

Updated: July 15, 2009

Responding to a “Call for Offers” (CFO)

Summary:

The “Call for Offers” feature allows an educational program to send an open-ended request to a Receiving site manager, who can then respond with one or more “Accepted” (available) offers for students. The student’s supervisor/preceptor can be identified at the time of creating the Offer, or this information can be added or changed later.

Background

Some educational programs use a “Call for Offers” approach to generate a set of practicum placement opportunities that can be offered to students.

Step 1 – Review your Welcome Screen (*Receiving & Destination Coordinators*)

a. An email will be sent by HSPnet to your regular email inbox when you receive new incoming placement requests. The email message will indicate which Term the placements are for (e.g. Fall 2009) and will provide a link to the HSPnet homepage.

b. Once you login to HSPnet you will see one or more active CFO in your “Call for Offers Summary” table. If the CFO is flagged as (Pend) then no response has yet been made.

NOTE - You may need to switch the Term dropdown to the time period noted in your email from HSPnet.

In this sample screen, there are active CFO’s: one “pending” plus one that was previously Accepted with 2 Offers.

There is also an alert about a Destination change under **Changes Made by Others**.

Current View

Agency: VCH | Site: Rich Hosp | Service: Physio | Destination: ALL | Discipline: ALL

Term: Today | Jun 27/07 to Oct 27/07 | Reset Filters | Refresh View

Program / Course	Active	Accepted (Avail.)	Confirmed
BScOT / RSPT230/1	1 CFO	2 Offers	
	1 CFO (Pend)		

Status	# Requests	Action
Accepted/Confirmed	1	Preview
Clinical Instructor Needed	0	

Type of Change	# Requests	Action
Urgent Alert	0	
Cancellation	0	
Date Change	0	
Destination Add/Change	1	Preview
Supervisors Added/Changed	0	

Quick Reference

- Guide to New Welcome Screen
- What do I do next?
- HSPnet User Guide
- HSPnet Tips and Tricks

c. Click a xx CFO link for a course to review the Pending or previously accepted CFO to your site(s).

Step 2 – Respond to each “Call for Offers”

- a. The Preview window provides summary information on each request, including placement type and Course number, placement start/end dates, requesting school/program name, and the requested Site/Destination (program or unit).

Status	Course/ Type	Start/ End	Days/ Time	Student	From/ Prog	To Agency/ Site	Service Dest	
<input type="checkbox"/>	Pend/CFO Field	RSPT230/2 Sep 1/07 Dec 31/07		Call For OFFERS	UBC BScOT	VCH RichHosp	Physio 3S-Physio #4166	!

- b. Click [Call for OFFERS](#) to open the CFO for the requested site/program. The Offers window opens and is ready for entry of your first offer. Click the [Show Instructions](#) link if step-by-step instructions for entering Offers are not visible on your screen.

- c. Select from the dropdowns to specify the unit/program available, and if needed enter an optional **Request** descriptor such as “Neuro” or “Musculoskeletal” to describe the student’s potential experience.

Agency: Physicians - Private Practice
Service: Primary Care Clinics - Community Health & Private
Site: FHA Region
Dest: Various

Dates: Feb 18/08 to Apr 25/08
Program: UBC / Bachelor of Science in Physical Therapy
Course: RSPT230 - 1 Basic Clinical Placement (RSPT230/1)
Year: 3 of 4 year program
Reference #: 4917

Offers for this Destination

Location	Dates	Students	Status / Comments	
Agency: PhysPriv*		2 *	e.g. 2 students = 2:1 placement in each rotation checked below	+ ✓ X
Site: FHA Region				
Service: Primary Care Clinics...			Select Rotations:	
Dest: Various *			<input type="checkbox"/> R1 (Feb 18/08 to Mar 7/08)	
Request: Musculoskeletal			<input checked="" type="checkbox"/> R2 (Mar 10/08 to Mar 28/08)	
			<input type="checkbox"/> R3 (Mar 31/08 to Apr 18/08)	
			<input type="checkbox"/> R4 (Apr 21/08 to Apr 30/08)	
			<input type="checkbox"/> Default (Feb 18/08 to Apr 25/08)	
			Comments:	
			Clinical Instructor 1: Franklin, Benjamin	
			Clinical Instructor 2:	

- d. Select one Rotation date, or select multiple Rotations if a supervisor can take students in more than one set of dates.

- e. You can assign one or two Clinical Instructors (supervisors) now, or later as needed.

- f. Enter a comment if needed.

NOTE – if the supervisor’s name doesn’t appear in the dropdown, click the top entry “(Add New...)” to enter a new staff member with their contact information.

- g. If you can accommodate a 2:1 placement or other peer-supported learning experience, enter “2” or more under **Students**.

h. Click to Save changes for this Offer. When the screen refreshes, you can:

- Edit the Offer before accepting by clicking ;
- Delete the Offer by clicking ; or
- Add more Offers for the same course or level by clicking or click to copy a similar offer.

Call For Offers

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Agency: Vancouver Coastal Health Site: Richmond Hospital
 Service: Physiotherapy Dest: 3 South Physio

Dates: Sep 1/07 to Dec 31/07
 Course: RSPT230 - 2 Intermediate Clinical Placement (RSPT230/2)
 Year: 2 of 4 year program

Offers for this Destination

Location	Dates	Number of Students
VCH / RichHosp / Physio / 3S-Physio [Musculoskeletal]	Sep 1/07 Dec 31/07	2 This is a comment ...comment This is a comment Clinical Instructor: Fulton, Fred

i. When ready to Accept the Offers and make them available to the Placing Agency, click and then to view your changes.

Your Welcome Screen will now show the original CFO (no longer Pending) plus the total Offers that are now "Accepted":

Call For Offers Summary

Program / Course	Active	Accepted (Avail.)	Confirmed
BScOT / RSPT230/1	▶ 2 CFO	4 Offers	0

Click X Offers to view all Offers now available; the Accepted 2:1 Offer in the above example would display as [Offers: 2/2](#) in your Preview window, indicating that 2 Offers are available and both are not yet assigned to Students. The Comment that was entered can be viewed by users by hovering the cursor on the Comment icon .

Status	Course/ Type	Start/ End	Days/ Time	Student	From/ Prog	To Agency/ Site	Service	Dest	Edit Outbox	!
<input type="checkbox"/>	AccA/CFO RSPT230/2 Field	Sep 1/07 Dec 31/07		OFFERS: 2/2	UBC BScOT	VCH RichHosp	Physio	3S-Physio	▶	!

Step 3 - Monitoring Accepted Offers and Student Assignments

1. When the school assigns Students to available offers, the placements will appear in your Welcome screen as "xx Students" in the "Confirmed" column of the CFO Summary. Click x Students to review confirmed placements, including Student name.

Preview: Accepted/Confirmed Requests

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3 Placement Requests

Status	Course/ Type	Start/ End	Days/ Time	Student	From/ Prog	To Agency/ Site	Service	Dest	!
Conf 	RSPT230/2 Field	Sep 1/07 Dec 31/07		Garfunke..., A	UBC BScOT	VCH RichHosp	Physio	3S-Physio [MSK]	▶

Clinical Instructor: Fulton, Fred

NOTE – if you need to assign more than one supervisor to a confirmed placement, you can add another by clicking next to the "primary" supervisor's name. This opens the Multiple Supervisors window where you can add or change supervisors and allocate the total placement hours for staff recognition purposes.

Things to Remember

Once Offers are accepted, you can modify them later from your Welcome screen by clicking [x Offers](#) for Accepted requests or [x Students](#) for Confirmed placements with assignments. To view more information on a request, click to open the Placement Request Details screen to view:

- phone/email **contact information** for Placing Coordinator, Course Leader, etc.
- full text of any **Comments** or **Urgent Alerts**
- links to online profiles
 - **Course Profile** including course syllabus, preceptor handbook, evaluation forms, etc;
 - **Destination Profile** that describes your unit or program including client/patient population, hours of operation, typical staffing, and capacity for students;
 - **Student Profile** with document uploads including resume if requested.

Placement Request Details

Save Changes | Print Details | Print Form | Refresh View | Close Window

Placing Agency	Receiving Agency
Agency/Dept: UBC / RehabSci	Service Contact: Jetta, Velma * * * * *
Placement Coord.: Francis, Pat * * *	Dest. Coord.: Winston, Mary * * *
Course Leader:	Clinical Instructor: Fulton, Fred * * * * *
Instructor:	

Program / Course Information	Student Information
Program: BScOT (4 years)	Name: Garfunkel, Art * * *
Course: RSPT230/2 (Year 2)	
RSPT230/2 Intermediate	
Clinical Placement	
Placement Type: Field	
Duration: 187.5 Hrs	

Placement Information (Ref #: 4187) ? * * *

Sent to: Agency: Vancouver Coastal Health Site: Richmond Hospital
Service: Physiotherapy Dest: 3 South Physio * * *

Dest. Details: []

Request: Musculoskeletal []

Reply-by Date: []

Start Date: Sep 1/07 * * * End Date: Dec 31/07 * * *

Start Time: [] (24-hour format) End Time: [] Various Times

Days: M T W R F S U Various Days

Shifts: [] of [] Hrs Duration: 187.5 Hrs * (per student - Help)

Comments: ! This is a comment ...comment This is a comment [] []

You have now completed the steps for responding to "Call for Offers" requests. If you have any questions or need assistance, please don't hesitate to contact us.

All our best
HSPnet Team
Email: hspnet@hspcanada.net