

CHAPTER 14. RECEIVING AGENCY – HANDLING PLACEMENT REQUESTS

14.1. REDIRECTING PLACEMENT REQUESTS TO DESTINATIONS

If you are in the role of Placement Coordinator for a Receiving Agency and responsible for redirecting Placement Requests to the appropriate Destination(s) for consideration, follow these steps to redirect the requests:

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 role.
3. Click the checkboxes to select specific students, or click **Select All** to select all students to be redirected.
4. From the **Selected Items** dropdown choose “Redirect.”
5. Click **Submit** to send to Destinations for their consideration.
6. Requests will be sent to the Destinations and will appear in your Inbox with Status of “Redir” (Redirected).


14.2. ACCEPTING PLACEMENT REQUESTS

Destinations may be granted the ability to accept on behalf of their destination only, or to accept on behalf of the agency. For example:

- A nursing unit manager may be granted rights to accept on behalf of her unit, then the Nursing Education office will accept on behalf of the Agency, or
- The PT Manager responsible for the Rehab Department may accept on behalf of both the Destination and the Agency in one step.

14.2.1 ASSIGNING A SUPERVISOR

A supervisor can only be assigned by the Receiving Agency. The supervisor has the role of supervising a student or group of students. The Destination Coordinator may assign the supervisor to the placement.

1. Select **INBOX / OUTBOX** from the left navigation.
2. Click  to open Details Popup window of the student or group of

students you would like to assign a supervisor to.

3. Use the Dropdown menu on the top right of the screen to select a supervisor. If the supervisor is not listed in the dropdown menu, they must be entered by an HSPnet administrator. (See Chapter 5.1)
4. Select **Save Changes**
5. Use the Close Window button to close Placement Request Details popup.

14.2.2 ACCEPTING FOR DESTINATION

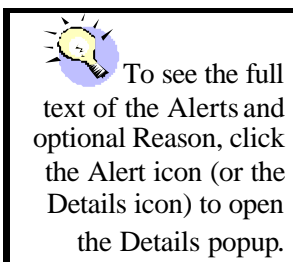
Accept for Destination

Follow these steps to accept on behalf of the Destination:

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 role.
3. Click the checkboxes to select specific Placement Requests, or click **Select All** to select all requests for acceptance.
4. From the **Selected Items** dropdown choose "Accept by Destination." A new box appears, allowing you to enter an individual's name if you are accepting on their behalf. You may also enter Comments related to the acceptance in this area.
5. Click **Submit** to change the status of the Placement Request to "AccD."

14.2.3 ADDING ALERTS

Conditions Alert



- The Condition Alert is indicated by an orange exclamation mark, appearing in the Inbox/Outbox.
- If you hover the mouse pointer over the Condition Alert, you will see a yellow Alt-Text box with "Cond: xxx" where "xxx" is up to 30 characters of the selected Condition (such as "Hold pending student resume").
- To see the full text of the Condition and optional Reason, click the Condition Alert icon (or the Details icon) to open the Details popup.
- In the Details popup, when you add a Condition the default is to display (rather than hide) the Alert as noted by the checkbox "Show Condition Alert on Inbox/Outbox."
- If you later wish to clear the Condition, you can simply clear the Conditions dropdown and the alert will no longer appear in the Inbox/Outbox. Alternately, you can keep the Condition information

(including Reason) for historical data purposes but elect not to display the orange Condition Alert by unchecking the checkbox marked "Show Condition Alert on Inbox/Outbox."

Comments Alert

- The Comments Alert is indicated by a green exclamation mark in the Inbox/Outbox.
- If you hover the mouse pointer over the Comment Alert, you will see a yellow Alt-Text box with "Comment: xxx" where "xxx" is up to 30 characters of the text entered in the Comment field (such as "3 wks Theory classes, date TBA").

General User Alert

- The new user-defined General Alert is indicated by a red bell icon in the Inbox/Outbox.
- If you hover the mouse pointer over the General Alert, you will see a yellow Alt-Text box with "Alert: xxx" where "xxx" is up to 30 characters of the text entered in the Alert field (such as "Call Placement Coord" or "Addit info on file - TR office...").
- In the Details popup, when you add text to the General Alert field there is no option to display or hide the General Alert -- the setting is always to display a General Alert.

Program / Course Information

Program: BSN-CNP
 Course: [NRSG4350](#)
 Consolidated Practice
 Experience 5
 Cohort: K-09/00
 Placement Type: Prec
 Duration: 180 Hrs

Student Information

Name:

Placement Information

Sent to: Site: **Vancouver General Ho...** Svc: **Surgery - inpatient** Dest: **CP-W8**
 Dest. Details:
 NIS Placement

End Date: May 21/04
 Various Times

Shifts: 15 of 12 Hrs
 Duration: 180

Conditions: Show Condition Alert on Inbox/Outbox
 Reason:

Comments: Show Comment Alert on Inbox/Outbox
 Comment:

Alert:

His **By** **Comments**

any 'By' column entry to see the full User name)

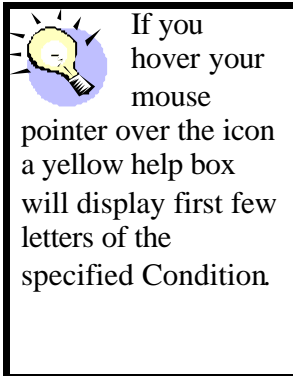
! Sep 17/03 | Sent | K... | Status set to Sent for destination VGH / Surg IP / CP-W8




Callout Boxes:

- Condition Alerts are denoted by ! And appear in the Inbox/Outbox immediately after saving.
- A reason may be added if no suitable condition can be found in dropdown menu.
- Edits to comments, conditions and alerts by clicking on the pencil.
- Comment alerts are denoted by ! And appear in the Inbox/Outbox immediately after saving.
- General Alerts are denoted by a red bell appear in the Inbox/Outbox and indicates attention to placement required.

Adding Conditions




It may be appropriate to accept a Placement Request contingent on certain conditions being met by the Placing Agency or student. Follow these steps to add Conditions to a Placement Request:



1. View the Details for a Placement Request by clicking  to open the Details popup window.
2. From the Conditions dropdown, select an appropriate standard condition or select “Other” and enter an explanation in the Comments field.
3. Click  to add the Conditions and Save. A orange  icon appears next to the Placement Request.

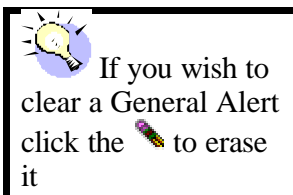
Adding Comments




It may be necessary to add comments regarding a placement request. To do so follow these steps:

1. View the Details for a Placement Request by clicking  to open the Details popup window.
2. Type in your comment to the assigned field.
3. Click  to add the Comments and Save. A  icon appears next to the Placement Request.

Adding General Alerts

It may be necessary that the Placing Coordinator speak with the Receiving Coordinator regarding the placement or other sensitive matters that should not be entered into HSPnet. For those situations follow these steps:



1. View the Details for a Placement Request by clicking  to open the Details popup window.
2. Type in your comment to the assigned field to add an Alert
3. Click  to add the Alert and Save. A  icon appears next to the Placement Request.

14.2.4 ACCEPTING FOR THE AGENCY**Accept for Agency**

Once a destination has set the status to “AccD,” or to accept for both the Destination and the Agency in one step, follow these steps:

1. Select **INBOX / OUTBOX** from the left navigation. Set the **Current View** as appropriate.
2. Click the checkboxes to select specific Placement Requests, or click

Select All to select all requests for acceptance.

3. From the **Selected Items** dropdown choose “Accept by Agency,” which implies that the destination has also accepted. A new box appears, allowing you to enter an individual’s name if you are accepting on their behalf, and to enter Comments related to the acceptance.

Click **Submit** to change the status of the Placement Request to “AccA.”

14.3. DECLINING PLACEMENT REQUESTS

14.3.1 DECLINING FOR DESTINATION

Decline for Destination Follow these steps to decline a placement request on behalf of the Destination:

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 role.
3. Click the checkboxes to select one or more Placement Requests to be declined.
4. From the **Action** dropdown choose “Decline by Destination.” A new box appears, requiring you to select from the Reason dropdown. If you select a reason of “Other” you must provide additional explanation in the Comments box.. You may also use this area to enter an individual’s name if you are declining on their behalf.
5. Click **Submit** to change the status of the Placement Request to “DecD.”

14.3.2 DECLINING FOR THE AGENCY

Decline for Agency Once a destination has set the status to “DecD,” or to decline for both the Destination and the Agency in one step, follow these steps:

1. Select **INBOX / OUTBOX** from the left navigation. Set the Current View.
2. Click the checkboxes to select one or more Placement Requests to be declined.
3. From the **Action** dropdown choose “Decline by Agency.” A new box appears, requiring you to select from the Reason dropdown. If you select a reason of “Other” you must provide additional explanation in the Comments box.. You may also use this area to enter an individual’s name if you are declining on their behalf.
4. Click **Submit** to change the status of the Placement Request to “DecA.”