
Introduction of the AHS Provincial IT Spreadsheet: Health Disciplines

Overview

AHS Provincial IT Spreadsheet Training

Order of Presentation:

- Legend of Common Terms
- Provincial IT Spreadsheet (PITS) – Network Accounts
- Provincial IT Spreadsheet (PITS) – Connect Care
- Health Disciplines Connect Care Catalogues
- 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

- All Health faculties will be required to complete the PITS for those students that have secured a placement with AHS.
- 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.
- PITS is to be completed by Post Secondary Institutions 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:			AHS Confidentiality must be completed for approval of request.
Network Start Date:											Academic Request Notes:	IT Access Office Use Only:		
Student Type:											Select discipline type. Use "Other" if discipline is not listed.	Indicate here that a student email is required.		
Other (Subdiscipline):														
Cohort Term:											Text discipline if not listed.			
Cohort Year:											One spreadsheet per course. Cannot use for multiple placement cohorts.			
Course:														
Graduation Date:											Email completed spreadsheet here after it has been reviewed by the Student Placement Team.			
Submitted By:														
Submitters Email:											Email Completed Form To: itaccessnonemployees@albertahealthservices.ca			
Submitters Telephone:														
Date Submitted:														
Authorizer: Jaqueline Albers, Manager, Provincial Student Placements														
Student Information										Network Details				IT Security & Awareness Course: Signed Confidentiality User Agreement
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	

Connect Care Wave 1 Catalogue Educational Institutions

- The Training Course Catalogues 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 AHS Site computer training labs may be a half or full day in length.



Provincial IT Spreadsheet: Recap of Responsibilities.

Post Secondary Institutions

- 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 All 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.
- The Student Placement Team (SPT) will work in collaboration with the PSIs to schedule students into a classroom session.

AHS IT

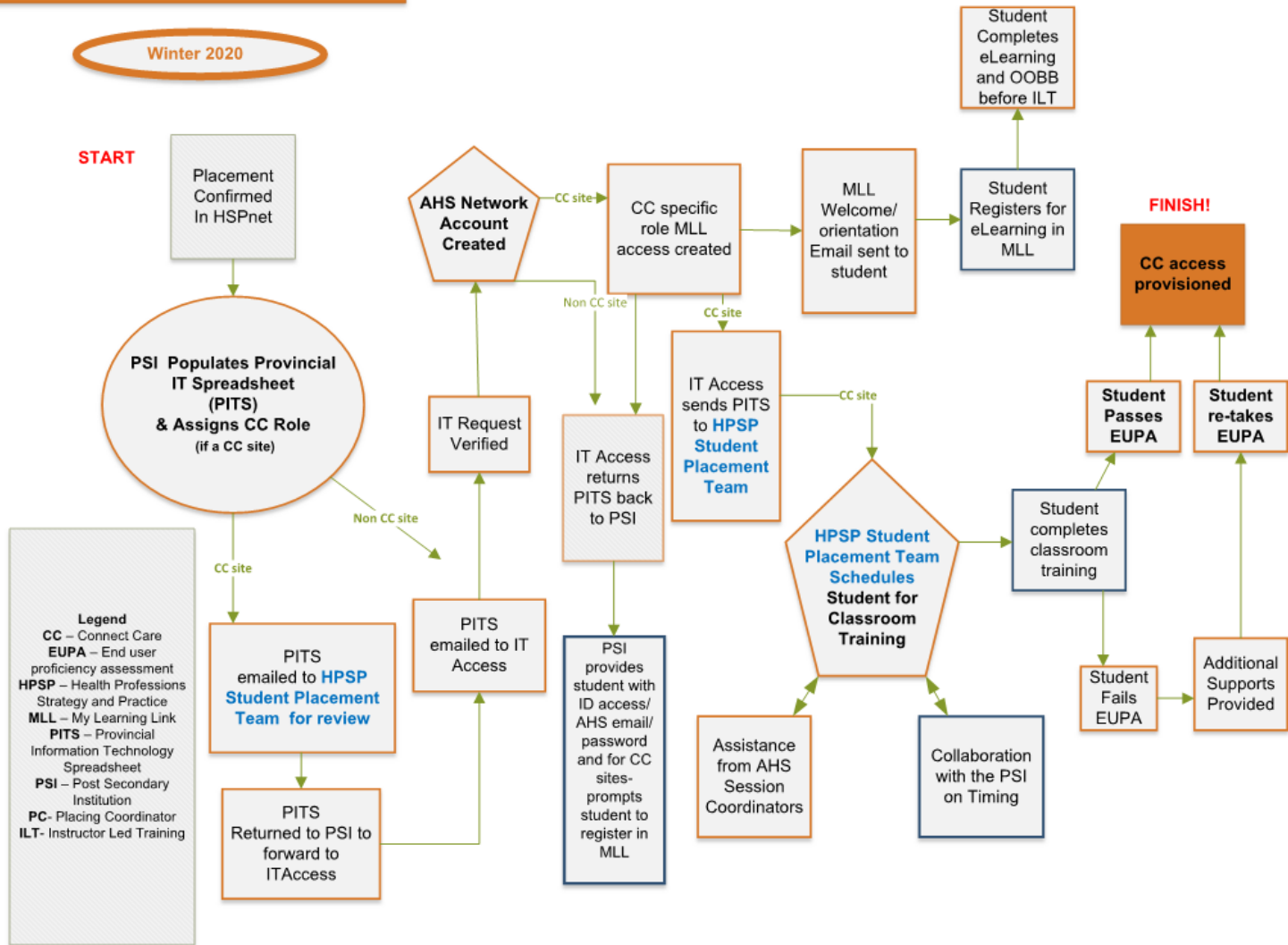
- AHS IT will update the PITS with the student's AHS credentials and send back to the PSI who will be responsible to provide this information to their students.
- The student will receive an email from My Learning Link confirming their registration for the Connect Care eLearning modules.

AHS Destination Coordinators

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

Access Request - Workflow

STUDENT IT ACCESS & TRAINING PROCESS – ALLIED HEALTH



Wave 1 -Nursing

WAVE 1 STUDENT IT ACCESS & TRAINING PROCESS – NURSING (PN, BN, UC, HCA, EMT/Paramedics)

Wave 1

START

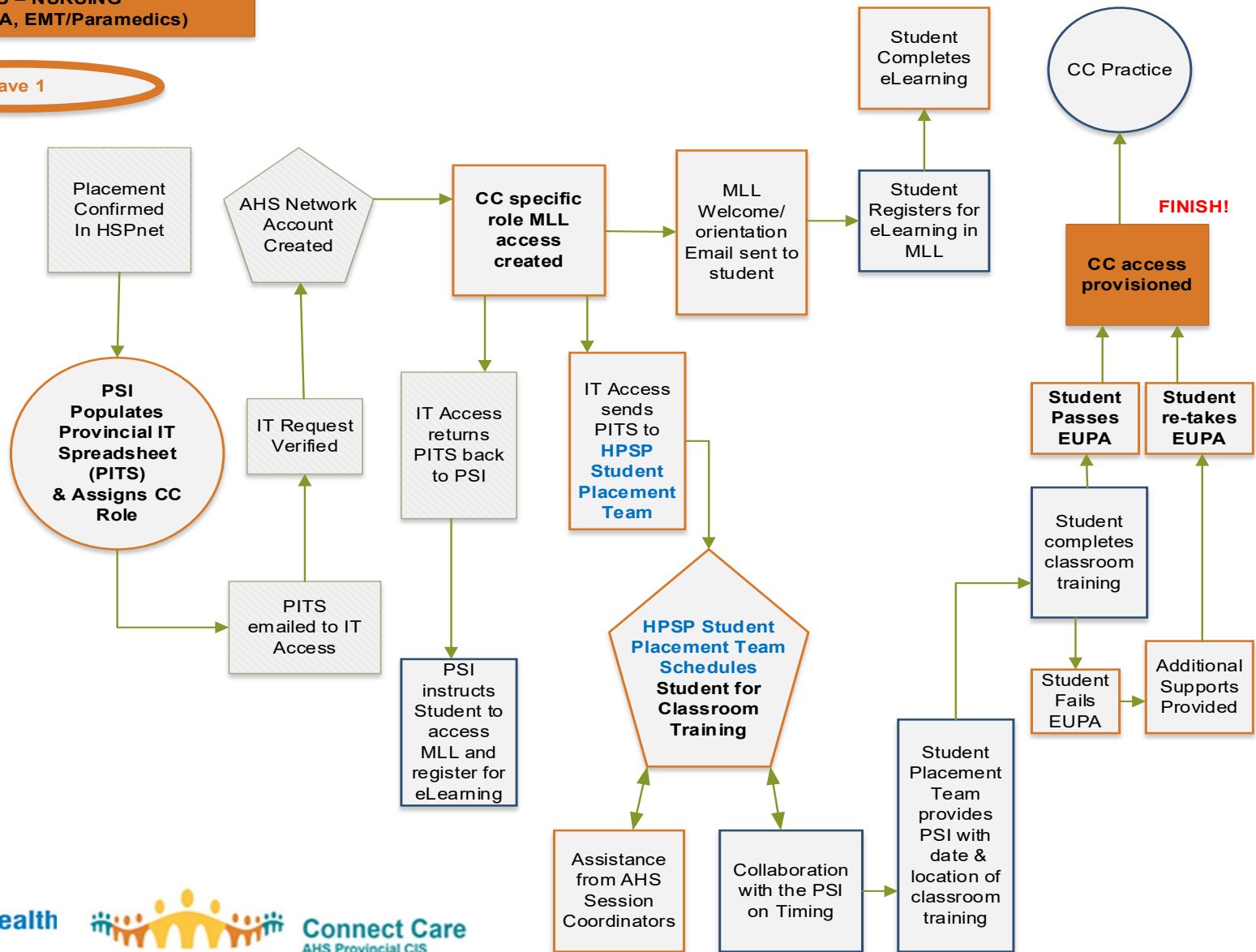
FINISH!

Legend

- BN** – Bachelors of Nursing
- CC** – Connect Care
- HCA** – Health Care Aid
- EUPA** – End user proficiency assessment
- HPSP** – Health Professions Strategy and Practice
- MLL** – My Learning Link
- PITS** – Provincial Information Technology Spreadsheet
- PN**- Practical Nurse
- PSI** – Post Secondary Institution
- UC** – Unit Clerk

-shapes outlined in **orange** = new process

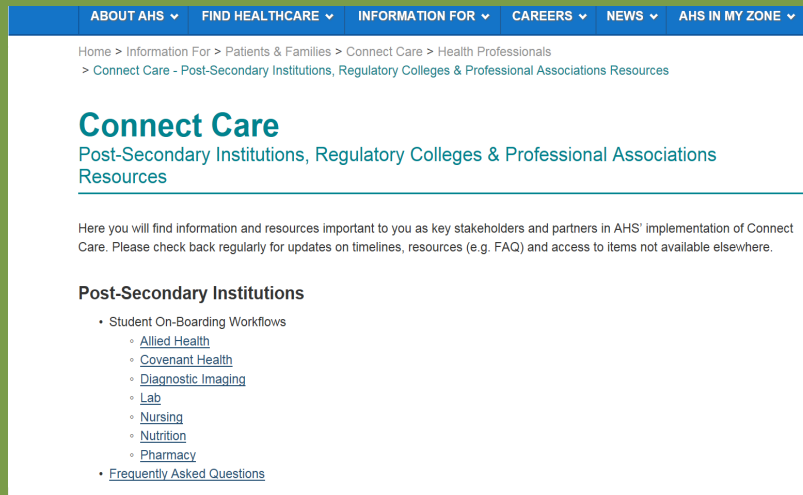
-shapes outlined in **blue** = linked processes (e.g. PSI prompts student to register in MLL and notifies them of their classroom training time and ensures they arrive



Wave 1&2 Resources

- Please use these links for CC Resources on the AHS Public Website.

<https://www.albertahealthservices.ca/info/Page16725.aspx>



The screenshot shows the top navigation bar of the AHS website with links for ABOUT AHS, FIND HEALTHCARE, INFORMATION FOR, CAREERS, NEWS, and AHS IN MY ZONE. Below the navigation bar is a breadcrumb trail: Home > Information For > Patients & Families > Connect Care > Health Professionals > Connect Care - Post-Secondary Institutions, Regulatory Colleges & Professional Associations Resources. The main heading is 'Connect Care' in a large teal font, followed by the subtitle 'Post-Secondary Institutions, Regulatory Colleges & Professional Associations Resources'. A paragraph of text explains that the page provides information and resources for key stakeholders and partners in AHS' implementation of Connect Care. Below this is a section titled 'Post-Secondary Institutions' with a bulleted list of links: Student On-Boarding Workflows, Allied Health, Covenant Health, Diagnostic Imaging, Lab, Nursing, Nutrition, Pharmacy, and Frequently Asked Questions.

ABOUT AHS ▾ FIND HEALTHCARE ▾ INFORMATION FOR ▾ CAREERS ▾ NEWS ▾ AHS IN MY ZONE ▾

Home > Information For > Patients & Families > Connect Care > Health Professionals
> Connect Care - Post-Secondary Institutions, Regulatory Colleges & Professional Associations Resources

Connect Care

Post-Secondary Institutions, Regulatory Colleges & Professional Associations Resources

Here you will find information and resources important to you as key stakeholders and partners in AHS' implementation of Connect Care. Please check back regularly for updates on timelines, resources (e.g. FAQ) and access to items not available elsewhere.

Post-Secondary Institutions

- Student On-Boarding Workflows
 - [Allied Health](#)
 - [Covenant Health](#)
 - [Diagnostic Imaging](#)
 - [Lab](#)
 - [Nursing](#)
 - [Nutrition](#)
 - [Pharmacy](#)
- [Frequently Asked Questions](#)

Questions?

- Please contact any of the AHS Student Placement Coordinators:
- Janice Borle: Janice.Borle@ahs.ca
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