

Clinical Instructor Placement Checklist

PRIOR TO THE START OF PLACEMENT – check (✓) when completed (as applicable)

Clinical Instructor (CI) Requirements: obtain all of your requirements **two weeks** prior to the placement start date. Follow the link to the [pre-placement requirements page](#) on the Student Affairs internet site.

NOTE: YOU ARE required to obtain a Vulnerable Sector Check (VSC) for placement purposes if you will be supervising students at the Mount Hope Centre for Long Term Care. Processing time in London can take up to eight weeks. If you are a St. Joseph's employee from Mount Hope, you will NOT be required to obtain a second VSC for placement purposes. Clinical Instructors, who are employees of St. Joseph's Health Care London, will **NOT** be required to redo their health requirements or the learning modules; however they will still need to send proof of immunizations and the LearningEDGE Compliance Report.

Check with your school to find out where to send these documents.

- Corporate Hospital Network Login:** You will receive your corporate hospital login directly from your school and will need it to access and complete St. Joseph's learning modules in advance of the start date. Your login will provide you with Network, Outlook and Cerner access. **If you are a St. Joseph's employee, you will receive a separate cerner account for your Clinical Instructor role.**
- Mandatory Learning Modules:** Upon completion of the mandatory learning modules, you will be required to return the **signed privacy agreement** and the **signed self-declaration form** to your school for their files.
- Troubleshooting:** For any access issues, please call the Helpdesk at (519) 646-6100, Ext. 44357. When calling the Helpdesk, you will need to have your school ID and DOB (month and day) ready. **Remember to never share your login credentials with anyone.**
- Directions & Parking Information:** Please visit the Student Affairs internet site for [directions, maps and parking](#) information.

Connecting with St. Joseph's Health Care London - Orientation

For new instructors who have never taught student groups at St. Joseph's you must:

- Connect with Cathy Parsons, cathy.parsons@sjhc.london.on.ca, Professional Practice Consultant, at least **two weeks in advance of the start date**. Cathy will help you assess your orientation needs, and;
- Attend St. Joseph's in-class corporate and health care professionals' orientation. Orientation is offered on a monthly basis as outlined in the orientation dates. Email the [St. Joseph's Student Affairs Administrator](#) to register.

Coordinator Contact: Connect with the Coordinators where you will be supervising and teaching students **two weeks in advance of the start date (where possible)**.

- Exchange **contact information** and provide emergency contact information. Your Placement Coordinator at the school can provide you with the contact information for the Coordinator on each unit.
- Discuss your role** with the Coordinator. They need to understand your accountabilities in order to clarify the team's role in working with the students. Identify specifically what you will be doing with the students (eg. supervision of student's skills, coaching and evaluating performance, selection of patient assignments, appropriate activities for the students, post clinical learning, etc...). Achieve mutual agreement on the conditions of placement.
- Ask for an orientation to the unit and **confirm ongoing communication processes** expected of the Clinical Instructor with the unit staff and leader(s) during the placement.
- Inform the Coordinator if you or any of your students have **accommodation needs**.

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Program-Specific Orientation (delegated by the Coordinator)

- Introductions:** The delegate will introduce you to members of the team and their roles. If any safety concerns are identified during the placement please ensure that you raise them with the Unit Lead.
- Work Space:** Ask the delegate about the process for accessing work space and supplies (computer(s) available for the student to use, access to photocopier, etc.). The team's clerical assistant can help you with these issues.
- Absences:** Ask the delegate about the process to follow if/when you will be late or absent from the clinical area on any given day. Student placement should also be cancelled unless another instructor has been assigned to cover.
- Use of Cell Phones and Other Wireless Technologies:** Ask the delegate about the use of cell phones within the program/unit. Please see the [intranet](#) for the specific corporate policy that guides practices.
- Emergency Response:** Ask the delegate about locations of emergency exits, fire alarms, fire extinguishers, and first aid kits and any specific procedures to follow if codes are called, including evacuation route.
- Patient Documentation Practices:** Clarify patient documentation practices with the delegate and accountabilities related to patient privacy and access by students to both paper and electronic health records.
- Personal Attire:** Information related to personal attire is located on the Student Affairs internet site. **Tour:** Ask the delegate for a tour of the program area and any specific considerations for staff and patient safety. Feel free to tour the main amenities in the facility, such as the location of washrooms, elevators, stairs, staff library, and cafeteria.

Patient and Staff Safety

- Pyxis Access:** The delegate will discuss location of Pyxis machines. You will be required to complete the [on-line pyxis education](#). You will receive notification from Pharmacy via your hospital email account with instructions and login information for the pyxis machine.
- Please inquire about the latest targets related to safe medication administration practices and discuss your hands-on training needs with the delegate.
- Falls Prevention:** Familiarize yourself and your students with the content of the [Falls Prevention Resources and Tools](#) on our Intranet site. These are based on best practice and apply to both staff and patients/residents/clients
- Please inquire about the latest targets related to falls prevention and discuss your hands-on training needs with the delegate.
- Hand Hygiene:** Ask the delegate about current goals related to the [four moments of hand hygiene](#).
- Identification:** Ensure that you and your students wear both the school designated identification and the hospital allocated identification as well as safety equipment as determined by site practices.
- Parkwood Main and Mount Hope Sites Only:** The delegate will review the patient/resident wandering system.

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ON THE FIRST DAY OF PLACEMENT

Security Protocol:

- Security will provide the security items for students to the Clinical Instructor who will also be responsible for their collection.
- Clinical Instructors and students are required to wear their school identification (ID).
- Clinical Instructors are also required to wear a St. Joseph's photo ID card and students must wear a St. Joseph's generic ID card while on placement.

Personal Panic Alarms: Clinical Instructors will receive personal panic alarms for themselves and the students who are learning at the Parkwood Mental Health Care Building or the Southwest Centre for Forensic Mental Health Care. Security will teach the Clinical Instructor about the use of the personal panic alarms and the required daily checks. It is the Clinical Instructor's responsibility to teach the students.

Depending on the number of student groups, these may need to be transferred to other CIs and their groups at shift change. A process has been defined for this and was shared with the academic settings. Please contact [Student Affairs](#) if you do not know what this process is.

Obtaining Security Items: Clinical Instructors can obtain the security items from the Security office at their placement site.

- **All – SITES** → Security Office Hours **PREFERRED TIMES:** 8:00 a.m. – 5:00 p.m. Security will accommodate requests outside of the specified times, when a Security Guard is available.

Please refer to Appendix A for a detailed description of each Security Package.

ON AN ONGOING BASIS DURING PLACEMENT

Accommodations: You will need to confirm that accommodations discussed before start of placement are meeting yours or your student's needs for placement.

Illness/Injury: Advise the Unit Lead/Coordinator immediately if you or your student(s) is injured on St. Joseph's property or you or your student(s) become sick with a contagious illness for which an outbreak has been declared in your area.

Professional Practice Consultant: Contact your [Professional Practice Consultant](#) if professional or clinical support is required for yourself or your student(s) in relation to practice or process issues in the clinical area.

Conflict Resolution: See appendix B

AT THE END OF PLACEMENT

LAST DAY OF PLACEMENT Return ALL security items to the Security office at your site. Clinical Instructors and/or students will be invoiced through the school if these items are not returned. **Hospital photo ID cards cannot be kept as souvenirs nor should they be disposed of. We do not encourage you or your students to mail in security items. If a security item is lost in the mail, Clinical Instructors and/or students will still be accountable to cover the costs of each unreturned item.**

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Appendix A

Security Packages by Site for Clinical Instructors and Nursing Clinical Groups

Clinical Instructor and Student Packages	Contents of Package	Parkwood Institute, Main Building	Parkwood Institute, Mental Health Care Building	Southwest Centre for Forensic Mental Health Care	St. Joseph's Hospital, Mount Hope & Family Medical Centre
C	Photo ID ACCESS card (Johnson control)				<u>Clinical Instructor</u> receives photo ID and access card <u>Students</u> receive generic ID card – NO ACCESS
E	Photo ID ACCESS card (Johnson control) + ACCESS card (CHUBB) ** For med room (Clinical Instructors ONLY)	<u>Clinical Instructor</u> receives photo ID and access cards with med room <u>Students</u> receive generic ID card – NO ACCESS			
F	Photo ID ACCESS card (Johnson control) Personal Panic Alarms Fire Key		<u>Clinical Instructor</u> receives photo ID, fire key, personal panic alarm and access cards with med room <u>Students</u> receive generic ID card - NO ACCESS and personal panic alarm		
G	Photo ID ACCESS card (Johnson control) Personal Panic Alarms Fire Key Hospital Key			<u>Clinical Instructor</u> receives photo ID, Fire key, personal panic alarm and access cards with med room <u>Students</u> receive generic ID card - NO ACCESS and Personal Panic Alarm	