If you have any questions or need assistance, please don't hesitate to contact us at [support@hspcanada.net](mailto:support@hspcanada.net).

**The HSPnet Team**  
[support@hspcanada.net](mailto:support@hspcanada.net)