

PROCEDURES FOR CLINICAL INSTRUCTORS (CIs) TO OBTAIN IDENTIFICATION, ACCESS AND PERSONAL PANIC ALARMS FOR STUDENT GROUP PLACEMENTS

- CIs will receive a St. Joseph's photo identification card. CIs will also receive an access card with the same access rights as staff in the area where they will be teaching students.
- Students will receive numbered generic cards that state "student 1, 2, etc." The cards will not have access programmed except for cards issued at Parkwood Mental Health Building and Southwest Forensic Centre. Generic identification cards issued at the mental health facilities will have access to enter and exit the building and resident care areas – no other access will be granted to students in clinical groups.
- Identification cards for the students will be issued to the CI at all St. Joseph's sites. Personal panic alarms will also be issued to the CIs with group placements at the Parkwood Mental Health Care Building or the Southwest Centre for Forensic Mental Health Care.
- The student identification cards are attached to the personal panic alarms at the Parkwood Mental Health Care Building and the Southwest Centre for Forensic Mental Health Care. The CI is responsible for providing the personal panic alarms and identification cards to the students at the start of the shift and collecting the panic alarms and identification cards from the students at the end of the shift as outlined in detail below. Panic alarms will not be issued under student names and will be coded as "student 1, 2, etc." A personal panic alarm will be issued to the CI under the title "group CI."
- At other St. Joseph's sites, the CI will receive the generic student identification cards at the start of the placement and will be responsible for collecting the cards from the students at the end of the placement. The CI must return the cards to Security on the final day of the placement.
- The CI will go to the Security office at the site where the group will be learning one hour before the start of the shift on the first day of the placement to obtain the CI's photo identification and access card. The CI may keep his/her photo identification and access card in his/her possession until the end of the placement. The CI's photo identification and access card must be returned to Security on the last day of the placement. The one exception to this process is the Mount Hope site. CIs teaching at Mount Hope will obtain their photo identification badges from Security at St. Joseph's Hospital one hour before the start of the shift on the first day of the placement; however, the CIs will obtain an access card from leadership at Mount Hope when the shift begins. The identification badge must be returned to Security at St. Joseph's Hospital at the end of the placement and the access card must be returned to leaders at Mount Hope on the last day of the placement.
- The CI will also obtain the generic identification cards for the students on the first day of the placement from Security for all St. Joseph's sites (including Mount Hope). At the sites where personal panic alarms are required, the CI will receive a panic alarm for his/her own use and will obtain panic alarms with identification badges attached for the students. Security will train the CI to use the personal panic alarm. The CI will train the students to use the panic alarm. Note: This process varies slightly if there are clinical student groups on both day and evening shifts as outlined in detail below. The documents below refer to nursing student groups but the processes involved are applicable to all student groups at the Parkwood Mental Health Building and the Southwest Forensic Centre.
- At the end of the placement, St. Joseph's Security Team will note the number (if any) of identification cards and personal panic alarms that have not been returned. The St. Joseph's Student Affairs Administrator will follow up with the school regarding any items that have not been returned. The CI will be invoiced through the school for any items provided to the CI for him/herself or the students in the group that have not been returned.

PERSONAL PANIC ALARMS – Personal Protective Equipment for mental health care placements

Process For: Groups of nursing students supervised by Clinical Instructors (CIs)

Requirements:

- a. Clinical Instructors (CI) are required to obtain and wear a personal panic alarm while on the premises at Parkwood Mental Health Care Building and Southwest Centre for Forensic Mental Health Care.
- b. Nursing students in groups supervised by the CI are also required to obtain and wear a personal panic alarm while on these sites.

Process:

Step 1: Clinical Instructor goes to the security office at the relevant site and signs out a personal panic alarm for his/her own use as well as the number of personal panic alarms required for each of the nursing students in his/her group. The security officer instructs the CI on the [use of the personal panic alarm](#). CI completes the attached form “Acquisition and Use of Personal Panic Alarms” and sends the signed form to the St. Joseph’s Student Affairs Administrator. **Note:** *This process varies depending upon whether or not there are student groups coming to the practice setting from the same program/school on the same day (see step 2).*

Step 2:

Clinical Instructor with a Nursing Student Group – DAY SHIFT – 0700 – 1230 hours

- on the **first day shift** of placement the CI meets the students in the lobby of the practice setting.
- the **CI then provides each student** with a personal panic alarm and instructs them in the use of the alarm and takes them to the testing station to check the battery life of the alarms. The CI follows up with Security immediately if the battery life is low for any of the alarms.
- at the **end of the shift, the CI** gathers all personal panic alarms from his/her students and does one of two things:
 - a) if there is an on-coming evening shift of a CI and a group of nursing students from the same program/school - **meet with the on-coming CI** to transfer the personal panic alarms and to instruct the evening shift CI on the use of the personal panic alarm;**OR**

b) if there is no on-coming evening shift of a CI and a group of nursing students from the same program/school – **takes all of the personal panic alarms to security** for re-use on another day.

Clinical Instructor with a Nursing Student Group - EVENING SHIFT – 1230 – 1800 hours

- on the **first evening shift** of placement the **CI does one of two things:**
 - a) **obtains the total number of personal panic alarms in the possession of the CI** from the same program/school; if there are fewer students on the evening shift, the evening CI should securely hold on to any extra personal panic alarms until the shift is over; **OR** if there are **more students on evenings than there were on days**, the evening CI will need to go to Security and obtain extra personal panic alarms for those students. The CI takes all of the students to the testing station to confirm the battery life of the panic alarms and follows up with Security immediately if the battery life of any of the alarms is low.
 - b) if there is **no out-going CI** from the same program/school from the day shift, the **evening CI must go to the security office** at the relevant site and **follow the process in Step 1.**
 - The evening CI distributes the personal panic alarms to his/her group of students and instructs them on their use. The CI takes all of the students to the testing station to confirm the battery life of the panic alarms and follows up with Security immediately if the battery life of any of the alarms is low.

Step 3: Personal panic alarms must be returned to Security at the end of every day so that a supply of alarms are always available for students the next day. The CIs are responsible for returning the same number of alarms as have been signed out. **Alarms cost approximately \$250 to replace if lost or stolen.**

NOTE: Sometimes CIs and Nursing Students at the Parkwood Institute – Mental Health Building within the same program/school, have a one hour over-lap within the practice setting in order to have combined learning. In that case, a conference room should be booked at the Parkwood Institute – Main site where the transfer of personal panic alarms could occur to ensure that any student within the mental health care building always has his/her own personal panic alarm.

Nursing Clinical Instructors from Academic Nursing Programs

Acquisition and Use of Personal Panic Alarms at St. Joseph's Health Care London

Training Declaration

I, _____ am a Clinical Instructor currently overseeing the placement of Students at St. Joseph's Health Care London who are enrolled in the nursing program at _____.

I confirm that I am generally aware of the risks, dangers, and hazards associated with students in a placement at St. Joseph's Health Care London and I am aware and understand the policies, procedures, protocols and guidelines in place at St. Joseph's Health Care London including Parkwood Institute Mental Health Care and Southwest Centre for Forensic Mental Health Care related to personal safety and the issuance and use of panic alarms.

These are in compliance with the *Occupational Health & Safety Act of Ontario*.

I verify that I have:

- received instruction on the use and maintenance of the personal panic alarms including daily checks for functionality; how to activate the alarm; and reporting of lost or malfunctioning alarms; AND
- instructed each of the students under my supervision on the need and use of the personal panic alarm while in the facility, including the information (above) that I received; AND
- assigned each student a personal panic alarm.

Further, I understand it is my responsibility to ensure that I pick up and return the same number of panic alarms each day and that lost or missing alarms are my accountability to report to Security Services and the Student Affairs Office at St. Joseph's Health Care London.

Through my signature, I confirm that I have read and completed the actions in this declaration.

Signature

Date _____

Practice site and area(s) of student supervision:

A copy of this signed document is to be scanned by the Clinical Instructor and sent electronically to Randa Venesoen, Randa.Venesoen@sjhc.london.on.ca Student Affairs, St. Joseph's Health Care London at the beginning of all nursing student group placements.