

## Learning Contract Assessment Module for Clinical Instructors on HSPnet

### Step 1 - First Login to HSPnet

When the Placing Coordinator for the educational program opens the assessments, you will receive an automated email to advise that the online assessment is now available in HSPnet. If you don't already have a user account, you will also receive an email with your user ID and a temporary password.

1. Click the link provided in Welcome email or visit our public website at [www.hspscanada.net](http://www.hspscanada.net).
2. Click your province on the map of Canada to access the login page.
3. Enter your user ID (your email address) and temporary password.
4. Follow the prompts to enter a new password and Forgotten Password question.
5. You will then be provided with a link to access a 3-minute eLearning module about HSPnet privacy and security. After you complete the module, your account will be activated within 2 minutes and you can return to your provincial page to login with your NEW password.

### Step 2 – Review your Welcome screen

After login you will be greeted by your Welcome screen, which offers:

- Online Help – a link to this Quick Reference Guide
- Email Help – to launch an email to the HSPnet Help Desk
- Change Password – to change your password manually (it will expire automatically after 90 days)
- A list of your Current Placements and Student Assessments

In the example at the below, there is an Interim assessment (currently open) and a Final assessment that will open on a future date.

| User                                | Assessment       | Status  | Action |
|-------------------------------------|------------------|---------|--------|
| Arnone, Mercedes<br>#21655<br>PT430 | ACP2             | Interim | Open   |
|                                     | ACP2             | Final   |        |
|                                     | LearningContract | Interim | Open   |
|                                     | LearningContract | Final   |        |

### Step 3 – Complete Your Assessment

1. Click Open to view the assessment screen – it will open in a new browser tab and display the Instructions page, which is the first navigation link on the left.  
\*Note: Your learner must complete and submit their portion of the Learning Contract before you will be able to see their Objectives on your Interim Learning Contract.

# Learning Contract Assessment Module for Clinical Instructors on HSPnet

## Learning Contract

Program: Virtual University / Master of Physical Therapy

Placement Site: Banfield Pavilion

Student: Mercedes Arnone

Placement Dates: Jun 16/23 to Apr 30/24 (HSPnet Ref# 21655)

Assessor: Flower Juniper

Status: Not started (This assessment closes on Jul 11/23)

### [Instructions](#)

[Objective 1](#)

[Objective 2](#)

[Objective 3](#)

[Objective 4](#)

[Objective 5](#)

[Submit Assessment](#)

A Learning Contract is an agreement between a student and a **Clinical Instructor** outlining in detail five learning objectives, the resources required to meet the objectives, the type of evaluation to be utilized, and the specific characteristics that will be evaluated.

Learning Contracts are utilized in the MSc (PT) Program to reinforce our philosophy of self-directed learning. Student's complete components of the Learning Contract clinical and academic courses throughout the program.

The MSc(PT) Program believes that the use of Learning Contracts reinforce the student's role as an active participant in the process of learning rather than as a passive recipient. Learning Contracts allow the student to have more individuality and flexibility within the clinical setting. In addition, as a physiotherapist, it is important to pursue learning throughout their career. Becoming a life-long learner requires the ability to set goals, state means of attaining goals and formulate methods of evaluating when goals are achieved. The Learning Contract is one strategy that develops these skills.

The Learning Contracts must demonstrate a progression in learning over the student's time in the program. Learning needs should be distinct for each clinical setting and placement, and should be appropriate for the student's level of learning.

Learning Contracts must be written using SMART goals. **Examples of how to write "SMART Goals" and examples of "SMART Goals" are available on the College of Physiotherapists of Ontario website.**

2. The header area of the assessment screen provides important information including a reminder about when the assessment will close:

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Advance through the assessment by clicking '**Next >**' at the bottom of each page or by selecting a page link from the left navigation. If you enter all required ratings on a page, a red check mark will appear in the left navigation to show your progress in completing the assessment.

\*Note: you can leave the assessment screen at any time and return later as needed.

Your changes are saved automatically when you move to a new page, so at any time click '**Close Window**' to return to your Welcome screen.

### [Instructions](#)

[Objective 1](#)

[Objective 2](#)

[Objective 3](#)

[Objective 4](#)

[Objective 5](#)

[Submit Assessment](#)

3. For each 'Objective (1 -5)' page, you must enter a numerical score of 0, 1, or 2.
  - a. On the interim Learning Contract, you will enter the numerical grade in the 'Interim Mark for Objective (1-5)' and provide any comments in the 'Comments (Interim)' box.
  - b. On the final Learning Contract, you will enter the numerical grade in the 'Final Mark for Objective (1-5)' and provide any comments in the 'Comments (Final)' box.

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Sample page of the interim Learning Contract with student objectives in the comments box. The areas outlined in red are for Clinical Instructors to complete:

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[Instructions](#)  
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[Submit Assessment](#)

**Objective 1**

Objective

Comments

Objective

Learning Resources Techniques and Tools

Comments

Learning Resources

Evaluation Methodology

Comments

Eval Method

Criteria for Evaluation

Comments

Criteria

Interim Mark for Objective 1

Final Mark for Objective 1

Comment Objective 1

Comments (Interim)

Comments (Final)

< Previous   Next >

Close Window

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### Step 4 – Submit Your Assessment

1. After you complete all mandatory questions, a red check mark will appear for each navigation link and a button is displayed on the last page to 'Submit this Assessment'.

\*Note: submitting your assessment will make it visible to the student, so you may want to delay this step until just before you are ready to discuss it with them. Your changes will be saved until you are ready to submit. Once you submit the assessment and return to your Welcome screen, the icon will change to green to indicate it's now submitted. If it was an Interim assessment and there is a Final assessment required for this placement, the Final assessment will open automatically.