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Nova Scotia Student Information System

Nova Scotia Public Education System

# Using TIENET for SHP Registered Nursing Services

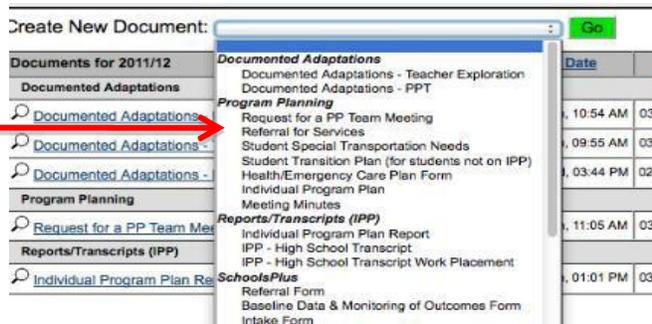
User Guide



Revision Date:  
June 22, 2021

Through the NS Program Planning Process, the School-Based Team or Program Planning Team may decide to refer a student with medical or health concerns to a SHP (School Health Partnership) Registered Nurse.

**1. Referral for (Nursing) Services** - signed consent from the student’s family must be obtained before proceeding with the referral using the TIENET **Consent for Nursing Services** document (see below). To create a **Referral for Services** in TIENET, use the **Referral for Services** document choosing **Nursing Services** as the **Recommended Service**.



On this document, it is **very important** that the **Reason(s) for Referral** be filled in carefully with detailed, specific health and medical information. Complete the referral form as required and **Save**. **Student Strengths, Challenges and Interests** will auto-populate if they have been entered elsewhere in TIENET already. These, along with **Background Information** are helpful but not necessary to complete the document.

Date of Birth: 12/03/1993	Student ID Number:
Self-Identification Aboriginal: No	Ancestry:
School: New Germany Rural High School	Principal:
School Year: 2011-12	Grade: 12
Parent(s)/Guardian(s)	Home Phone (xxx-xxx-xxxx): 902-
Referral Source: (ID) lookup (Non-lookup)	
<b>Reason(s) for Referral</b> Please note that the content of this entry will be included in the parent notice of referral.)	
<b>Student Strengths</b>	<b>Student Challenges</b>
<b>Background Information</b> Please note that additional information regarding adaptations, individual program plans, and service history can be reviewed in the student profile, reposit	

Next, the **Referral for Services** document gets set to **Final** and forwarded to the SHP Nurse. To change the referral from **Draft** to **Final**, click on **Set Document** at the top of the completed document, then **Status from Draft to Final**. Once completed, this finalized referral will automatically be entered into the **Services Data** section in the **Student’s Profile**.

To forward this to the SHP Nurse, beside **Send a Notification Message To**, choose **Staff User ID**, then **Search**, **Select** the Nurse by name, and finally **Accept**.

2. The **Consent for Nursing Services** can also be found in a student's TIENET **Create New Document** drop-down menu under the section titled **Provincial Consent Forms**.

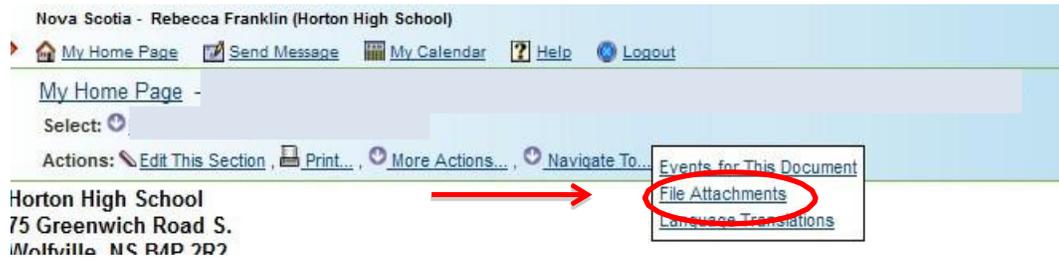
In the document's edit mode, the **Referral Source** must be filled in at the school level, then the document is printed, sent home for the parents/guardians/family to complete, then returned to the school to be attached to the original **TIENET Consent for Nursing Services** document.

Avon View High School  
225 Payzant Dr  
Windsor, NS B0N 2T0  
902-792-6740  
Annapolis Valley Regional Centre for Education

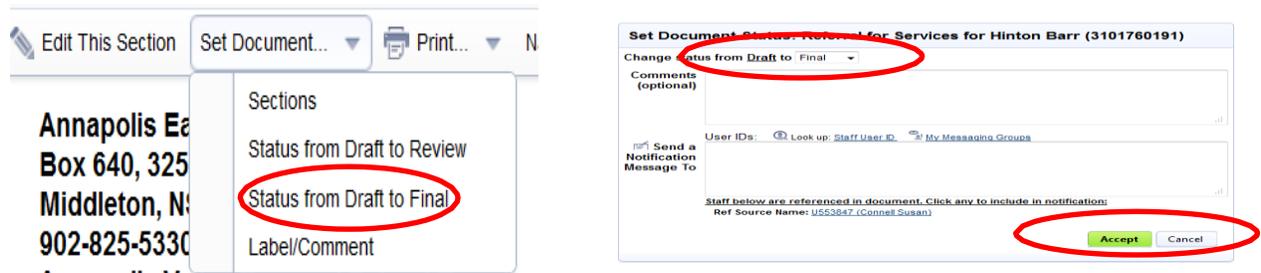


Consent for Nursing Services	
School Health Partnership (SHP): Registered Nurse Consent Form for Participation in SHP and the Collection, Use, and Disclosure of Personal Information	
<b>Student Profile</b>	
Legal Name: Test	Health Card Number:
Name: Test, Test	MedicAlert Number
Student ID Number: 10451	Date of Birth: 03/03/2003
Referral Source: (ID) <a href="#">look up</a>	Student Address: , , Ns
<b>Parent(s)/Guardian(s)</b>	
Parent 1 Name:	Parent 2 Name:
Home Phone Number:	Home Phone Number:
Cell Phone Number:	Cell Phone Number:
E-mail:	E-mail:
<b>Parent/Guardian Consent</b>	
<i>This page must be printed, completed by parent(s)/guardian(s), and then attached to this TIENET document.</i>	
Diagnosis and/or Health Care Need(s):	
Additional comments/information:	
Primary Care Provider:	Other Regulated Health Care Providers:
I do hereby give consent to the referral of my child to the SHP Registered Nurse for review of his/her health care needs as they relate to the school environment. As well, I give my consent for the Registered Nurse to discuss my child's health care needs with associated Regulated Health Care Providers as deemed appropriate by the Registered Nurse and as discussed with me. I understand that after this assessment, the SHP Registered Nurse will discuss the identified health care needs and plan of care with me as well as the Student's Program Planning Team. I understand that all the information about the referral will be stored in my child's file electronically within the Nova Scotia Student Information System. This consent applies only to the current school year. *Please note that this referral will be addressed on a <b>priority basis</b> , not necessarily in order of referral.	
Parent/Guardian Signature:	Parent/Guardian Signature:
Date:	Date:
<a href="#">Save, Done Editing</a>	<a href="#">Save, Continue Editing</a> <a href="#">Cancel Editing</a>

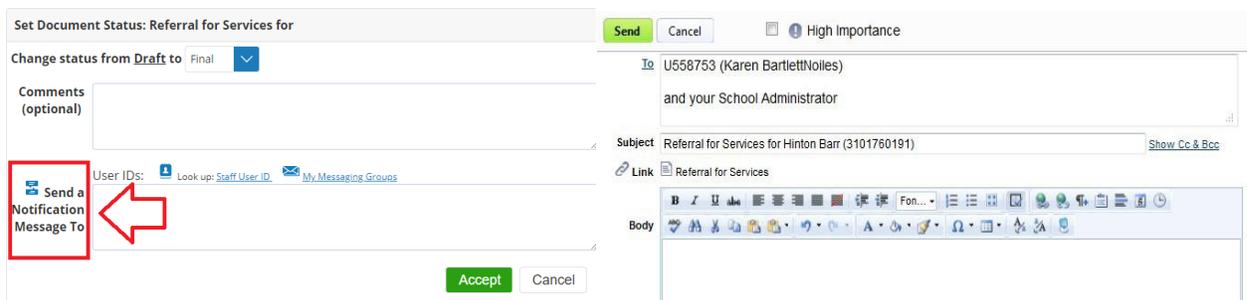
To attach the completed **Consent for Nursing Services**, scan the signed document to create an electronic version and save. Then open the previously created TIENET **Consent for Nursing Services** document, at the top click **Navigate To ...**, **File Attachments**, **Attach File**, **Select** to locate the consent file, and then **Upload File**.



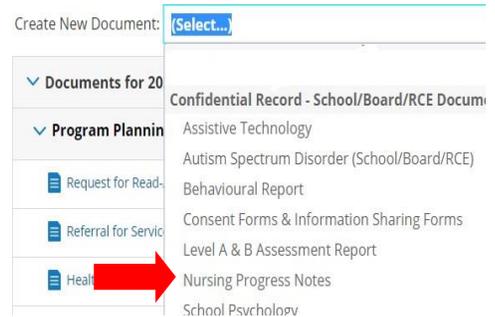
Next, the **Consent for Nursing Services** document gets **Finalized** and forwarded to the SHP Registered Nurse. To change the referral from **Draft** to **Final**, click on **Set Document** at the top of the completed document, then **Status from Draft to Final**. (Once completed, this finalized referral will automatically be entered into the **Services Data** section in the **Student's Profile**.)



As the document is being finalized, to forward the referral to the service provider (in this case, the SHP Nurse and bestpractice suggests also copying the school administrator), use **Send a Notification Message To**. Then click on **Look up Staff User ID** and using the search box, search for and **Select** the SHP Nurse (and the school administrator, if needed), then **Accept** and **OK**. There is a space for a message in the **Comments** but this is optional.



**3. Nursing Progress Notes** are documented and updated as SHP Nurses record information related to the progress of a student’s health and/or Health Plan of Care. Nursing Progress Notes are available to members of the Student Planning Team who may require current updated information to follow the student’s Health Plan of Care and make informed decisions while working with the student. Nursing Progress Notes can be found in the in a student’s TIENET



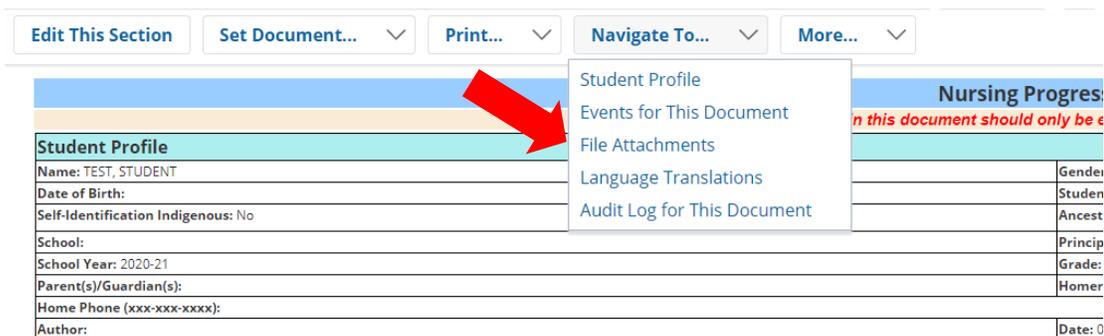
**Create New Document** drop-down menu under the section titled **Confidential Record – School/Board/RCE Documents**. Through TIENET security, the SHP Nurse is the only person who can create, edit, attach and manage the Progress Notes. Similar to Health Plans of Care, Student Planning Team members like the student’s teachers, School Administrator, School Counsellor, Early Childhood Educator, SchoolsPlus, etc. can view the Nursing Progress Notes.

**Nursing Progress Notes** can be completed in two ways.

First, on the document, the **Title** is completed, and **Notes** are dated and written each time an entry is made. Then the document is **Saved** and **Finalised** to ensure security (and can be **Unfinalized** if needed).

The image shows a screenshot of the 'Nursing Progress Notes' form. The form has a header 'Nursing Progress Notes' and a sub-header 'Information in this document should only be edited by a SHP Registered Nurse.' Below the header is a 'Student Profile' section with fields for Name, Date of Birth, Self-Identification Indigenous, School, School Year, Parent(s)/Guardian(s), Home Phone, Author, Gender, Student ID Number, Ancestry, Principal, Grade, and Homeroom. The 'Title' field is filled with 'TEST'. Below the title is a 'Notes' field with a rich text editor toolbar. At the bottom of the form are three buttons: 'Save, Done Editing', 'Save, Continue Editing', and 'Cancel Editing'. A red arrow points to the 'Save, Done Editing' button.

Second, **Nursing Progress Notes** can be dated and recorded on a template of the Nurses' choice and then attached to the TIENET **Nursing Progress Notes** document as a PDF and updated/reattached as needed. To attach a document in TIENET, **Cancel Editing** if in Edit mode and then use **Navigate To...** at the top of the document, then **File Attachments** (the steps to attaching a document in TIENET are similar to attaching a file to an email). Again, the document is **Saved** and **Finalised** as the attached Progress Notes can be updated and reattached as needed.



- ★ Upon receiving the Referral for Services, the SHP Registered Nurse will triage the referral and respond based on priority, not necessarily in the order of which the referral is received. When a student received SHP Nursing Services, if needed, a Plan of Care will be created with related supporting documentation. Additionally, a Student Planning Team meeting and/or education session will be arranged as applicable.
- ★ Any supporting documentation that is downloaded, scanned, saved, etc. should be deleted once attached in TIENET.