

Updated: February 25, 2008

Student Employee Tracker (SET) for Placing Agencies

Summary:

SET is a suite of features that supports tracking of pre- and post-employment education of staff and applicants. With an applicant's consent, an employer can obtain access to a student's practice education history (if their educational program is an HSPnet user and elects to release this information via HSPnet).

Background

The SET enhancement expands allows Receiving Agencies (potential employers) to track applicants who are undergraduate students or new graduates of post-secondary educational programs through the process of application, referral, and employment. Student applicants may elect to authorize their educational program (Placing Agency) to verify their academic status and to release a summary of their placement history to the Receiving Agency.

Placing Agency Response to SET Consent (release of Student Placement History)

Receiving Agencies using the HSPnet SET module will obtain consent/authorization from undergraduate and new graduate students via a SET consent form that authorizes their current/recent educational program to release their placement (practice education) history. The consent form will require the student to provide:

- Student name (as on the record of the educational program / Placing Agency registrar)
- Student number (critical for uniquely identifying students)
- Student signature indicating authorization for the school to release their information

Receiving Agencies would then add the student to their Staff database as a "Staff Applicant" and would enter the SET consent form information including student name/number and educational program. HSPnet would then attempt to match the Staff Applicant record with a student record (based on name and student number) and if successful would add the pending SET request to the Student Profile.

NOTE: If no match is found, the Receiving Agency will need to follow up with the student to correct the information or may need to collect the student's placement history from the student directly.

1. Placing Agencies will be notified of new (pending) SET Consent forms through an alert of "Pending SET Consent forms" on their HSPnet Welcome screen.
 - a) The Placing Coordinator (PC) may contact the sender of the alert to request a fax or mail copy of the signed consent form if desired.
2. The PC can Preview their alert of "Pending SET Consent" to view the consent entry in the [Confidentiality/Consent](#) level of the Student Profile (see sample screen on the following page).

- a) Review the student record to confirm their active enrollment in the specified program of the consent form.
- b) If you are satisfied that the matched Student is the same as the SET consent form, and that the Student placement history (as summarized on their Placement History screen) is accurate and suitable for release, you may elect to release it electronically via HSPnet:

Student Profile

Student: Aniston, Jennifer M [Placement History](#) [Profile History](#) [Cohort History](#)
Student Number: B4509321
Phone: 604-354-7654 Alt #1: 604-123-2020 Alt #2: 604-999-3930
Email: jennifer@hollywood.com

Categories: [Profile](#) [Orientation](#) **Confidentiality & Consent** [Certifications](#)
 [Safety & Security](#) [Infection Control](#) [Occupational Health](#) [Employment](#)

Student Employment Consent	
For Release To: VCHA / SPH/Nurs	Consent obtained by: Test2, Staffadmin <input checked="" type="checkbox"/> <input type="checkbox"/>
Graduation Date: Sep 17/08	Expected
<input checked="" type="checkbox"/> Authorized for Release	
Authorizing User: <input type="text" value="Jones, Annemarie"/>	Release Date: Nov 21/07

- c) Check the “Authorized for Release” checkbox, select the appropriate PC or Student Administrator from the “Authorizing User” dropdown, and click to Save changes and complete the release.

NOTE: Once a SET Consent has been entered by the Receiving Agency, that entry cannot be deleted even if no match was found. This is to ensure that HSPnet can audit every attempt by an employer to locate a student record. If you have identify a SET consent record that has been matched to a Student in error, please contact hspnet@hspcanada.net for assistance.

Student Employment Information (new)

The SET consent form notifies students that their Student record may be updated to indicate an employment placement has occurred as a result of their SET consent to release information. Employment placements will be visible in the [Employment](#) level of the Student Profile.

You have now completed the steps to release Student placement history, and to view employment placements for Students linked to a Staff record via their SET consent. If you have any questions or need assistance, please don't hesitate to contact us.

All Our Best
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