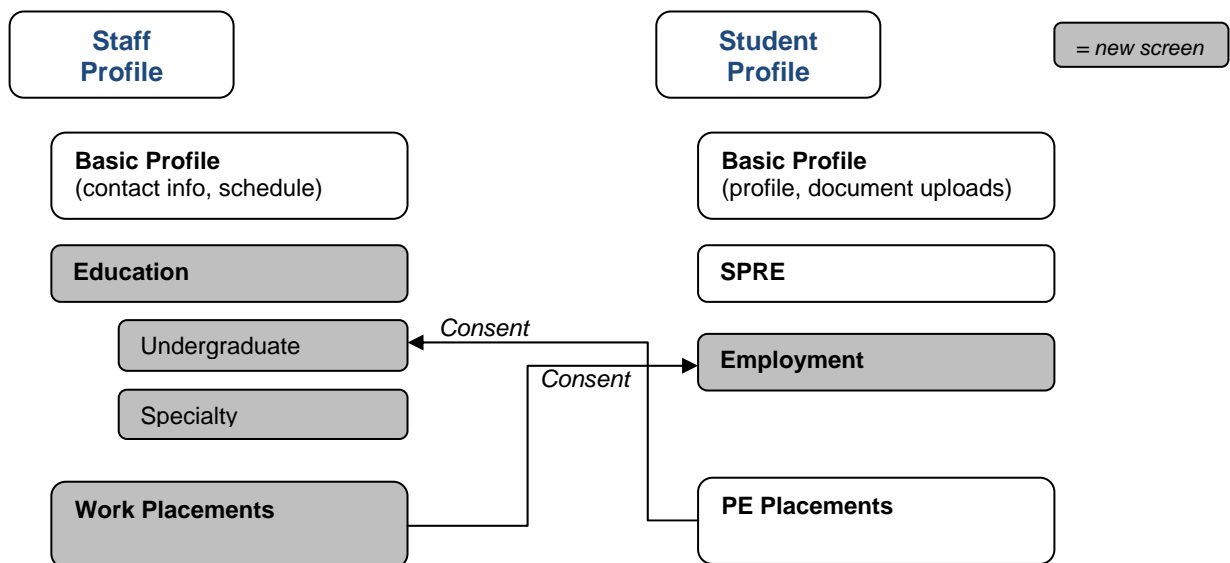


Enhancement Name:	Student Employee Tracker (SET)	Updated: June 14, 2007 Version 1.2
Enhancement Description:	SET will expand the HSPnet dataset and functionality to permit health authorities to track students as employees of the RA, and to track staff undergoing specialty (postgraduate) education during their employment. For UGE and NGE who consent to sharing their educational information in HSPnet, their staff record will be linked to their student record.	

Terminology

Term	Description
PA, RA	Placing Agency (educational institution), Receiving Agency (health authority or other service provider accepting student placements)
UGE	Undergraduate Employee – an individual who is employed by an RA prior to completing an undergraduate program
NGE	New Graduate Employee – an individual hired by an RA immediately after completion of an undergraduate program
SEE	Specialty Education Employee – an individual who is employed by an RA and enrolled in a specialty educational program as supported by their employer
IEE	Internationally Educated Employee – an individual who is employed by an RA and enrolled in additional educational or placement activities as supported by their employer
PE	Practice Education (practicum placements as part of an educational program)
EmployP	Employment Placement (placement in a temporary or permanent employee position)

Key Screens and Relationships



HSPnet Workflow (Use Case) and Associated Screen Mockups

1. Staff Profile – Profile/Schedule

An RA will receive a job application from a potential employee, and a StaffAdmin user will create a new Staff record for the applicant. The Staff record should not be visible to any other users except “StaffAdmin” in that RA, unless/until they also have a placement role (DC, Preceptor).

The Staff Profile will be enhanced to add 3 new levels (Education, Placements, Home Contacts) and to expand the current main page (renamed to Profile/Schedule). **New fields** on the Profile/Schedule screen include Licensure (same format as Certifications in SPRE), and Discipline/Subdiscipline.

New Staff Roles:
StaffAdmin – checkbox editable by SysAdmin only.
Staff – add/edit by StaffAdmin only; records visible only to StaffAdmin & SysAdmin.

Staff Profile (Summary Info) ✕

Categories: Profile/Schedule Education Placements Home Contacts

Work Schedule:

Home Destination:

Discipline:

Licensure:

Training:

Document Uploads: +

The high level schedule information will be augmented with an option to enter a more detailed 2-week schedule template, available from the Shift Schedule icon

Week Of	Shift	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	D							
	E							
	N							
Week 2	D		D12	D12				
	E				N12	N12		
	N							

2. Staff Profile – Education (new)

When creating a new Staff (applicant) record, the StaffAdmin will record the applicant’s educational information including current or recent educational program.

- Scenario 1: If the StaffAdmin recognizes that the student may have a PA record in HSPnet, the applicant will complete a SET Consent form, providing his/her Student number and authorizing the PA to release his/her educational information via HSPnet or other means. The StaffAdmin will then check the “Consent Obtained” checkbox and fax/mail the consent form to the PA.
- If the applicant’s PA is not an HSPnet user, then the StaffAdmin user will enter the subsequent information manually and no linkage to the PA student record will be made.

Staff Profile (Education Category)

Categories: Profile/Schedule **Education** Placements Home Contacts

Pre-Employment Education:

Scenario 1: if consent is obtained AND if PA student record exists

Agency Program Consent obtained
 Student No
 Graduation Date Expected/Confirmed

Scenario 2: if NO consent or no PA student record

Agency Program Consent obtained
 Student No.
 Graduation Date Expected/Confirmed

Post-Employment Education: +

Agency Program Consent obtained
 Student No. Delivery Method
 Waitlist Status Term Registered
 Graduation Date Expected/Confirmed \$

3. Student Profile – Consent (new Consent type)

The existing Confidentiality & Consent area will add a new Consent type (Code) to allow the PA to record a student’s SET consent to the potential or new employer. “Student Employment Consent” type will include fields for “Release To” and “Agency/Site”. When the RA checks the “Consent Obtained” checkbox, the PA student record will be automatically updated to add a SET consent record for the RA that obtained it.

Once the PA receives and verifies the hard copy consent form, a PC or StudentAdmin user will check the “Authorized for Release” checkbox. On Save this will cause the following HSPnet actions:

Student Profile (Consent)

Categories: Profile Orientation **Confidentiality & Consent** Certifications
 Safety & Security Infection Control Occupational Health Employment

Confidentiality & Consent

HSPnet Student Consent Consenting Program Date
 Student Employment Consent Consenting Program Date
 For Release To: Agency Site
 Authorized for Release
 Authorizing User Release Date

- The PA Student record will be compared to the associated RA Staff record on four fields: First Name, Last Name, Student Number, and Consenting Program. Display an error to the PA user if all fields don’t match, thereby requiring manual correction by the PA and/or RA.

- If the fields match, link the RA Staff Record to the PA Student record, and disallow user changes to the Student Number (in both the PA Student and RA Staff records) after successful linkage.
- Change the RA Staff fields for “Pre-Employment Education” to read only.
- Allow a StaffAdmin user to view Student Placement History (for consenting Program only) in “Practice Education Placements” table under Placements (see #5).

4. Creation of Employment Placements (from QES/RA or PA Cohorts)

The StaffAdmin user may create EmployP PR's via QES/PA or via Enrollment (which allows recording of preferences), for “referral” (redirection) to a DC or other user for consideration. To facilitate placement of RA Staff as “students”:

- Copy Staff record to RA Student database, link to RA Staff record, and display Student record as read-only with header “Copy of staff record for placement purposes” OR – create hidden Student Record, linked to Staff Record, but not visible in Students database?
- Disallow user changes to Staff Employee number once an RA Student (copy) record exists
- Display EmployP PR in “Internal Placements” table of RA Staff record.

5. Staff Profile – Placements (new)

The Placements level will summarize information about Practice Education and Internal placements:

- **Internal Placements** will summarize internal placements entered by the Receiving Agency (= New Placement Type – EmployP, plus any QES/RA PR's where RA = PA = this Agency)
- **Practice Education Placements** will summarize Placement History
 - inherited from PA Student record if release is authorized by PA, or

Staff Profile (Placements) X

Categories: [Profile/Schedule](#) [Education](#) Placements [Home Contacts](#)

Internal Placements:

Program / Type	Start Date	End Date	Work Site	Service	Destination	Icons
						i \$

Practice Education Placements: + } Needed if PA student record doesn't exist (StaffAdmin user to add manually)

Pacing Agency / Program	Start Dat	End Date	Agency	Site	Service	Destination	Icons
							i

- entered via “+” icon if PA is non-user.

6. Cost Tracking (new)

Each Employment Placement and Post-Employment Education record will have a set of financial data fields. The type and complexity of cost information is quite different for the two types of activities.

Employment Placement – may be charged to an authority or government program, with costs entered once or for each month or other financial period. (Add Cost sorts descending, with newest on top)

Cost Tracker - Employment Placement			
Staff:		Last Name, First Name	
		Employee No:	
Job Code		Step	
Costs: +		Cumulative Total \$	
Date	\$ Wages	\$ Benefits	
Fiscal Year			
Program	Cost Centre	Reference	
Date	\$ Wages	\$ Benefits	
Fiscal Year			
Program	Cost Centre	Reference	

Post-Employment Education – involves a few categories of cost including home department, receiving department (employment placement that will occur if they complete the specialty education program), tuition costs, travel, etc.

Cost Tracker - Post-Employment Education			
Employee Name:		Last Name, First Name	
		Employee No.	
Job Code		Step	
Costs: +		Cumulative Total \$	
Cost Type: (Sel: Tuition)	<input type="radio"/> Program <input type="radio"/> Course	Date	Tuition \$
		Fiscal Year	Tuition GST \$
	Course #	Program	Cost Centre
			Reference
Cost Type: (Sel: Other educational)	<input type="radio"/> Books <input type="radio"/> Other	From Date	Cost \$
		Fiscal Year	Cost GST \$
	(describe)	Program	Cost Centre
			Reference
Cost Type: (Sel: Wages)	<input type="radio"/> Home Dept. <input type="radio"/> Spec. Dept. <input type="radio"/> Other	From Date	Wages \$
		Fiscal Year	Benefits \$
	(describe)	Program	Cost Centre
			Reference
Cost Type: (Sel: Travel)	(describe)	From Date	Travel \$
		Fiscal Year	Travel GST \$
		Program	Cost Centre
			Reference

7. Student Profile – Employment (new)

The Employment level of the existing Student Profile will provide a read-only summary of a student's employment placements (from RA Staff record, Employment Placements).

Student Profile (Employment) X

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

Employment Placements:

Program / Type	Start Date	End Date	Work Site	Service	Destination	Icons