

CHAPTER 13. RECEIVING AGENCY - USING THE INBOX

This section explains how to use your Inbox/ Outbox to:

- Review the status of Placement Requests
- Edit Placement Details
- Add new Placement Destinations (to send a request to more than one Destination for consideration)
- Split a Placement Request across two or more Destinations

Review Status of Placement Requests

To review the status of Placement Requests in your Outbox:

1. Select **INBOX / OUTBOX** from the left navigation.
2. Set the **Current View** to focus on which placements you wish to review depending on your Agency's role:

Change your Current View

Receiving Agencies – Set **FROM** to ALL
(**TO** Agency will automatically set to ALL.)


Narrow your Current View

3. You may choose to narrow your **Current View** to display only a subset of the Placement Requests you are permitted to access within your Role, by selecting different choices from the dropdown boxes in the Current View.

Filter on Course or Placement Type

4. To further filter your Current View by including only Placement Requests for a specific course, click **Course** in the header row of the table to produce a dropdown of Courses. Select a Course from the dropdown and the screen will automatically refresh to show a list of Placement Requests for that Course only.
5. To further filter a view by including only Placement Requests of a specific type (such as Project), click **Type** in the header row of the table to produce a dropdown of placement types for your Program. Select a **Type** from the dropdown and the screen will automatically refresh to show a list of Placement Requests of that type only.

Once you are satisfied with your view of the data, review the core information available in the Inbox:


 The "Currently Displaying" status line above the Outbox Placements table shows the current filters set.

Currently displaying: Type: **All** Course: **All**, Role: **Receiving Coordinator**
4 Pending PR's

✓	Status	Course/ Type	Start/ End	Days/ Time	Student	From/ Dept	To Site	Service	Dest	!
<input type="checkbox"/>	Pend	Nurs351 Prec	Apr 2/03 Jun 4/03	MT		UVIC * NSG	RICH	Pall	-	
<input type="checkbox"/>	Pend	Nurs351 Prec	Apr 2/03 Jun 4/03	MT		UVIC * NSG	RICH	Surg	-	
<input type="checkbox"/>	Pend	Nurs331 Group	Apr 17/03 May 30/03	RF	Group A (6)	UVIC * NSG	RICH	Surg	4N	
<input type="checkbox"/>	Pend	Nurs331 Group	Apr 17/03 May 30/03	RF	Group B (8)	UVIC * NSG	RICH	Med	3S	

Select All | Select None | Selected Items: Submit

Core Placement Information

- **Status of Request** Pend (Pending), Redir (Redirected), etc.
- **Course** Short name/number
- **Type** Project, Preceptorship, Fieldwork, etc.
- **Start/End Dates**
- **Days** e.g. – MTW, MTWRF, Various
- **Time** Start of shift
- **Student name** Or  if anonymous or unnamed
- **From** Placing Agency
- **Department** Or School
- **To Site** Receiving Agency
- **Service** e.g. Surgery, Medicine, Palliative Care
- **Dest** Destination – e.g. 2S, OR, ER, CPE8

Placement Icons Each Placement Request has icons that allow you to:



View **Details** of the Placement Request (see below)



Edit the Site, Service, Destination for any placement type, and for Group Placements only to edit Group Size and Group Type (Alt/Obs)





Add a Placement Request for the same Student (if known) or Placement Request (if unnamed – see below). This allows a Placing Agency to Receiving Agency to send a Request to more than one destination for consideration.




Add Linked Destination to enable sharing of a placement across two or more destinations, for example when a Group placement of 8 is split across a Group placement of 5 students plus 3 individual Alternate Experience placements.

View Placement Details


To view Details for a Placement Request, click  to open Details Popup window, which provides the following information:



Click the Course hyperlink to view the full Course Profile.



Click the Student hyperlink to view the full

- **Program/Course Information** – Placing Agency and Department (school), Program name, Course number and name, and Duration of Placement.
- **Placing Agency Contacts** – Name and links to contact information for Program Coordinator, Instructor, and Course Contact if known.
- **Student Information** – Name and other contact information (if released, otherwise shown as  if placement is anonymous or unnamed.
- **Receiving Agency Contacts** – Name and links to contact information for

Student Profile.

Placement Coordinator, Destination Contact(s), and Student Contact (Supervisor or Preceptor) if known.


**Placement Details
Popup**

**View Placement
Details
(continued)**

- **Placement Information**– Start/End dates and times, Days of the week, Duration and hours/shifts, Conditions, and Comments.
- **Placement Request History** – Including date and nature of changes to Status (e.g. New, Sent, Accepted, etc.), Agency and initial of HSPnet user making the change, and description of change.

**Edit Placement
Details**

Follow these steps to update any of the following fields in the Placement Information box:



If you enter the number of Shifts and Hours per shift, the placement Duration will be calculated automatically.

Changes to be made upon mutual agreement with the Placing Agency:

- Start/End Date
- Start/End Time
- Days of the week
- Hours and Shifts
- Duration



Changes that can be made with or without prior agreement of the Placing Agency

- Conditions (typically to be used by the Receiving Agency)
- Comments



Add/Edit

Once a Placement Request is received, you can enter a Destination (if not



Destination already specified by the Placing Agency) or edit the Destination (if incorrect or if an alternate destination would be more suitable).


1. Select **INBOX / OUTBOX** from the left navigation.
2. To add/edit the Destination for a Placement Request, click  and add or revise the specified Destination for the Service requested.
3. Click  to add the Destination and Save.

Add New Destination Follow these steps to “clone” a Placement Request for later redirection to more than one Destination for consideration, such as when a request for a surgical placement can be sent to two different surgical wards:

1. Select **INBOX / OUTBOX** from the left navigation.
2. To add a new Destination for a Placement Request, click  to “clone” the request. This action creates an identical Placement Request that can be used to “shop around” the request to more than one destination.
3. Enter the new Destination and click  to Save.



Add Linked Destination Follow these steps to add a Linked Destination, such as when a Placement is to be shared across two destinations. For example, a Group Placement may be split across two or more destinations by adding one or more *linked* Alternate Observation Experiences.



1. Select **INBOX / OUTBOX** from the left navigation.
2. To add a new Linked Destination for a Placement Request, click  to create a new Destination linked to the original Placement Request.
3. Enter the new Destination and click  to Save.

Share Placement Across Two Destinations To edit the start/end dates, Duration hours, or other information, click  to edit Details (see above). For example:

- Edit start and end dates of two linked Placement Requests if a student is to spend part of their placement in one destination and then transfer to another destination. In this situation, you should also edit Duration hours for each Destination to ensure appropriate credit for student contact hours at each.

Split Group Across Two Destinations Follow these steps to split a group across Two Destinations

1. Click  to edit each linked Destination. Change the Group Size fields of each Destination to share the total number of students. For example, to share a Group(8) students across two Destinations, set the Group Size in each linked Destination to Group(4).
2. Click  to Save.

3. To identify one or more of the linked destinations as an Alternate or Observation Experience, click  to edit the linked destination and select the “Alt/Obs” checkbox.
4. Click  to Save. The words “Alt/Obs.” will appear beneath the “Group(x)” entry.