

CATEGORY: System-Level Non-Clinical  
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**PURPOSE**

To provide a consistent approach to the coordination of clinical and non-clinical learning experiences in a safe environment for students who are undergoing placement at Health Sciences North.

**POLICY STATEMENT**

This policy adheres to guidelines established by the Ontario Hospital Association/Ontario Medical Association Communicable Disease Surveillance Protocols for Ontario Hospitals; Regulation 965, Section 4 of the *Public Hospitals Act*; Bill 18, *Stronger Workplaces for a Stronger Economy Act*, 2014; the *Occupational Health and Safety Act*, and the *Workplace Safety and Insurance Act*, 1997.

**PROCEDURE****Special Instructions**

- Student placements may take the form of preceptorship, group placement, practicum, or training.
- Student placement requests are considered:
  - in geographical priority from local, provincial, national and international
  - from public and private educational institutions
  - from other agencies
  - from individuals
- HSN does not:
  - Provide financial compensation for student/learner placements
  - Enter into an employment agreement with the student/learner
  - Promise employment upon completion of the placement
- Funded student opportunities are coordinated through Human Resources.
- Students must complete all required documentation at least two weeks prior to their placement start date.

**Method**

1. Academic Affairs receives student placement requests from academic institutions and works with the appropriate department/service area for consideration and approval.  
**(Appendix A)**
2. HSN programs or services that receive requests for student placements, or those who wish to take on a placement student, must forward the request to Academic Affairs for review and coordination.

## EDUCATION AND TRAINING

### Definitions

1. Academic Placement Coordinator: An individual employed by the academic institution who is responsible for administering the student/learner placement procedure on behalf of the academic institution and the student/learner.
2. Affiliation Agreement: A legal contract between the health authority and the academic institution governing student/learner placements by defining roles and responsibilities and addressing risk and liabilities.
3. Clinical Instructor: An individual employed by the academic institution that supervises and guides a group of students/learners, or a student/learner without a preceptor, for the purpose of a placement.
4. Group Placement: Two or more students/learners placed in a facility/unit/department at the same time.
5. Practicum: A course, often in a specialized field of study, that is designed to give students/learners supervised practical application of a previously studied theory. A faculty member governs the activities of the student/learner.
6. Preceptor: An individual who is employed by HSN who directly supervises, instructs, and evaluates a student/learner's day-to-day learning activities for the purpose of a placement.
7. Preceptorship: One staff member matched to one or more learner(s) for the purpose of meeting learning objectives.
8. Student: All individuals in organized learning experiences in any discipline or category of placement.

### Education/Training Related Information

It is the responsibility of students, faculty, their respective academic institution and HSN staff to ensure familiarity with the expectations and limitations governing practice in order to maintain a safe environment. This includes education and training in applicable Workplace Health and Safety and organization policies, standards, procedures and guidelines and is dependent on the duration of the experience and the degree of involvement in care (observation vs. participation).

## APPENDIX A

### Post-Secondary Student Placements

#### ELIGIBILITY

- Students enrolled at an accredited post-secondary academic institution in a program that requires a placement; or
- An employee from another health centre or organization who seeks placement at HSN to fulfil a specifically defined practical/clinical/work-term experience.

#### LIMITATIONS

- Placements are not intended to replace the work of an HSN employee and must always consider the quality of patient care and uphold patient privacy/confidentiality standards.
- HSN will strive to provide placement opportunities across many areas of the organization when and where they are appropriate and available.

#### ROLES AND RESPONSIBILITIES

##### Academic Affairs

- Liaise between the academic institution/student and HSN programs to determine availability/suitability of the requested placement.
- Verify the existence of a current Affiliation Agreement with the academic institution (if applicable) including annual verification of liability insurance coverage. If an Affiliation Agreement does not exist and is required, provide one to the institution for acceptance/signing.
- Make the applicable documentation forms and orientation package available to schools.
- Ensure school coordinators complete the *Student Placement documents*.
- Communicate clearance with the academic placement coordinator, learner, manager/supervisor, and clinical instructor/preceptor.
- Liaise between the academic placement coordinator, manager/supervisor and/or clinical instructor/preceptor to ensure problems/issues are dealt with immediately and incidents/accidents are reported in accordance with the *Injury Accident Reporting for Students and Residence* policy).
- Track details of each placement opportunity in the Academic Affairs database.

##### Academic Placement Coordinator

- Liaise with Academic Affairs to determine placement availability/suitability.
- Ensure the learner receives the applicable documentation forms and orientation package.
- Liaise with Academic Affairs, manager/supervisor and/or clinical instructor/preceptor to ensure problems/issues are dealt with immediately.
- Report incidents/accidents.
- Requests are to be submitted 6-8 weeks in advance of requested start date; upon HSN approval of placement all required documentation is to be submitted no later than 2 weeks prior to placement start date.
- Students shall not begin placement until clearance has been issued by HSN Academic Affairs.

##### Manager/Supervisor

- Ensure all placement requests are directed to Academic Affairs.
- Communicate the anticipated availability of opportunities.
- Recruit capable and willing staff to take on the role of preceptor and provide the name and contact information of the placement preceptor.
- Ensure appropriate departmental orientation is conducted in a timely fashion and discuss group placements with the clinical instructor prior to the commencement of the placement.
- Provide support/guidance for preceptors and learners in order to provide a meaningful teaching/learning opportunity.

### Preceptor

- Provide a meaningful teaching/learning experience based on the learning objectives outlined in the preceptor package.
- Provide unit-specific and/or profession-specific orientation.
- In the event of an incident/accident (in accordance with the *Injury/Accident Reporting for Students and Residents* policy), ensure the student seeks appropriate medical attention (if applicable) and ensure the incident/accident is reported.
- Complete any evaluation/documentation as outlined in the preceptor package or by the academic institution.

### Clinical Instructor

- Arrange to meet the manager of the area where they will be supervising students prior to the commencement of the placement.
- Ensure there is continued communication between the manager, staff members, academic placement coordinator, and students.
- In the event of an incident/accident (in accordance with the *Injury/Accident Reporting for Students and Residents* policy), ensure the student seeks appropriate medical attention (if applicable) and ensure the incident/accident is reported.
- Request and abide by all applicable policies, procedures and practices which may be general or specific to the area where they will be supervising students. This may include participating in general/profession-specific orientation.

### Student

- Complete the required documentation and submit to the school coordinator at least two weeks prior to the commencement of the placement (or by the communicated deadline):
  - Placement Information Form
  - Proof of Immunization/Respiratory Fit/CRC
  - Confidentiality Agreement
  - Pledge to the Code of Conduct
  - Orientation Package - Self Learning Modules
- Purchase a student photo ID access card.
  - Finance Department, South Tower, Level 1 (Monday to Friday, 1000-1400 hours)
  - Cost is \$10.00
  - Cards are not available for purchase the Friday before the May long weekend or on Easter Monday
  - Bring your student card with you as ID
- Provide the preceptor package/information to the preceptor and review the learning objectives and evaluation process with him/her.
- Follow the direction and leadership of the preceptor for the duration of the placement.
- Follow all HSN policies, procedures and guidelines.
- Report any incidents/accidents immediately to the preceptor and seek appropriate medical attention.
- Communicate any issue or concern with the placement to the preceptor and/or academic placement coordinator.