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Nova Scotia Student Information System

Nova Scotia Public Education System

# SHP Nursing Consent Form in TIENET

User Guide

**TIENET**

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## 1. OVERVIEW OF THE SCHOOL HEALTH PARTNERSHIP (SHP) PROGRAM

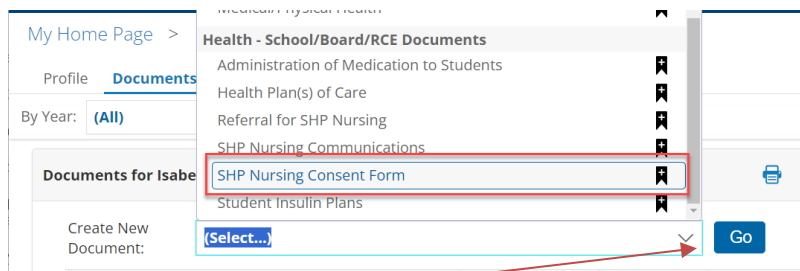
The objectives of the School Health Partnership (SHP) Program are to support students with health conditions who require school staff to assist with the management and /or emergency care of their condition to attend school and gain skills and competencies to independently manage their health care needs.

**If a student requires the support of the SHP nurse, the school must first have signed consent before making the *Referral for the School Health Partnership (SHP) Nurse* in TIENET.**

**Schools are unable to create a referral document in the students document library prior to creating and uploading the signed *School Health Partnership (SHP) Nursing Consent Form* in TIENET.**

## 2. CREATING SHP NURSING CONSENT FORM

The **SHP Nursing Consent Form** 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**.

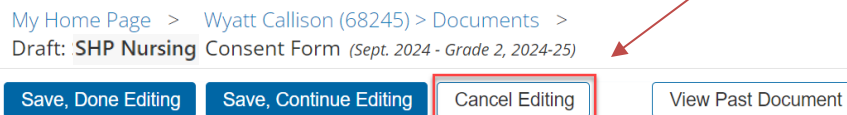
When creating a SHP consent form, it is helpful to list the date and grade of the consent in the **Label/Comment** section (i.e., Sept. 2024 - Grade 2).



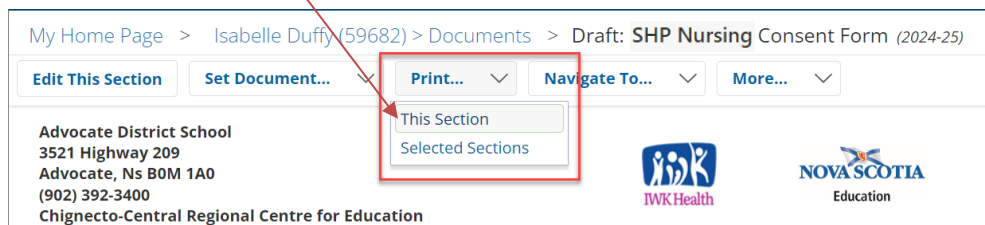
Click **New**.

Once the consent form is created, users will be prompted to print the entire document to be reviewed by the student or parent/guardian. **The first page of the consent must be signed by the student or parent/guardian, scanned, uploaded into TIENET and attached to this 'SHP Program Consent Form'.**

*\*It is important to note, that this form in TIENET is not editable, as a hardcopy is required to be completed and uploaded. Therefore, once the document is created, the user will select 'Cancel Editing'.*



Once the user has cancelled editing, they can now access the toolbar where they can print the consent form. Click **Print**, then select **This Section**.



Parents/Guardians will be provided with the printed documentation to review and sign.

## Notes:

If there is an anticipated delay in obtaining the authorized signatures on a paper hard copy, parents/guardians can:

- Send an email providing consent until signed consent can be sent to the school. Record the date of the email on the consent form and upload in TIENET with a copy of the email to the document.
- For parents/guardians that do not have access to technology to email, meet with parents/guardians over the phone and record the date of phone conversation on the consent form an upload in TIENET until signed consent can be obtained.

### 3. FREQUENTLY ASKED QUESTIONS(FAQ'S)

***\*Before signing the consent form, please review the Frequently Asked Questions (FAQs) with parents/guardians which explain how the SHP Program works and why information sharing is required.***

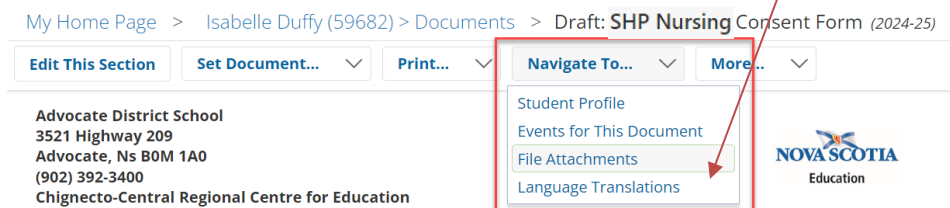
The FAQ's help ensure that 'informed consent' is being provided as outlined in the *Personal Health Information Act (PHIA)*.

The FAQ section is **not required** to be returned to the school and uploaded with the signed consent.

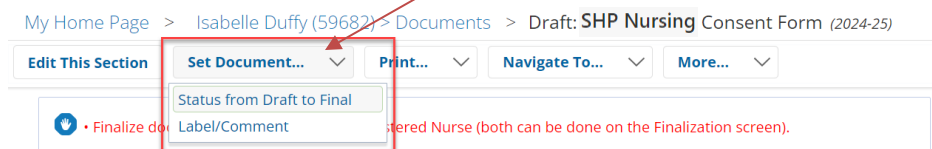
### 4. ATTACHING THE SHP CONSENT FORM

Once the completed consent form is returned, or consent is obtained in an alternate way, teams are required to **upload** the file as an attachment to the *SHP Program Consent Form document*.

To attach a file find **Navigate To** from the top toolbar and select **File Attachments**. Follow the necessary steps or refer to the full user guide [Attaching files to a Document in TIENET](#).



Once the completed consent has been attached, teams can finalize the document and notify the SHP Registered Nurse. To finalize the document, find **Set Document** from the toolbar and select **Status from Draft to Final**.



Notification to the SHP Registered Nurse can be completed prior to completing **Accept** on the Finalization screen. On the Finalization screen, users will use **Look up: Staff User ID** to find the appropriate staff to whom to send the notification and create a comment if needed.

Set Document Status: SHP Nursing Consent Form for Wyatt Callison (68245)

Change status from **Draft** to Final

**Comments (optional)** Please see SHP consent for Wyatt.

**Send a Notification Message To**

User IDs: **Look up: Staff User ID** My Messaging Groups

54180622 (Name of SHP Nurse)

Accept Cancel

Click **Accept** to finalize the document and send the message, then click **OK** when the popup window appears.

tieapp01.ednet.ns.ca says  
Change status of document to final?

OK Cancel

Users can also send the notification of completed consent from a finalized document by finding **More** from the top toolbar, then selecting **Send Message with Document**.

More... ▾

- Send Message With Document
- Unfinalize Document
- View Past Document
- Delete This Document

Users can refer to the [Set Document in TIENET](#) user guide.

## 5. UPDATING THE SHP CONSENT

The School Health Partnership (SHP) consent is valid from the time of signature until December 31<sup>st</sup> of the following calendar year. For example, if signed on April 11, 2024 the consent is valid until December 31, 2025.

When updated Consent is required, the team must create a new *SHP Consent Form Document* in TIENET and follow the entire process as described above.