

CORPORATE POLICY, STANDARDS and PROCEDURE

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<u>POLICY TITLE</u> AFFILIATION AGREEMENTS - EDUCATIONAL INSTITUTION		<u>NUMBER</u> TBA
<u>AUTHORIZATION</u> Vice President, Clinical Operations and Professional Practice	<u>DATE APPROVED</u> January 2004	<u>CURRENT VERSION DATE</u> August 2013

DATE(S) REVISED / REVIEWED SUMMARY

Version	Date	Comments / Changes
1.0	January 2004	Initial policy
2.0	August 2013	Policy revised

INTENT / PURPOSE

This policy establishes the principles and protocols regarding Affiliation Agreements between Fraser Health and educational institutions. This policy applies to all owned and operated Fraser Health facilities.

POLICY

1. Education institutions requesting student placements at Fraser Health facilities must execute and maintain an Educational Institution Affiliation Agreement with Fraser Health.
 - i. Schedule B to the Affiliation Agreement must list the education institution's programs covered under the Agreement.
2. The provincial "Education Institution Affiliation Agreement" template, created in collaboration with all Health Authorities and the British Columbia Ministry of Finance, Risk Management Branch and Government Security Office, will be used for all educational institutions provincially, nationally and internationally.
3. Entering into an Affiliation Agreement and determining student placement capacity will occur through discussion with the lead (or designate) of a profession for a given practice area regarding the numbers and types of students that each unit/department/location and each facility are able to accommodate based upon operational needs and practice requirements.
4. Affiliation Agreements will be reviewed and approved by the Vice President responsible for Professional Practice (or designate).

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5. Educational Institutions are responsible for:

- a. Comprehensive third party liability insurance of an amount determined by the Health Care Protection Program;
- b. Work Safe British Columbia or equivalent accident insurance coverage for the student. When the Institution does not provide the student with accident insurance coverage (e.g. institutions outside of British Columbia) a Schedule C – Waiver and Release of Fraser Health Authority Responsibility must be signed by each student.
- c. Adherence to Fraser Health’s Student Practice Education Guidelines which includes:
 - i. Ensuring, where applicable, all student placement requests are processed electronically via the Health Sciences Placement Network (HSPnet) and that a Fraser Health destination coordinator has accepted the request on HSPnet.
 - ii. Ensuring students complete the on-line Student Practice Education Core Orientation.
 - iii. Ensuring a completed criminal record check of each student in accordance with the *Criminal Records Review Act*.
 - iv. Ensuring each student signs the oath of confidentiality acknowledgement (Appendix A) and submits this document to Fraser Health’s Professional Practice and Integration.
 - v. Ensuring documentation of current immunization status for students and instructors 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 ¹.

6. Affiliation Agreements must be in place prior to acceptance of student placements in Fraser Health. Failure to comply with Affiliation Agreement requirements, student practice guidelines, placement concerns and placement processes may result in the termination of the Agreement in accordance with the terms indicated in the Affiliation Agreement.

¹ BC Centre for Disease Control TB Manual (2012), pages 13 to 14, recommends that post-secondary students not be tested for tuberculosis (TB), however, the exclusion to this is students in health care who require testing prior to direct patient care. In summary, initial screening is required for post-secondary students placed in health care doing direct patient care. Students entering the program may be screened upon admission and no additional/ongoing screening is required.

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7. Affiliation Agreements will be reviewed by Fraser Health on a regular basis and unless changes are required, the Affiliation Agreement will be renewed.
8. Fraser Health will determine the time limit for each Affiliation Agreement.
9. Amendment(s) to the Affiliation Agreement template will be considered on an individual basis and in collaboration with the Risk Management Branch and Government Security Office as well as Fraser Health's Legal Services. When necessary, a Memorandum of Understanding may be used to accommodate special requirements by the Institution.

STANDARDS

Fraser Health:

- Is an academic health care organization that supports teaching and education to foster a "culture of curiosity" and support various models of inter-professional education and training.
- Creates workplaces that support a 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.
- Affiliation Agreement templates and processes ensures consistent language and practice across the province to protect the Health Authority, our staff and the patients/clients/residents/families of whom we serve.

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.

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Educational Institution (Institution) refers to any organization that offers educational programs. This includes post-secondary institutions which is an academic/training health sciences institution - public or private.

Facilities mean those facilities that are owned and operated or administered by the Health Authority.

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.

Student Practice Education occurs when students learn and practice in the community, clinical and simulated settings (BC Academic Health Council). 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.

Program or Programs means those educational programs offered by the Institution and which are recognized by the Health Authority.

Students means those students of the 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.

PROCEDURE

1. The Educational Institution will request in writing an Affiliation Agreement with Fraser Health indicating the program(s) requiring student placement(s).
2. Professional Practice and Integration will review the request, in collaboration with internal stakeholders, to determine suitability. To review the Affiliation Agreement template please contact Professional Practice and Integration.

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3. If Professional Practice and Integration is willing to consider an Affiliation Agreement with the Institution, a letter outlining the process will be provided. The letter may request that the Institution provide detailed course outlines for each program.
4. The Institution must provide proof of required documentation.
5. The Affiliation Agreement will be drawn up for signature by both parties.
6. A listing of current Affiliation Agreements will be maintained by Fraser Health.

ADDITIONAL RESOURCES

Fraser Health Practice Education Guidelines - Located on Fraser Health's internet under Professionals - Student Practice.

REFERENCES

BC Academic Health Council, *Practice Education BC*. Retrieved August 1, 2013, from http://practiceeducation.org/index.php?option=com_content&view=article&id=1&Itemid=6

British Columbia Center for Disease Control (2013). *Communicable Disease Control Manual, Immunization Program (Section III Immunizations for Select Populations: Health and Childcare Worker)*. Vancouver, BC: Author. Accessed August 7, 2013 at <http://www.bccdc.ca/dis-cond/comm-manual/CDManualChap2.htm>.

BC Centre for Disease Control (2012). *Tuberculosis Control Manual – For Professionals to Help Manage Tuberculosis*. Vancouver, BC: Author. Accessed August 7, 2013 at http://www.bccdc.ca/NR/rdonlyres/7CDEAF08-D7F0-41A1-ABED-98BC3CEB6B96/0/BCCDC_TB_ManualRevisedFebruary_2012.pdf

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APPENDIX A

OATH OF CONFIDENTIALITY ACKNOWLEDGEMENT FOR POST-SECONDARY STUDENT PLACEMENTS

The collection, use and disclosure of personal information under the custody and control of Fraser Health are governed by British Columbia's *Freedom of Information and Protection of Privacy Act (FOIPPA)* and the policies of the Fraser Health Authority.

Students and post-secondary faculty/instructors/supervisors who have direct or indirect access to personal and corporate information, are required to ensure the confidentiality of personal information and exercise discretion when discussing the business of the Fraser Health Authority. During practice education experiences, all information is confidential and shall only be accessed on a "need to know" basis to carry out individual responsibilities and facilitate education. Under no circumstance, will students or faculty/instructors/supervisors permit unauthorized access to, or use of, personal or corporate information.

Information shall not be altered, copied, interfered with, destroyed or removed except as authorized.

Students and faculty/instructors acknowledge their electronic personal user ID is equivalent to a legal signature. Personal user IDs shall not be disclosed to anyone nor shall an attempt to learn or use another person's user ID be made. Students and faculty/instructors/supervisors acknowledge they have an obligation to report any unauthorized disclosures or demands for disclosure from outside of Canada including subpoenas, warrants or court orders to the Fraser Health Authority's Information Privacy Office.

This **signed Fraser Health Confidentiality Acknowledgement is valid for the duration of your enrollment in your current program.** Compliance with confidentiality policies is a requirement of student practice education experiences and failure to comply may result in immediate dismissal from the placement in addition to legal action.

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I acknowledge that I have read and understand the Fraser Health Authority's Policy entitled "Confidentiality and Security of Personal Information" and understand the consequences for breach of this policy. I further acknowledge that I have read and understand the contents of this Confidentiality Acknowledgement Statement.

Legal Name of Individual (Please print first and last name)	Previous Name (if applicable)
Signature	Date
Name of School (if applicable)	Name of Program (if applicable)
Experience Start Date	Experience End Date