

inschool.ednet.ns.ca



Nova Scotia Student Information System

Nova Scotia Public Education System

SHP Nursing Communications

User Guide

TINET

Creation Date:
August 23, 2024

- 1. SHP Nursing Communication3
- 2. Creating The SHP Nursing Communications Document3
- 3. Creating an entry in the SHP Nursing Communications Document.....3
- 4. Adding to the SHP Nursing Communications Document.....4
- 5. Sending the SHP Nursing Communications to Staff.....4

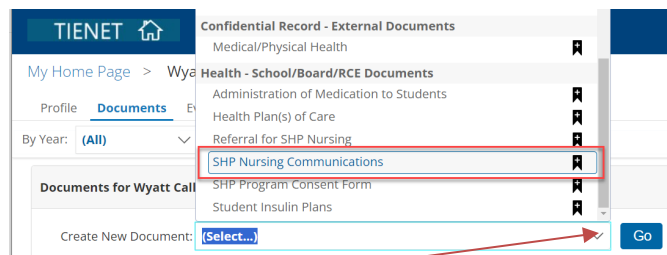
1. SHP NURSING COMMUNICATION

SHP Nurse Communication is a space where SHP Nurses provide additional relevant information and updates for school staff to support the student's health care condition while at school.

One (1) document is created annually and is only created and updated by a SHP registered nurse. It remains in draft and is updated, as needed, throughout the year for school staff to view.

2. CREATING THE SHP NURSING COMMUNICATIONS DOCUMENT

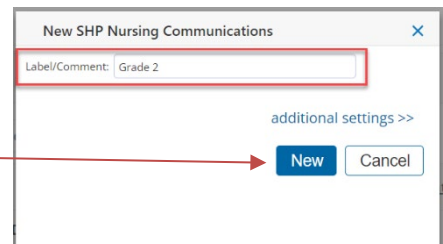
The **SHP Nursing Communications** document can be found in a students' document library by first clicking the **Create New Document** dropdown, then selecting the document under the **Health-School/Board/RCE Documents** section.



Once selected, click **Go**.

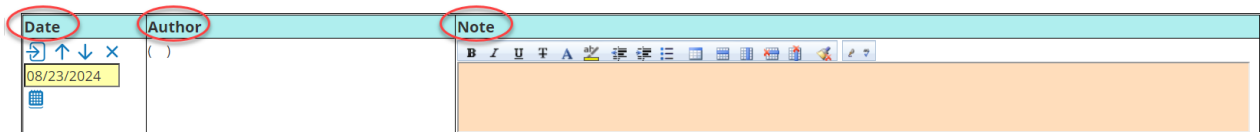
When creating the SHP Nursing Communication, it is helpful to list the grade of the student in the **Label/Comment** section (i.e., Grade 2).

Click **New**.



3. CREATING AN ENTRY IN THE SHP NURSING COMMUNICATIONS DOCUMENT

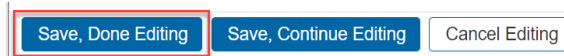
Once the document is open, it will appear in edit mode to begin a *Note* entry.



The **Date** will default to the date the entry note was created, but can be changed by selecting the calendar icon.

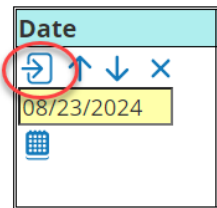
The **Author** will also auto populate with the SHP nurse who is signed in and creating the note.

The **Note** is edible and once completed, users will select **Save, Done Editing** to save the note.



4. ADDING TO THE SHP NURSING COMMUNICATIONS DOCUMENT

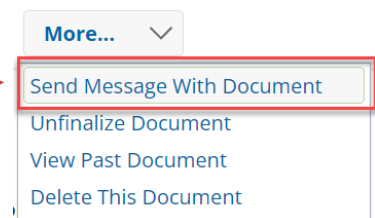
Any subsequent entries can be made by reopening the document, clicking **Edit this Section** and select the **Add New Row** icon.



Rows will be ordered from most recent entered at the top but can be rearranged using the up and down arrows. Good practice would suggest that the most recent entries by date should be at the top

5. SENDING THE SHP NURSING COMMUNICATIONS TO STAFF

If the SHP nurse would like to send communication notes to school staff to help ensure they view them, they can do so by selecting **More** and **Send Message With Document**.



Click **To** and use **Staff User ID** to select the staff member(s) who should receive the SHP Nursing Communications.

