
AHS Provincial IT Spreadsheet: Allied Health Disciplines

Overview

May 6, 2020



AHS Provincial IT Spreadsheet Training

Items in this Presentation:

- Legend of Common Terms
- Provincial IT Spreadsheet (PITS) – Network Accounts
- Provincial IT Spreadsheet (PITS) – Connect Care
- Allied Health Connect Care Catalogue
- Instructor Led Training
- Workflow – Flowchart PITS/Connect Care
- Recap of Responsibilities
- Questions/Contacts

AHS Provincial IT Spreadsheet Training - Definitions

Legend - Common Terms used throughout this presentation

- **CC** – Connect Care
- **CT** – Credential Trainer
- **EUPA** – End user proficiency assessment
- **HPSP** – Health Professions Strategy and Practice
- **ILT** – Instructor Led Training
- **SPT**- Student Placement Team (Nursing/Allied specifically).
- **MLL** – My Learning Link
- **PITS** – Provincial Information Technology Spreadsheet
- **PSI** – Post Secondary Institution
- **HSPnet** – (Health Sciences Placement Network) a web-based system used to track students.
- **Destination Coordinator** - A designated AHS site contact who receives redirected requests from the SPT, and either Accepts/Declines the placement.

Provincial IT Spreadsheet (PITS) – Network Accounts

- Allied Health faculties will be required to complete the PITS for those students that have secured a placement with AHS. This form will be used provincially to request network and email accounts for students. Please review the Instruction sheet on the PITS for tools on how to complete the spreadsheet.
- The HSPnet Security Access Wizard generates a report to be copied and pasted into the PITS. Instructions on running this report have been provided to you as an attachment. Note that the workbook is broken into separate zones: Edmonton, Calgary and Rural as well as separate pages for Covenant Health. Indicate in the Academic Notes field if the student(s) will require an AHS email address. (OT, PT, TA, SLP, SW, Psych students will all need an AHS email. All other disciplines to confirm this requirement with preceptor.)
- PITS is to be completed by Allied Health faculties 6 weeks prior to practicum start date.
- AHS IT will update the PITS with the student's AHS credentials and send back to the Post-Secondary Institution (PSI) who will be responsible to provide this information to the students.

Student IT Access Request													
Name of Institution:		Placement Start Date:		Academic Request Notes:				IT Access Office Use Only:				AHS Confidentiality must be completed for approval of request.	
Network Start Date:		Student Type:		Select discipline type. Use "Other" if discipline is not listed. Text discipline if not listed. One spreadsheet per course. Cannot use for multiple placement cohorts.				Indicate here that a student email is required.					
Other (Subdiscipline):		Cohort Term:											
Cohort Year:		Course:		Email completed spreadsheet here after it has been reviewed by the Student Placement Team.									
Graduation Date:		Submitted By:											
Submitters Email:		Date Submitted:		Email Completed Form To: itaccessnonemployees@albertahealthservices.ca									
Submitters Telephone:		Authorizer: Jaqueline Albers, Manager, Provincial Student Placements											
Student Information								Network Details					
Surname	Surname, Previous (if applicable)	First Name (Legal)	Preferred First Name	Middle	Student ID HSPnet #	DOB Month	DOB Day	Student's School Email Address	current or previous AHS/Covenant User ID or email, if applicable	User ID	Current AHS / Covenant employee	Password	Expiry
Doe	Smith	Jane	Janie	Mary	12345	Jan	5	testsample@ucalgary.ca	testsample		No		AHS

IT Security & Awareness Course: Signed Confidentiality User Agreement

Provincial IT Spreadsheet (PITS) – Connect Care

- Connect Care is the **only** clinical information system (CIS) that Allied Health faculties can request access for via the PITS. All other CIS access requests for allied health students will be submitted by the placement site.
- PSIs are to consult with the Destination Coordinator or Preceptor to confirm that a student will need Connect Care training if it is not already noted in HSPnet. If required, the Connect Care role must be selected for each student in a wave 1 setting from the drop-down menu. (Refer to the Connect Care Catalogue that has been provided to you as an attachment for role descriptions.)
- The student will receive an email from My Learning Link (MLL) confirming their registration for the Connect Care eLearning modules. Student must complete these modules, including “On Our Best Behaviours” prior to attending their Instructor Led (Classroom) Training (ILT). Review the troubleshooting document for further information on completing the modules.

P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	
IT Clinical Information System Requests														
VAX access via PITS not available for Allied Health students.			eCritical access via PITS not available for Allied Health students.			Meditech access via PITS not available for Allied Health students.			Network Required				Students require classroom training if this is their first placement in a CC site, if they haven't been in a CC setting for 6 months, or if they need training in a new role (i.e., AMH vs non-AMH)	
VAX Access Required	VAX - select (C) group or (P) preceptor	Vax Identity Student Number	Vax Password	eCritical Independent Learning Completed	Meditech Edmonton Public Health required = needs training and access completed= training completed; needs access	Meditech Login ID	Meditech One-Time Temporary Password	Not applicable to Allied Health Students.	Allied Health Connect Care role must be identified. Please refer to Connect Care Catalogue.	IN CLASSROOM TRAINING REQUIRED YES / NO		Placement start date		
Devon	G			Required	Required					Yes	DD	MM	YY	
											2	Sep	17	

Connect Care Wave 1 Catalogue Educational Institutions

Allied Health

- The Training Course Catalogue outlines Connect Care roles, role descriptions and associated training requirements including eLearning and instructor led course time.
- Individuals can search this document to identify relevant roles for their students and their teams to better understand the training requirements.
- Locate the roles that apply your students, select this role from the drop-down menu on the PITS to register the student for eLearning Courses.

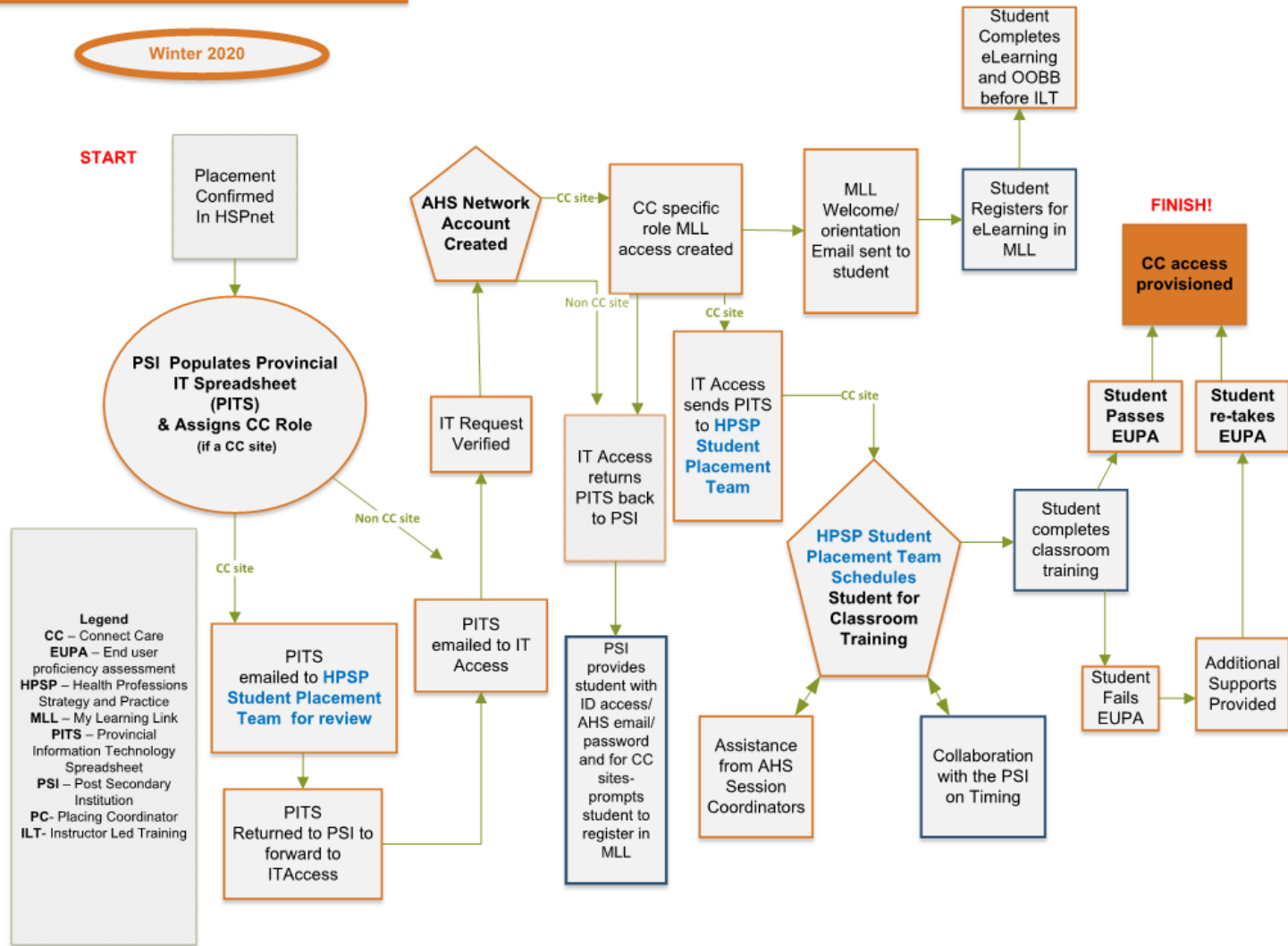
Instructor Led Training (ILT)

- Students are required to attend Instructor led (classroom) training and complete an 'end user proficiency assessment' (EUPA) before they can access the Connect Care system.
- The Student Placement Team (SPT) will work in collaboration with the PSIs to schedule students into a classroom session. The SPT will confirm with the PSI the date and location of the course. The PSI will be responsible to inform the student of their training date and location.
- ILT spaces are limited and students may not always get a preferred date. Rescheduling of training dates can only be considered under exceptional circumstances.
- ILT will be held in various computer training labs in Edmonton and may be a half or full day in length.



Access Request - Workflow

STUDENT IT ACCESS & TRAINING PROCESS – ALLIED HEALTH



Wave 1 Implementation

The following AHS sites/programs are included in the November 2019 implementation. Please connect with your HSPnet Destination Coordinator or placement preceptor to confirm if Connect Care access is required.

Connect Care Implementation: Wave 1



EDMONTON ZONE

Walter C. Mackenzie Campus: Aberhart Centre; Clinical Sciences Building; Kaye Edmonton Clinic; Mazankowski Alberta Heart Institute; Stollery Childrens Hospital; TB Central Services; University of Alberta Hospital; Zeidler Centre, Medical Sciences Building, Outpatient Residence

Addiction & Mental Health Bed Management; East Edmonton Health Centre

PORTALS

Connect Care Patient Portal;
Connect Care Provider Portal

PHARMACY, APL, DI

Sites in: Edmonton; All Edmonton Pathology; All DynaLIFE in Alberta

Walter C. Mackenzie Health Sciences Centre
East Edmonton Health Centre
Kaye Edmonton Clinic
Mazankowski Alberta Heart Institute
Stollery Children's Hospital
University of Alberta Hospital
Cross Cancer Institute

eCLINICIAN TRANSITION

Clinics using eCLINICIAN at the following sites will be part of Wave 1 implementation

105 Street Building	Fort Saskatchewan Community Hospital	Royal Alexandra Hospital
108 Street Building	Garneau Professional Centre	Rutherford Health Centre
99 Street Building	Gibbons Health Unit	Santa Rita School Youth Services
Alberta Hospital Edmonton	Glenrose Rehabilitation Hospital	Seventh Street Plaza
Athabasca Place	Grey Nuns Community Hospital	Spruce Grove Health Unit
Beaumont Public Health Centre	Land Titles Building	St. Albert Provincial Building
Bill Rees YMCA	Leduc Community Hospital	St. Albert Public Health Centre
Bonnie Doon Public Health Centre	Leduc Public Health Centre	St. Kevins School
Boyle McCauley Health Centre	Lois Hole Hospital for Women	Stan Woloshyn Building
Capital Centre (Dickensfield Mall)	Lynwood Family Medicine Clinic	Strathcona Community Hospital
Centre Hope	Mill Woods Public Health Centre	Strathcona County Health Centre
College Plaza	Misericordia Community Hospital	Sturgeon Community Hospital
Devon General Hospital	Morinville Provincial Building	Thorsby Public Health Centre
Duggan Public Health Centre	Northeast Community Health Centre	Twin Brooks Public Health Centre
East Edmonton Health Centre	Northgate Centre	WSP Place
Eastwood Public Health Centre	Northgate Lions Seniors Centre	West Jasper Place Public Health Centre
Edmonton General Continuing Care Centre	Northwest Health Centre	WestView Health Centre
Edmonton Park Plaza	Plaza 124 Building	Westlawn School
Edmonton Remand Centre	Reception House	Westmount Shopping Centre
Ermineskin Shopping Centre	Redwater Health Centre	
Evansburg Health Centre	Riverview Crossing	

*Updated September 2019
Subject to Change

Provincial IT Spreadsheet: Recap of Responsibilities.

Post Secondary Institutions

- Allied Health faculties will be required to complete the PITS for those students that have secured a placement with AHS.
- PITS is to be completed by Allied Health faculties 6 weeks prior to practicum start date.
- It is the PSI's responsibility to consult with the placement Destination Coordinator or Preceptor to confirm that a student will need Connect Care training if it is not already noted in HSPnet.
- PSI must confirm the student has completed their eLearning, and advise student of their ILT date.

AHS Student Placement Team

- The AHS Student Placement Team will review the completed spreadsheet prior to the PSI submitting the form to AHS IT. *Winter 2020 Term only.*
- The Student Placement Team (SPT) will work in collaboration with the PSIs to schedule students into a classroom session.

AHS IT

- AHS IT will update the PITS with the student's AHS credentials and send back to the PSI who will be responsible to provide this information to their students.
- The student will receive an email from My Learning Link confirming their registration for the Connect Care eLearning modules.

AHS Destination Coordinators

- Respond to placement requests 8 weeks prior to practicum start date.
- Work with the PSI to confirm that a student will need Connect Care training if it is not already noted in HSPnet.

Questions?

- Please contact any of the AHS Student Placement Coordinators:
- Janice Borle: Janice.Borle@ahs.ca
- Diane Constantin: Diane.Constantin@ahs.ca
- Jessica McAlpine: Jessica.McAlpine@ahs.ca
- Mirela Sumera: Mirela.Sumera@ahs.ca
- Tracy Wulff: Tracy.Wulff@ahs.ca