

March 1, 2011

Student Prerequisites


Summary:

Student Prerequisites include requirements of an educational program or of receiving sites, such as a Criminal Records Check, CPR certification, and up-to-date immunizations. The Student Prerequisites module allows Placing Agencies to maintain this information for students within HSPnet and to track the status of student compliance with such requirements.

NOTE: Prerequisite information is used by the educational program only, it is not released to receiving sites via HSPnet.

Student Profile and Prerequisites

Student Prerequisites are tracked in the multi-level Student profile, which is available in many places throughout HSPnet:

- In **Student Maintenance**, accessed from the Profile icon  in **Maintenance** → **Students**, and
- In **Outbox**, **Enrollment**, or **Assignment** screens, by clicking the Student name [hyperlink](#).

Student	
✓ Sec (44 shown)	
<input type="checkbox"/>	Alexander, Genevieve M (PG932A)
<input type="checkbox"/>	Anderson, Sally (UBC)

Option #1 – Updating an individual Student’s Profile

Navigating the Student Profile

The Student Profile has two sections:

- a summary of demographic and contact information (also stored in **Student Maintenance**);
- a set of Tabs, each representing a category of information on students.

Some tabs have several hyperlinks that represent a sub-category, such as the [Home Contacts](#) subcategory of the Profile tab.

Student Profile

Student: Alexander, Genevieve M
Student Number: 88888888
Campus: Nursing - UBC Prince George (PG932A)
Phone: 604-445-3344 **Alt. Phone:** 604-334-5544 **2nd Alt. Phone:** 604-334-9987
Email: test@hspcanada.net
Profile Comment:

Print Profile | **Refresh View** | **Close Window**

Profile ✓ | Documents ✓ | Orientation | Prerequisites ✓ | Employment | History

Profile ✓ | [Home Contacts](#) ✓



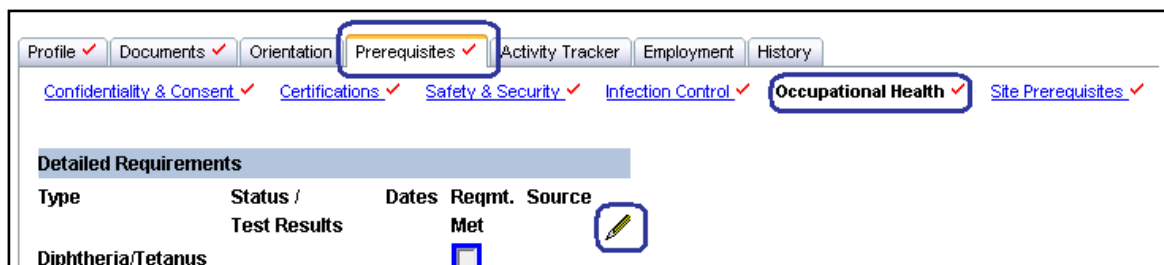
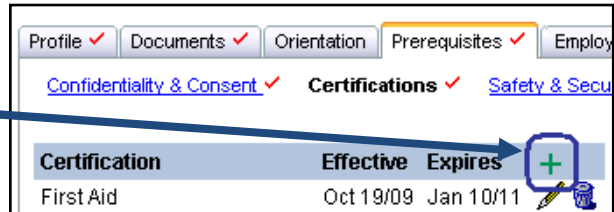
TIP: A red checkmark ✓, when displayed on a tab or next to a sub-category hyperlink, indicates that information is saved (i.e. the section is not blank).

Updating Prerequisites

a. To edit the summary information at the top, click Edit to update student contact information (phone/email), or to add/edit a general “Profile Comment” such as a reminder for follow-up on a missing prerequisite.

b. To edit information in a tabbed category, use the tools provided on each screen:

- Add a new entry (e.g. a new certification or consent form);
- Delete an entry ;
- Edit an existing entry ;
- Click Edit to complete an online form, as in the example below for Occupational Health:

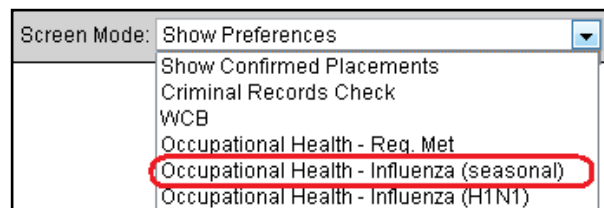


Option #2 – Mass Entry and Review of Student Prerequisites

The **Enrollment** screen provides several “view modes” that allow *mass entry* for multiple students at a time for the Cohort, focussing on a single prerequisite such as seasonal influenza (e.g. after several students are immunized at a flu clinic) or for entry of a batch of certification records.


These view modes can also be used to *monitor the status* of all students in the Cohort so you can check compliance and identify gaps or “exceptions”.

- In **Enrollment**, select a prerequisite from the Screen Mode dropdown, and refresh view.
- When the screen refreshes, the current status of all students will be displayed. For some prerequisites, an exception will be displayed in red font, for example when a First Aid certification has expired. For other prerequisite types, a blank entry, missing checkmark, or status of “unknown” may be considered to be an exception:



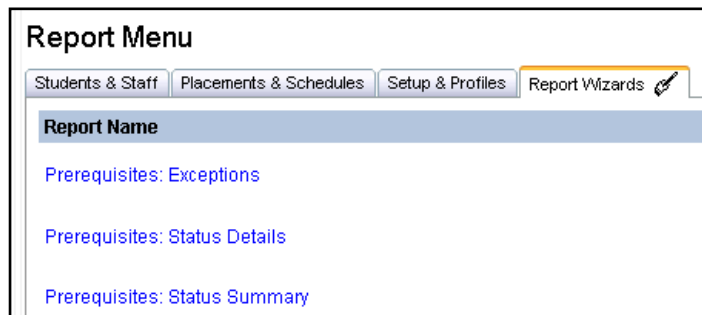
Enrollment Worksheet		
Student (44 shown)	Nurs320Med (Group) Requirements Met	Medical Completed
Alexander, Genevieve M (PG932A)	✓	
Anderson, Sally (UBC)	✓	✓
Angelisa, Maureen	✓	

Enrollment Worksheet		
Student (44 shown)	First Aid Effective	Expires
Alexander, Genevieve M	Oct 19/09	Jan 10/11
Aniston, Jennifer M	Feb 24/08	Jan 10/11
Antoinette, Marie		Jan 10/11
Arey, Jon (UBC)		Sep 29/08

- c. Click Edit  to update a single student record, or click the **Edit All** link to update multiple students.
- d. Follow up via email with students (if email addresses are entered in HSPnet) on a given prerequisite:
 - Select the checkbox for one or more students, and select “Create Email Message” from the Action dropdown.
 - This will open the **Send an Email** window, where you can enter instructions, upload documents from your local PC or network, and add cc recipients such as the instructor or course leader. Messages sent from this window will be delivered individually to each selected student, and *the message will be sent as a blind copy (bcc) so that each student cannot see the other recipients.*

Things to Remember

- In **Enrollment**, regularly update the student list by removing those who are no longer with that cohort (e.g. they have failed courses or left the program). A student can be waived (from a specific course), or removed from a Cohort for the balance of placements in that cohort, via the Action dropdown.
- Click **Print Profile** in the Student Profile window to generate a PDF report of their online profile.
- Click **Print List...** in Enrollment to generate a summary report for the selected Cohort. This feature offers a set of individual reports (e.g. CRC status for all students) or a class list.
- Detailed reporting on student prerequisites, including data on exceptions or missing prerequisites, can be generated via one of three Report Wizards available in the **Report Menu**.



If you have suggestions or feedback, or need assistance with maintaining Student Prerequisites in HSPnet, please let us know.

HSPnet Team
www.hspanada.net