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Subject: Clinical Student Placements			Date Effective: Feb 2021 Date Approved: May 16 2024	
Issued by: People Strategy		Approved by: Interprofessional Practice Council Vice President People Strategy & CHRO		

PURPOSE:

To ensure student clinical placements are guided by fair and consistent principles and sound administration; to create positive experiences and outcomes for students and team members.

SCOPE:

Includes: team members involved with students on clinical placement; all clinical placement students; school coordinators

Excludes: high school co-op students; volunteers; medical students; non-team member workplace experiences

DEFINITIONS:

Affiliation Agreement: document outlining responsibilities and requirements between OSMH and an academic institution

Approved Course of Study: leads to a recognized qualification in the health and/or community sector

Conflict of Interest: any form of pre-established relationship with OSMH that could interfere with professional and academic responsibilities (e.g. student concurrently employed in care setting, supervisory relationships with financial or personal stake in student success)

Non-team member Workplace Experience: Bring your child to work day, observerships

Placement: workplace practical experience with a defined timeframe; may be referred to as practicum, consolidation, internship

Placement Educator: on-site student supervisor; may be OSMH team member or academic institution staff; may be referred to as preceptor, clinical instructor, practicum clinician

School Coordinator: person employed by academic institution to assist with issues between a student and OSMH

Student: unpaid person taking an approved course of study requiring workplace practical experience


POLICY:

1. OSMH will provide a safe student learning experience that values students' contributions and aligns with current strategic objectives and organizational priorities
2. Students will be provided opportunities for workplace training aligned with their current educational requirements
 - a. Every effort will be made to avoid placing a student in a care setting with potential or actual conflict of interest
3. Students and Placement Educators will comply with relevant legislation and OSMH policies and procedures
 - a. Failure to comply may result in termination of placement opportunity
4. Students on placement are supernumerary and not substitutes for paid staff
5. Students will be adequately supported and supervised
6. All students and non-team member Placement Educators will
 - a. Comply with education prerequisites and fitness for duty requirements
 - b. Complete role-specific orientation
7. OSMH is not responsible to assist students to obtain any placement requirements (e.g. immunizations, respirator fitting)
8. Affiliation agreements will be reviewed every 5 years and signed by the Vice President, People Strategy


PROCEDURE:

A. Pre-Placement Coordination

1. OSMH Student Coordinator negotiates placement opportunities with School Coordinator
 - a. Note: placements cannot be organized directly between academic institutions and Managers
2. Student Coordinator contacts care area Manager (for nursing and ancillary placements) or Professional Practice Leader (for allied health placements) to confirm capacity to accommodate student(s)
 - a. Ideally done 6 months in advance of proposed placement

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3. Student Coordinator ensures an affiliation agreement is current and includes requirements for student:
 - a. WSIB coverage
 - b. Fitness for duty; including proof of immunizations, immunity to communicable diseases, and screening for tuberculosis
 - c. Vulnerable Sector Screen
 - d. Pre-requisite training to satisfy provincial workplace health and safety requirements (i.e. WHMIS, OH&S Act, workplace violence education)
 - e. School issued identification
 4. Non-team member Placement Educators must demonstrate proof of completion of role specific orientation
 5. Student Coordinator obtains student's legal name for EMR documentation, and academic institution school email address (preferred)
 6. Student Coordinator confirms placement details at least 2 weeks prior to placement start date to:
 - a. Student
 - b. Placement Educator
 - a. Human Resources
 - c. Care area Manager or profession group Professional Practice Leader
 - d. School Coordinator
 7. Student Coordinator requests role-based IT/EMR access
- B. Student Onboarding**
1. Human Resources communicates corporate orientation requirements to student (individual placements) or Placement Educator (group nursing placements)
 2. Interprofessional Practice communicates clinical orientation requirements (see Appendix A) to student (individual placements) or Placement Educator (group nursing placements)
 3. Student completes and submits
 - a. Student Access Application form to Human Resources
 - b. Confidentiality Agreement to Human Resources
 - c. Corporate Orientation checklist (Appendix A) to Human Resources
 - d. Clinical Orientation checklist to Quality and Interprofessional Practice
- C. During Placement**
1. Placement Educator facilitates access to facilities, equipment, policies/procedures
 2. Placement Educator facilitates safe, appropriate practical experiences; and provides constructive, growth-oriented corrective feedback as required
 3. School Coordinator clarifies and monitors supervision, assessment and evaluation requirements
 4. Placement Educator completes student feedback/evaluation per academic institution requirements
- D. Special Considerations**
1. Resolving Conflict or Safety Issues
 - a. Placement Educator may remove student from activities if patient/team member safety is a concern
 - b. Ensure Student Coordinator is notified for any changes or disruptions to a placement
 - c. Student Coordinator consults School Coordinator for issues jeopardizing placement success or patient/team member safety
 - d. School Coordinator resolves any reported student performance issues which can result in termination of placement
 2. Workplace Injuries or Illness
 - a. Students with an illness/injury occurring in the placement environment will seek medical assistance as needed

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- b. Student or Placement Educator will notify School Liaison, department Manager, OSMH Student Coordinator, and OSMH Occupational Health department of any workplace illness/injury as soon as possible
 - i. Reporting is required when medical attention is required by a health care professional for which there is a fee for service; for lost time from work beyond the date of injury, for modified work for more than seven calendar days, and/or for exposure to communicable disease
 - ii. Placement Educators who are OSMH team members will document the incident by type of event in the Incident Reporting System (these are not entered in the Occupational Health electronic incident system)
 - iii. Non-team member Placement Educators will obtain assistance from the placement care area Manager to document in the Incident Reporting System
- c. Student Placement Coordinator will contact the Academic Institution to obtain a letter of authorization
- d. Occupational Health and Safety department will consult on restrictions/accommodations to facilitate a student's return to placement activities

REPORTING A WORK-RELATED ACCIDENT TO WSIB:

1. Within three days of learning of a work-related accident the Placement Employer must complete WSIB Form 7 Employer's Report of Injury/Disease and send it to the Training Agency.
[Find Form 7 on the WSIB website at www.wsib.on.ca.](http://www.wsib.on.ca)
2. The Training Agency must then submit Form 7 to the WSIB within seven business days of learning of a work-related accident.
3. Reporting is required when a Student Trainee experiences an accident while on an Unpaid Work Placement that:
 - i) requires medical attention by a health care professional for which there is a fee for service (this could include a physician, dentist, chiropractor, hospital, etc.)
 - ii) results in lost time from work beyond the date of the work-related accident
 - iii) requires modified work for more than seven calendar days, and/or
 - iv) results in exposure to communicable disease


Detailed instructions and guidelines for completing Form 7 *Employer's Report of Injury/Disease* are included with the Form on the WSIB website. All Training Agencies have been assigned a unique firm number to be used in all correspondence with the WSIB. Attention to detail at the time of reporting helps eliminate later difficulties and unnecessary delays resulting from the WSIB's need to request routine information.

ASSOCIATED DOCUMENTS:

Academic Institution Affiliation Agreements
OSMH Code of Conduct
OSMH Confidentiality Agreement
OSMH Student Handbook


REFERENCES:

Ontario. (2022). Workplace insurance for college and university students on unpaid work placements. Retrieved from [Workplace insurance for college and university students on unpaid work placements | ontario.ca](http://www.ontario.ca)

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Appendix A: Orientation Requirements

All Students and Non-team member Placement Educators:

- Accessibility for Ontarians with Disabilities Act (AODA)
- Cerner Electronic Medical Record (EMR) Basic Education
- Cerner EMR Discipline-Specific Education
- Code of Conduct
- Consent and Capacity
- Documentation Standards
- Emergency Codes
- Falls Prevention
- Infection Prevention and Control
- Occupational Health and Safety
- Patient Identification
- Privacy Training and Confidentiality Agreement
- Workplace Violence Education