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| <b>POLICY TITLE</b><br>STUDENT PRACTICE EDUCATION          |                                      | <b>NUMBER</b><br>02-875                     |
| <b>AUTHORIZATION</b><br>Vice President, Patient Experience | <b>DATE APPROVED</b><br>May 19, 2017 | <b>CURRENT VERSION DATE</b><br>May 19, 2017 |

**DATE(S) REVISED / REVIEWED SUMMARY**

| Version | Date     | Comments / Changes |
|---------|----------|--------------------|
| 1.0     | May 2017 | Initial Policy     |

**INTENT / PURPOSE**

To establish the principles, protocols and guidelines to collaboratively plan and direct [student](#) practice in Fraser Health. The policy outlines the processes for submitting and responding to student placement requests with the intent to ensure accuracy, efficiency and transparency in all placement decisions.

This policy applies to all employees working in Fraser Health facilities, [educational institutions](#) and students involved in [student practice education](#) experiences. This policy does not pertain to [Employed Student Nurses](#) or Co-op students who are considered employees of Fraser Health.

**POLICY**

1. Educational institutions requesting student placements at Fraser Health facilities must execute and maintain an Educational Institution [Affiliation Agreement](#) with Fraser Health.
  - Schedule B to the Affiliation Agreement must list the educational institution's [programs](#) covered under the Agreement.
2. All British Columbia Student Practice Education Guidelines (BCSPEG) (see [Appendix A](#)) are adhered to. In addition to the Guidelines this policy provides further clarification.
3. In accordance with the BCSPEG 1.1 Placement Process, the following are necessary:
  - Educational institutions' requests are processed through the [Health Sciences Placement Network](#) (HSPnet).
  - Only one request for each individual placement can occur at a time (e.g., if you require one placement you cannot enter three HSPnet requests).
  - Each request is assessed according to the resources available and merit of the request.
  - Requests are submitted a minimum six to eight weeks prior to the start date of the placement.
  - Student names must be released to Fraser Health Authority six weeks prior to start date to allow for student provision of access to information technology and electronic systems.
  - Fraser Health will not create new destinations for temporary units.
  - Resumes – In most instances, request for student resumes may be utilized to determine the best fit between students and potential placement settings. At

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minimum, resumes need to meet requirements for the Freedom of Information and Protection of Privacy Act (British Columbia). Equal opportunities should be made available to all students for which placements are sought. Resumes are to be attached to the HSPnet request and not sent via email or other sources. For professions/disciplines requesting student resumes, permission must be sought through Fraser Health Student Practice Education, Professional Practice ([student.placement@fraserhealth.ca](mailto:student.placement@fraserhealth.ca)) prior to requesting them.

- In circumstances where the requests for student placements exceed the capacity of clinical placements in Fraser Health, the decision-making process to assist with placement allocation is based on the following criteria:
  - i. Equity and fairness.
  - ii. Educational institutions that are publically funded are financially subsidized by the British Columbia Ministry of Advanced Education. Therefore, in situations where all other decision making factors are equal, students from public educational institutions will be supported before students from privately funded educational institutions.
  - iii. Attrition and vacancy rates in various professions/disciplines to support future recruitment needs in Fraser Health.
  - iv. Educational institutions (programs and sites) geographically located within Fraser Health service delivery areas.

The guideline below provides the prioritization for consideration of student placement requests.

a. First Priority:

- Accredited public post-secondary institutions within local geographic area (first) and within BC (second).
- Accredited private post-secondary institutions by the Private Career Training Institutions Agency (PCTIA) whose programs are approved by the respective licensing bodies and are within local geographic area (first), within BC (second).
- Accredited private post-secondary institutions who provide a provincially recognized curriculum and are within local geographic area (first), within BC (second).
- Any education programs provided by Fraser Health.

Second Priority:

- Accredited public post-secondary educational institutions within Canada.

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Third Priority:

- Accredited public secondary educational institutions (School Districts) providing post-secondary education within the Receiving Agency jurisdiction (first) and within the local geographic area (second).

Fourth Priority:

- Other post-secondary educational institutions outside Canada (i.e., USA, UK, and Asia).

- Strategic planning and decision making for student practice education experiences are completed in accordance with the BCSPEG 1.1 Placement Process. Planning in a particular practice area/location should be considered on an annual basis in collaboration between Professional Practice, practice area leads, Manager, Destination Coordinator (or designate), point of care staff and/or other relevant stakeholders. Updated destination profile changes need to be submitted to [Receiving Coordinators](#) on a regular basis, with a recommended minimum of semi-annual, but no less frequently than an annual review.
- Any research-related experiences (i.e., thesis or major projects) that completes the “Criteria for Permitted Research” is not considered student practice education and is therefore exempt from the Student Practice Education Policy. Student research that does not meet the criteria for research is considered a student practice education experience/placement and must adhere to the Student Practice Education Policy.
- Project/Initiative-based requests from educational institutions for student initiatives and projects in practice settings are supported by Fraser Health. Educational institutions engaging in dialogue with Fraser Health employees to partner on with specific projects/initiatives must ensure that a HSPnet request for clinical placement precedes and is accepted, prior to initiation of student attendance.

- In accordance with the BCSPEG 1.3 Immunization students and instructors/faculty must carry documentation of current immunization status as per the Health Care Worker Guidelines – British Columbia Centre for Disease Control (BCCDC, 2013). Individual(s) must have proof of immunization status upon request. Note: According to the BC Centre for Disease Control, Tuberculosis Manual (2012), individuals will require tuberculosis screening.<sup>1</sup>

<sup>1</sup> BC Centre for Disease Control TB Manual (2014), Students entering the health care program may be screened upon admission and no additional/ongoing screening is required. Please review BCCDC Tuberculosis Screening Guidelines for Health Care students at [http://www.bccdc.ca/NR/rdonlyres/2E4588BB-74F7-49D2-AB33-65050D517344/0/TB\\_DST\\_noncertified\\_20140715.pdf](http://www.bccdc.ca/NR/rdonlyres/2E4588BB-74F7-49D2-AB33-65050D517344/0/TB_DST_noncertified_20140715.pdf)

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5. In accordance with the BCSPEG 1.4 Respiratory Protection, students must carry proof of fit-testing on their person at all times during practice education experiences. Students who are unable to wear respirators as per WorkSafeBC standards are able to enter the designated practice setting by completing documentation that the fit-test was unsuccessful (see procedure section of the policy and [Appendix B](#)). The educational institution is accountable to educate students and instructors regarding respiratory protection which meets WorkSafeBC standards. This education requires identification of high risk areas and activities that require a respirator and when to remove self from the practice setting and/or activity.
6. In accordance with the BCSPEG 1.5 Orientation PSI Educator and 1.6 Orientation Student, a list of pre-requisite requirements that are necessary for students and instructors/faculty must be completed prior to practice placement start date (i.e., immunization record, criminal record check and other orientation checklist requirements) and maintained by the educational institution. The confidentiality agreement will be retained for a minimum of seven years by Fraser Health, Professional Practice. With the exception of the confidentiality form, pre-requisite requirements do not need to be completed by employees acting in a student capacity if employees can provide a copy of the completed orientation prerequisites completed in Fraser Health New Employee Orientation in the [CCRS Course Catalogue](#).
7. In accordance with the BCSPEG 2.10 Student Practice Issues, Fraser Health employees follow the roles and responsibilities of the health care organization (HCO) educator. In collaboration, with the HCO unit manager and HCO educator, determine the need and process for notifying Professional Practice, Student Practice Clinical Practice Consultant, at [student.placement@fraserhealth.ca](mailto:student.placement@fraserhealth.ca) when practice and policy concerns with students and instructors/faculty arise in the clinical setting.
8. In accordance with the BCSPEG 2.12 Supervision of Students, the supervision (indirect or direct) of students is chosen based on educational institution standards, Fraser Health policies and practice documents, and regulatory body standards. When there are no regulatory body standards for student supervision, it is strongly recommended that students are supervised by an individual of the same profession and scope. The education institution must perform the evaluation of professional competencies of the HCO [supervisor](#) when students are supervised by someone of a different profession and scope.
9. In accordance with the BCSPEG 4.4 Documentation by Students, students must have a unique student Windows User account to access electronic documentation applications. Students who are also Fraser Health employees must access the health record using

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their student account and not their FH employee account during clinical placements. All documentation must be in accordance with the Fraser Health [Documentation Policy](#). For those healthcare providers with students that have a co-signature requirement, see profession-specific requirements in the Documentation Policy.

- When Fraser Health employees manage the care of a patient/client/resident for students who do not have professional specific co-signature requirements, Fraser Health employees are responsible for reviewing students' documentation, and for identifying themselves in the healthcare record as the Fraser Health staff member with accountability.
- The acknowledgment of accountability should be done by stating, "The student documentation was reviewed, Jane Doe [employee name], RT [professional designation]" .
- Depending on the level of student, it is strongly recommended that documentation entries made by students are reviewed by the educational institution instructor/faculty. Instructors directly observing student practice are expected to review student documentation for accuracy and document that they have done so.

10. As per the Fraser Health [Conflict of Interest Policy](#), Fraser Health employees are expected to act to the highest standards of conduct with respect to conflicts of interest, whether real or perceived. As soon as a conflict situation is identified, it should be brought forward for discussion. Prompt and early disclosure often permits an easy resolution of any conflicting situations.

Students aware of any conflict of interest, whether real or perceived should inform their educational institution of the conflict of interest (e.g., a family member/relative that works in the practice setting). The educational institution shall not place the student in a practice setting where a conflict of interest exists. For example,

- Any reporting relationship in which a spouse [including a common law spouse], child, parent, next of kin or other relative [a "Relative"] reports to such person;
- Any relationship with an outside interest, organization or association that may give rise to the appearance of a conflict with the mission, vision, values and any other matter in which the individual's ability to act in the best interest of Fraser Health may be compromised by a competing interest outside of Fraser Health.

In some situations, Fraser Health employees (e.g., [Destination Coordinators](#) or preceptors) are also employees of educational institutions, such as instructors/faculty. In these situations, Fraser Health employees must not interject or influence the process of student practice education experiences/placements as outlined in 2.5 HSPnet Reimbursement guidelines. It is a conflict of interest for Fraser Health employees to facilitate requests for an educational institution where they are employed. All student practice request processes must be in adherence to Fraser Health Policies.

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Noncompliance could result in the termination of the institutional Affiliation Agreement. Fraser Health Corporate Policy, Conflict of Interest must be adhered to.

Examples of Conflict of Interest real or perceived:

A Fraser Health Employee also works for Educational Institution 'X' and only accepts HSPnet Student Placement requests from that institution.

A Fraser Health Employee working on a unit, also working for Educational Institution 'X', is asked by the student instructor to provide direct supervision of a student by another instructor when not usually required by unit employees.

A Fraser Health Employee who is a student in a Bachelor of Science in Nursing program at an Education institution and is placed on the same unit where the parent works in a Unit Clerk position.

11. In clinical practice settings and student practice experiences where conflict situations arise students, faculty and Fraser Health employees must practice as set out as outlines in both the BCSPEG 3.1 Negative Behavior in the Practice Setting and the [Fraser Health Respectful Workplace Policy](#).
12. Educational institution instructors/faculty involved with student practice are supernumerary to regular staff positions and will not displace or replace staff positions nor be used for workload relief.
13. Employees acting in a student capacity (e.g., practicum courses as part of Specialty Nursing Education) must adhere to this policy and their respective regulatory body standards for students. While in a student role, employees may not fulfill any roles and responsibilities related to their employed position.
14. Educational institutions are accountable to ensure that a student does not obtain a practice education experience/placement in the same practice area/location where they are a Fraser Health employee and the scope of practice differs. The roles and responsibilities differ when acting as a Fraser Health employee or as a student. Decreased role confusion occurs by keeping these roles separate.
15. When the employee and student scope of practice does not differ, the educational institution must seek written approval from manager/director for the student to practice in the same setting as being employed.
16. Students may approach Fraser Health employees for references.

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17. Fraser Health Operations Manager/Practice Lead for a designated practice area/location, clinical program or profession/discipline ensures that there is a Destination Coordinator performing the role at all times and informs the Receiving Coordinator of any staffing changes related to this role. A back up Destination Coordinator is required for interim coverage to backfill during absences greater than 14 days (e.g., sick leave, vacation, staff turnover, etc.). Destination Coordinators should be from the same profession as educational program they are placing. Without Destination Coordinator coverage there will be gaps in student IT access and training which will significantly impact the delivery of safe client centered care during student placement.

**STANDARDS**

1. There are three named roles for facilitating student practice education: [Placing Coordinator](#) (educational institution), Receiving Coordinator (Clinical Education Coordinator, and Destination Coordinator (site/location specific designate for a given department/practice area). Responsibilities include the following:

**a. Placing Coordinator**

- i. Ensures an Affiliation Agreement (and listed Program) exists with Fraser Health.
- ii. Establishes and maintains educational institution programs, courses, and data in HSPnet.
- iii. Submits and monitors student practice education experience via HSPnet including the review of any conditions applied to placement requests occur in a timely manner. Submits one request for each student practice experience.
- iv. Includes required student and instructor information for each request (i.e., start and end date, type of experience [group, non-group, and observation], legal student name, and student educational institution email, faculty name, etc.). Additional information may also be included such as student resumes, course handouts, field guides, evaluation forms, and so forth.
- v. Submits students' educational institution email address to HSPnet at least six weeks prior to placement start date. This ensures Fraser Health computer access through initiation of Windows user account auto provisioning. See process below.
- vi. Confirms accepted placements, releases student names, and cancels unused requests on HSPnet a minimum of six weeks prior to start date.
- vii. Acts as the point of contact to communicate with receiving destination/agency.



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- viii. Distributes health authority communication to educational institution stakeholders.
- ix. Ensure orientation requirements for student and faculty are met.

**b. Receiving Coordinator**

- i. Ensures an Affiliation Agreement exists with educational institution (and listed Program) prior to redirecting requests.
- ii. Redirects HSPnet requests that match the destination profile within two business days.
- iii. Attaches a condition to requests that do not match existing destination profile or when request is not entered correctly in HSPnet.
- iv. Initiates process to issue guest account for HSPnet access for educational institutions/programs.
- v. Maintains the HSPnet database, which includes: Destination Coordinator, preceptor and manager user access, and destination profiles. Send regular communications to destination coordinators to update profiles and capacities a minimum of semiannually.
- vi. Provides Destination Coordinator with student placement process orientation and ongoing mentorship for student placements.
- vii. Maintains signed confidentiality acknowledgements from students and educational institution educators.
- viii. Facilitates student access to Fraser Health information technology and electronic documentation.

**c. Destination Coordinator (or Designate)**

- i. Completes HSPnet Mandatory New User Orientation and the Orientation to the HSPnet Destination Coordinator Role (see Resources).
- ii. Ensures that there is an Affiliation Agreement (and listed program) in place prior to considering any student request.
- iii. Provides destination profile and capacity updates for HSPnet assigned practice areas a minimum of three times per year to [student.placement@fraserhealth.ca](mailto:student.placement@fraserhealth.ca) who changes the profile.



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- iv. Accepts or declines student practice education requests within 14 days of submission in HSPnet. Informs receiving coordinators and backup destination coordinator if on leave greater than 14 days.
- v. Enters name and contact information of Fraser Health staff that will support a 1:1 student practice experience (e.g., preceptor, 1:1 or field guide) in HSPnet for the educational institution at least two week prior to the start date.
- vi. Considers all requests for student practice education using the decision making process in 1.1 HSPnet Placement Process guideline.
- vii. Supports educational institution instructors/faculty in specific orientation to the practice setting.
- viii. Informs Professional Practice Student Practice of unresolved student practice or instructor concerns.
- ix. Enquires with educational institution faculty/instructor regarding student completion of orientation pre-requisites.
- x. Ensures that students and faculty/instructors have access to all safety equipment (i.e., panic alarms and respirator mask types).

2. The Fraser Health values student practice education and maintains that our Health authority:
- As an academic health care organization that supports teaching and education to foster a “culture of curiosity,” promote best practice and support various models of inter-professional education and training.
  - Creates workplaces that support a learning culture to encourage personal and professional development in collaborative partnerships with educational institutions. Supporting learning provides opportunities to recruit and retain employees.
  - Encourages student practice education because it contributes to great workplaces and strengthens the practice of health care providers/support service personnel and promotes quality care.
  - Uses standardized processes and guidelines to ensure consistency in student practice education across the health authority and promote quality and safety of the practice experiences.
  - Supports clarity, consistency and equity for planning and placement processes that incorporates common, inclusive language understood by a broad range of disciplines

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and vocations (regulated and unregulated), and provides clarification of roles and responsibilities for all practice education partners.

### **DEFINITIONS**

**Affiliation Agreement** is a legal binding document to establish a contract between the Health Authority and the Educational Institution. The contract defines the roles and responsibilities of the involved parties in providing student practice education and addresses the risks in the relationship for organizations and their employees, patients/clients/residents and students.

**Call for Offers** allows an educational program to send open--ended requests to receiving sites, that may then respond with one or more "Accepted" (available) offers for students.

**Destination Coordinator** is a Health Authority employee designated to coordinate student placements for a unit/location, department or specified discipline on HSPnet.

**Educational Institution** (Institution) refers to any organization that offers educational programs, which includes both public and private.

**Employed Student Nurses** refers to the employment role in which a nursing student is employed in a health care/practice setting during or between terms of their education program, in accordance with CRNBC Bylaws. Also, the title an employed student registrant is permitted to use as set out in the practice standard Appropriate Use of Titles.

**Health Authority Staff** means the officers, directors, employees, physicians, contractors, subcontractors, representatives or agents of the Health Authority.

**Healthcare Organization** the health service delivery organization where practice education occurs.

**Health Sciences Placement Network (HSPnet)** is a comprehensive, web-enabled Practice Education Management system for the health sciences, addressing challenges of discipline specific and inter-professional student placements.

**Placing Coordinator** (also known as Practice Placement Coordinators) is an employee at the educational institution who is responsible for coordination, planning and communication for student placement.

**Practice Issue** any issue or situation that either compromises client care/service by placing a client at risk, or affects ability to provide care/service consistent with the

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*Standards of Practice, Code of Ethics, other standards and guidelines, or agency policies or procedures.*

**Program** (Programs) means those educational programs offered by the educational institution and which are recognized by the Health Authority in an affiliation agreement.

**Quick Entry Screen (QES)** allows a Placing Coordinator to create placements in programs with small numbers of students, and/or create ad-hoc placement opportunities within a cohort (e.g. visiting students).

**Receiving Coordinator** is a Fraser Health employee who provides local administration of HSPnet; receives incoming requests directly from the educational institution, and redirects requests to the destinations specified. The Receiving Coordinator troubleshoots and provides support to HSPnet users/Destination Coordinators.

**Student Practice Education** (Student Placement) occurs when students learn and practice in the community, clinical and simulated settings. It is the hands-on experience that helps students learn the necessary skills, attitudes and knowledge required to practice effectively in their field. Practice education refers to that part of a student's educational experience which takes place in the workplace and may involve direct patient care or access to patient information. In such an experience, the student may provide services to and for the benefit of patients/clients/residents/families. The student provides such services under the general direction and supervision of the Health Authority's or the Institution's staff, who are practicing health professionals and are authorized and qualified to provide the services.

**Students** mean those students of the educational institution who are selected by the Institution to participate in the Programs. This includes employees from an organization that may be acting in a student capacity.

**Supervisor** refers to the individual (Fraser Health employee) responsible for overseeing the student practice experience in the clinical setting. These may include but are not limited to the following: Field Guides, Preceptors, Clinical Educators and various Practice Leaders. The Supervisor responsible for clinical student supervision must ensure they follow the scope of supervision that is designated by their respective regulatory bodies.

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**PROCEDURE**

1. Establishing new placements.
  - a. Educational institutions’ requests are processed through the Health Sciences Placement Network (HSPnet). If an educational institutional faculty/ instructor has a discussion with Fraser Health staff regarding a new placement, the decision must be captured in writing with [student.placement@fraserhealth.ca](mailto:student.placement@fraserhealth.ca) included.
  - b. Receiving Coordinator to contact person identified in email and/or Destination Coordinator listed in HSPnet regarding destination profile information.
  - c. Receiving Coordinator to create destination and complete destination profile information.
2. In accordance with 1.4 Respiratory Protection Guideline, students who are unable to wear respirators as per WorkSafeBC standards are able to enter a practice area/location by completing documentation that the fit--test was unsuccessful (see [Appendix B](#)). This documentation is kept on person at all times. Student must notify educational instructor/faculty and [healthcare organization](#) educator/supervising staff and destination coordinator.
3. For professions/disciplines seeking resumes to be included with HSPnet requests, inform Receiving Coordinator at [student.placement@fraserhealth.ca](mailto:student.placement@fraserhealth.ca). Receiving Coordinators will add resume as a prerequisite on the destination profile where applicable.
4. Educational institution(s) submit request(s) through the HSPnet. Differences exist for programs with greater/less than 20 placements per year and using [call for offers](#).

**Programs with Greater Than 20 Placements per Year per Program**

A program from an educational institution requesting >20 placements per year are processed through the HSPnet (see [Appendix C](#)). The procedure is as follows:

- a. Placing Coordinator reviews destination profiles and capacity to select appropriate practice areas.
- b. Placing Coordinator enters requests into HSPnet as per 1.1 Placement Process (one request per student).
- c. Receiving Coordinator receives requests in HSPnet and individually reviews the request to ensure it matches the destination profile and capacity.
- d. Receiving Coordinator enters HSPnet conditions on requests that do not match the destination profile or when request is not entered correctly in HSPnet.

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- e. Placing Coordinator edits requests with conditions as needed in HSPnet.
- f. Receiving Coordinator redirects appropriate requests in HSPnet to Fraser Health Destination Coordinator.
- g. Destination Coordinator accepts or declines request in HSPnet using the decision making process in 1.1 Placement Process and the aforementioned policies.
- h. Destination Coordinator assigns preceptor/supervisor for accepted requests.
- i. Receiving Coordinator validates requests that are accepted or declined by the Destination Coordinator on HSPnet with the exception of Call For Offers process where the destination coordinator and educational institution bypass the Receiving Coordinator and communicate directly.
- j. Placing Coordinator confirms placement request and releases/enters student and instructor names in HSPnet a minimum of six weeks prior to start date. If required, cancels unused requests/calls for offer in HSPnet.
- k. Placing Coordinator enters new requests in HSPnet to alternate practice area for declined requests.

**Programs with Fewer Than 20 Placements per Year per Program and Out of Province**

A program from an educational institution requesting  $\leq 20$  placements per year are generally processed using the application of guest access in HSPnet (see [Appendix D](#)). Limited written requests for student practice education experiences will need to be submitted via email to the Receiving Coordinator when the aforementioned processes do not apply. The procedure is as follows:

- a. Placing Coordinator initiates student placement by emailing [student.placement@fraserhealth.ca](mailto:student.placement@fraserhealth.ca) with:
  - i. Placing coordinator name, title, phone number and school email address;
  - ii. The name of the educational institution, program of study, and the course; and
  - iii. Location of student placement site, service and practice area.
- b. Receiving Coordinator starts the process and sends guest access link to the Placing Coordinator.

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- c. Placing Coordinator completes guest access entry and uploads HSPnet student consent, which generates a reference number from HSPnet. The HSPnet guest access link is open for up to 7 days.
- d. Receiving Coordinator receives requests in HSPnet and individually reviews for suitability. If the requests entered without the full information, the Receiving Coordinator will decline the request in HSPnet and ask the Placing Coordinator to enter in another request using the guest access link.
- e. Receiving Coordinator may decline requests that do not align with the destination profile.
- f. Receiving Coordinator redirects appropriate requests in HSPnet to Fraser Health Destination Coordinator.
- g. Destination Coordinator accepts or declines request in HSPnet using the decision making process in the BCSPEG 1.1 Placement Process and the aforementioned policies.
- h. Destination Coordinator assigns preceptor/supervisor for accepted requests.
- i. Receiving Coordinator validates requests that are accepted or declined by the Destination Coordinator on HSPnet.
- j. For accepted requests the Receiving Coordinator provides preceptor information, orientation information and the link to the Fraser Health Student Practice Education web page to Placing Coordinator.
- k. Receiving Coordinator accepts and confirms agency placement on HSPnet.
- l. If a request is declined the Placing Coordinator will have to repeat process starting at step A.

**Professions using Call for Offers** (see [Appendix E](#))

- a. Placing Coordinator reviews destination profiles and requests dates for specific courses asking the number of students that can be accepted in the offer.
- b. Placing Coordinator enters requests into HSPnet as per 1.1 Placement Process.

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- c. Receiving Coordinator receives requests in HSPnet and individually reviews the request to ensure it matches the destination profile.
- d. Receiving Coordinator enters HSPnet conditions on requests that do not match the destination profile or when request is entered incorrectly in HSPnet.
- e. Placing Coordinator edits requests with conditions and HSPnet automatically alerts the Receiving Coordinator when the condition has been removed.
- f. Receiving Coordinator redirects appropriate requests in HSPnet to Fraser Health Destination Coordinator.
- g. The Destination Coordinator creates an offer and repeats the process when they consider more than one area of deployment, then completes all fields in offer.
- h. Placing Coordinator confirms placement request and releases student's name on HSPnet.
- i. Unused calls for offers are cancelled by the Placing Coordinator.



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## Appendix A

### List of British Columbia Student Practice Education Guidelines (BCSPEG)

Practice Education Guideline Introductory Module (includes abbreviations and definitions)

- 1.1 Placement Process
- 1.2 Criminal Record Check
- 1.3 Immunization
- 1.4 Respiratory Protection
- 1.5 Orientation PSI Educator
- 1.6 Orientation Students
- 2.1 Privacy Confidentiality
- 2.2 Student PSI Educator Identification
- 2.3 Copyright Intellectual Property
- 2.4 Contracted Vendor Placements
- 2.5 Remuneration Reimbursement
- 2.6 Vehicle Ride Along Use
- 2.7 Strike Job Action
- 2.10 Student Practice Issues
- 2.12 Supervision of Students
- 3.1 Negative Behaviour in the Practice Setting
- 3.3 Adverse Event Reporting
- 3.4 Communicable Disease Outbreaks
- 3.5 Injury and Exposure to Blood Body Fluids
- 4.1 Consent for Student Involvement in Care
- 4.3 Student Scope of Practice
- 4.4 Documentation by Students

Located

<http://www.fraserhealth.ca/health-professionals/student-resources/placement-orientation/guidelines/>

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**Appendix B**  
**Notice of N95 Respirator Fit-Test Failure**

|                                     |  |  |  |
|-------------------------------------|--|--|--|
| <b>Student name:</b>                |  | <b>Instructor/<br/>Faculty<br/>name:</b> |  |
| <b>Educational<br/>Institution:</b> |  | <b>Program:</b>                          |  |

Please note that \_\_\_\_\_ (name of individual) was unable to successfully complete his/her N95 respirator fit-test.

Section 8.40(1) of the Work Safe BC (WCB) Occupational Health and Safety Regulation (OHSR) states:

*"A respirator which requires an effective seal with the face for proper functioning must not be issued to a worker unless a fit test demonstrates that the face piece forms an effective seal with the wearer's face."*

In addition, the Fraser Health Respiratory Protection Policy states:

"When required, Fraser Health will ensure that all staff requiring the use of respiratory protection are provided with the appropriate type and are adequately educated, trained and fit-tested prior to performing duties requiring the use of a respirator and at least annually thereafter."

The Student Practice Education Guidelines states educational institutions:

"Ensure that students have written documentation of successful completion of a fit-test, that includes all required information outlined in practice standard guideline. Direct students to carry this information with them at all times during any practice placement"

As a result, the above named individual **must not** be assigned a task that requires him/her to wear an N95 at this time.



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**AGREEMENT**

I \_\_\_\_\_, (name of individual) hereby acknowledge and agree that I am accountable to remove myself from participating in any high risk activities that require an N95 mask.

**SIGNATURE OF STUDENT**

|                     |       |           |            |
|---------------------|-------|-----------|------------|
| _____               | _____ | _____     | _____      |
| Name (Print Please) |       | Signature | Date (YYYY |
| MM DD)              |       |           |            |

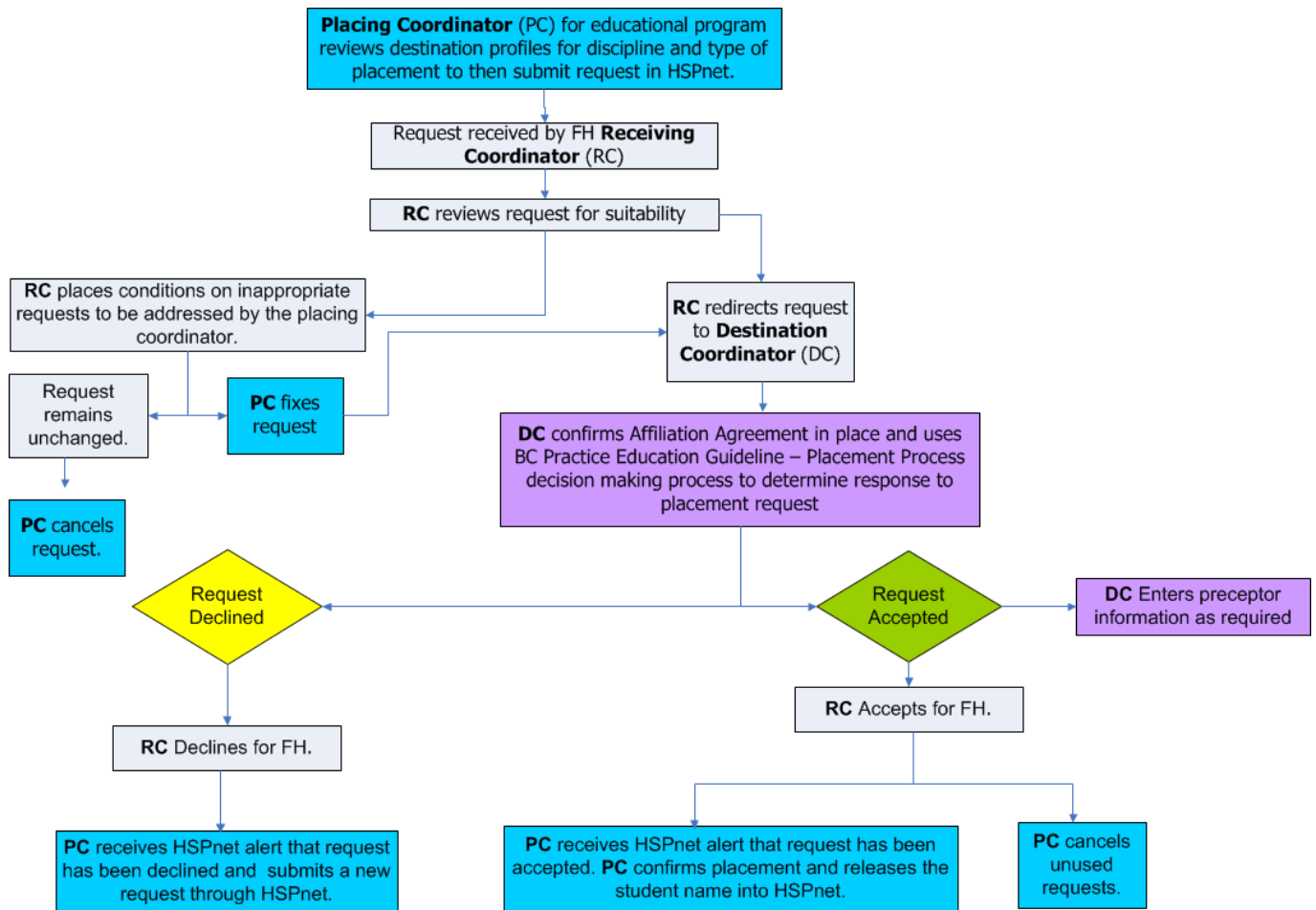
**SIGNATURE OF CLINICAL INSTRUCTOR**

|                     |       |           |            |
|---------------------|-------|-----------|------------|
| _____               | _____ | _____     | _____      |
| Name (Print Please) |       | Signature | Date (YYYY |
| MM DD)              |       |           |            |

Return to [Student.placment@fraserhealth.ca](mailto:Student.placment@fraserhealth.ca)

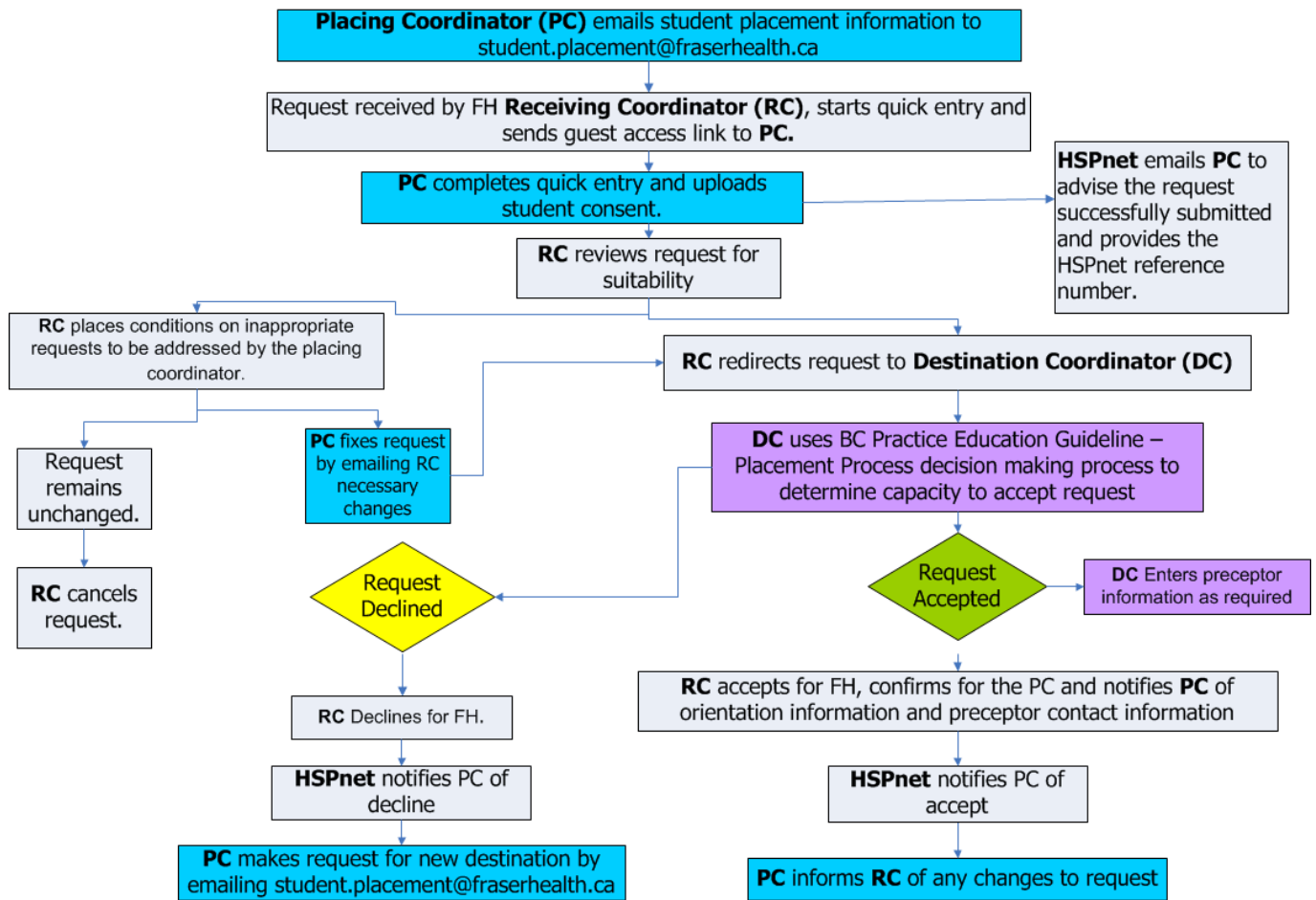
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**Appendix C**  
**Student Practice Education Experience using HSPnet Greater Than 20 Students per Year per Program**



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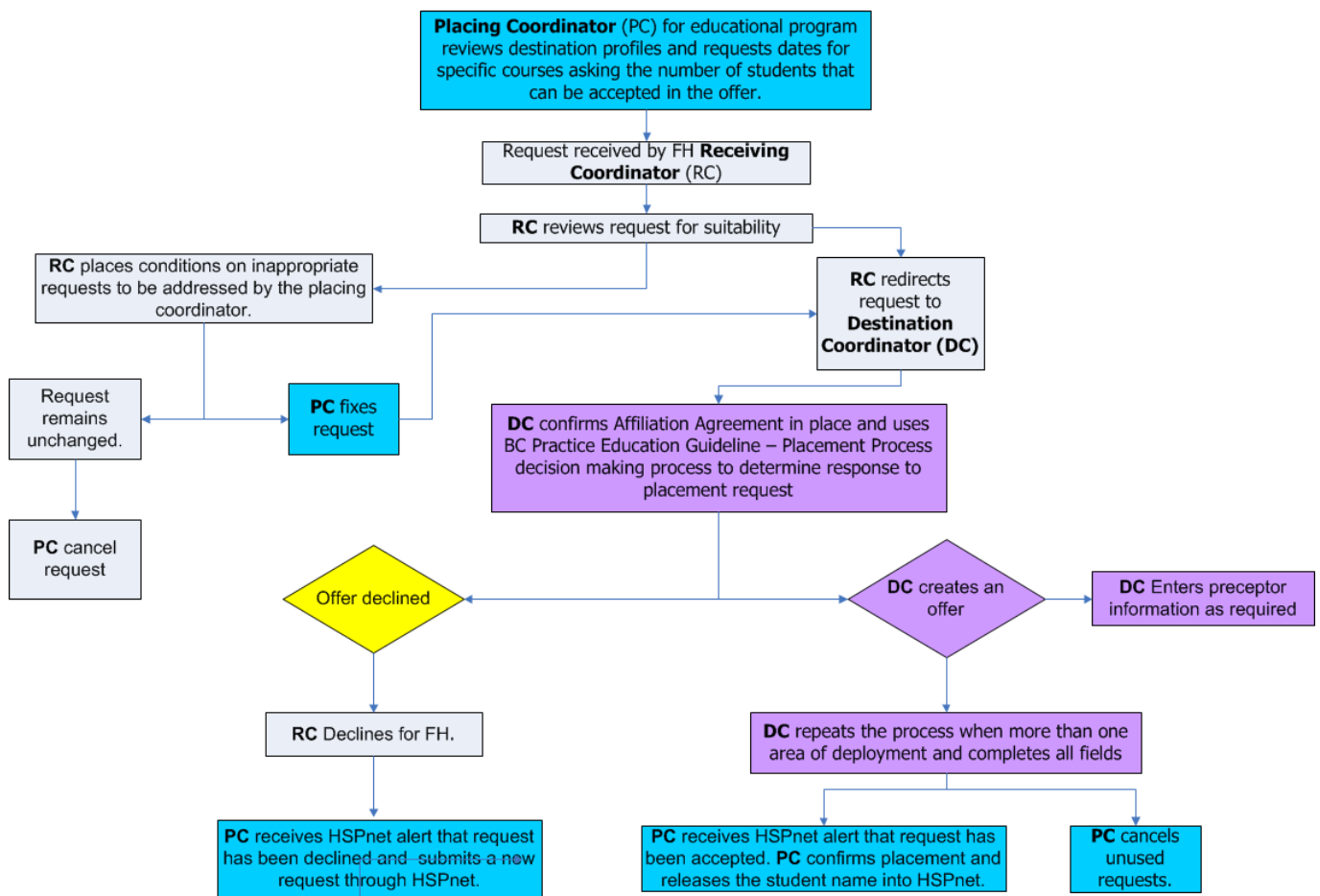
**Appendix D**  
**Student Practice Education Experience using HSPnet Less Than 20 Students per Year per Program**





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## Appendix E Student Practice Education Experience using HSPnet Call for Offers





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**Appendix F: Related Resources**

Health Services Placement Network (HSPnet)

General Information <http://www.hspscanada.net/>

User Support <http://www.hspscanada.net/support/index.asp>

E-learning for users <http://www.hspscanada.net/training/index.asp>

Orientation to the Student Placement Process in Fraser Health for HSPnet Destination Coordinators

<https://ccrs.vch.ca/Catalog.aspx?cid=2664>

Student Practice Education Guidelines

<http://www.fraserhealth.ca/health--professionals/student--resources/placement--orientation/guidelines/>