

CHAPTER 8. PLACING AGENCY - USING THE OUTBOX

This section explains how to use your Outbox to:

- Review the status of Placement Requests
- Edit Placement Details prior to sending Requests to Receiving Agencies, or after they have been sent
- Add a New Destination (to send a request to more than one agency)
- Add a Linked Destination (to split a placement 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

Placing Agencies: - Set **FROM** to your agency by selecting your agency from the dropdown (**TO** Agency will automatically default to ALL.)

Narrow your Current View

3. Narrow down your **Current View** to focus on only a subset of the Placement Requests you are permitted to Access for your Role. This may be as broad or as granular as a specific ward at a destination.
4. Use the calendar dates to view the placements for a specific period of time. By clicking on the calendar you may see all the placements that took place between the start and end dates. To be more specific on your view, use the status filters to remove cancelled, declined, etc., to find exactly what you are looking for.

Filter on Course and Placement Type

5. To further filter a 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 in your Program. Select a Course from the dropdown and the screen will automatically refresh to show a list of Placement Requests for that Course only.

HSPnet **Inbox/Outbox**

**** Dev ****

Setup
Students
Cohorts
Enrollment
Individual Worksheet
Group Worksheet
Inbox / Outbox
Quick Entry Screen
Help
Support
Log Out
Feedback

Current View (* = non-HSP.net Agency)

FROM: Agency: UBC Department: ALL Program: ALL TO: Agency: ALL Site: ALL Service: ALL Destination: ALL

Status: ☒ New ☒ NewD ☒ Sent ☒ Redir ☒ Acc ☒ Decl ☒ Conf ☒ Canc ☒ Reac **All None**

Between: Jan 1/03 and Apr 30/04 **Refresh View**

Displaying Outbox: Type: All Course: All

4 Placement Requests

✓ Status	Course/ Type	Start/ End	Days/ Time	Student	From/ Dept	To Site	Service	Dest	!
<input type="checkbox"/> NIS	ALL	Jan 1/04 pr 30/04	RF	Grp B (2/2)	UBC NSG	BCCH	SCN	SCN	
<input type="checkbox"/> AccA	Nurs320 Nurs330 Nurs331 Nurs335	Jan 1/04 pr 30/04	RF	Grp A (5/5)	UBC NSG	RICH	Med	2S	
<input type="checkbox"/> AccA	Nurs410 Nurs430 Nurs431	Jan 1/04 pr 30/04	RF	Grp A (1/5) AllObs	UBC NSG	RICH	Clinic	Amb	
<input type="checkbox"/> Redir	Nurs460 RSPT330 RSPT430	Jan 1/04 pr 30/04	Var		UBC NSG	RICH	Surg IP	4N	
<input type="checkbox"/> NewD		Jan 1/04 pr 30/04	Var			RICH	Clinic	Amb	
<input type="checkbox"/> Redir	Nurs330 Prec	Jan 1/04 Apr 30/04	Var		UBC NSG	RICH	Surg IP	4N	
<input type="checkbox"/> NewD		Jan 1/04 Apr 30/04	Var			RICH	Clinic	Ortho	

Select All | Select None | Selected Items: **Submit**




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

- 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 placement 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 Outbox:

44 Placement Requests									
✓ Status	Course/ Type	Start/ End	Days/ Time	Student	From/ Dept	To Site	Service	Dest	!
<input type="checkbox"/> Conf	Nurs410 Group	Jan 6/03 Feb 14/03	Var	Grp U (2/2)	UBC NSG	MHTeams	MentH- Comm	WCoast	
<input type="checkbox"/> Conf	Nurs410 Group	Jan 6/03 Feb 11/03	MT	Grp M (3/3)	UBC NSG	PAHosp	Med	3rd	
<input type="checkbox"/> Conf	Nurs410 Group	Jan 6/03 Feb 11/03	MT	Grp N (3/3)	UBC NSG	PAHosp	Surg IP	2nd	
<input type="checkbox"/> Conf	Nurs410 Group	Jan 6/03 Feb 16/03	UM	Grp A (6/6)	UBC NSG	SurrHosp	Peds	CYS	

Core Placement Information

- **Status of Request** New, Sent, Confirmed, etc.
- **Course** Short name/number
- **Type** Project, Preceptorship, Fieldwork, etc.
- **Start/End Dates** From Course Profile
- **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, ICU
- **Dest** Destination – e.g. 2S, OR, ER, CPE8

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



Add Linked Destination for placements that are to be shared across two or more destinations. For example, a Group request of 8 students may be split across a Group placement of 5 that is linked with 3 Alternate Experience placements.



View Details of a Placement Request (see below)





Edit the Site, Service, and Destination of a Placement Request of any type, and for Group placements to edit the Group Size and Alternate/ Observation flag.




Add a Placement Request for the same Student (if known) or Placement Request (if unnamed – see below). This allows you to send a request to two or more Agencies for their consideration.

View Placement Details


To view Details for a Placement Request, click  to open the 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 Student Profile.

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

Placement Details Popup

Program / Course Information			
Agency/Dept:	UVC / NSG		
Program:	RN-CNP		
Course:	Nurs483		
Duration:	190 Hrs		

Student Information	
Name:	[icon]

Placing Agency Contacts	

Receiving Agency Contacts	
Student Contact:	[dropdown]

Placement Information															
Start Date:	Apr 2/03	End Date:	Jun 4/03												
Start Time:	(24-hour format)	End Time:	[checkbox] Various Times												
Days:	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U <input type="checkbox"/> Various Days														
Shifts:	16 of 12 Hrs	Duration:	190 Hrs												
Conditions:	[text area]														
History:	<table border="1"> <thead> <tr> <th>Date</th> <th>Status</th> <th>By</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Apr 13/03</td> <td>Sent</td> <td>UVC/UU</td> <td>Sent from Worksheet to TRH / ER / -</td> </tr> <tr> <td>Apr 13/03</td> <td>New</td> <td>UVC/UU</td> <td>Created from Worksheet as an unnamed request to TRH / ER / -</td> </tr> </tbody> </table>			Date	Status	By	Comments	Apr 13/03	Sent	UVC/UU	Sent from Worksheet to TRH / ER / -	Apr 13/03	New	UVC/UU	Created from Worksheet as an unnamed request to TRH / ER / -
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Apr 13/03	Sent	UVC/UU	Sent from Worksheet to TRH / ER / -												
Apr 13/03	New	UVC/UU	Created from Worksheet as an unnamed request to TRH / ER / -												

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

You can 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.

- Start/End Date
- Start/End Time
- Days of the week
- Hours and Shifts
- Duration
- Conditions (typically to be used by the Receiving Agency)
- Comments
- Placing Agency Contacts (Placement Coordinator, Instructors)
- Project Title (for projects)



Add New Placement Request

Follow these steps to “clone” a Placement Request for sending to more than one agency for consideration, such as when a request for a surgical placement can be sent to two different hospitals:


1. Select **INBOX / OUTBOX** from the left navigation.
2. To add a new Placement Request to an existing request, either named (student is known) or unnamed (student is not yet assigned), 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 Agency, Service and Destination (if known), 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 multiple 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

- 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). Click  to Save.
- 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. Click  to Save. The words “Alt/Obs.” will appear beneath the “Group(x)” entry.