

Student Placement Checklist for Clinical Group Placements

PRIOR TO THE START OF PLACEMENT – check (☑) as applicable

- Corporate Network Login:** You will receive your corporate login directly from your school for placement purposes. Your login credentials will provide you with access to the Electronic Patient Record. **Remember to never share your login credentials with anyone.** **Please note:** You will need your corporate network login to access St. Joseph's polices below.
 - Student Requirements:** Ensure you have completed 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 website. **Please note:** processing time for Vulnerable Sector Checks can take several weeks.
 - If you are completing your learning modules through HSPnet,** you are **not** required to return an electronic copy of the signed privacy agreement or signed self-declaration to your school. Your school and St. Joseph's can track completion directly in HSPnet.
 - If you are completing your learning modules through St. Joseph's Student Affairs website,** you must return the signed privacy agreement and the signed self-declaration form to your school for their files.
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- Contact Information:** Connect with your clinical instructor well in advance of the start date. Confirm the time and place to meet on your first day. Exchange contact information and provide emergency contact information.
 - Directions & Parking Information:** Please visit the Student Affairs website for [directions, parking and rates](#).
 - Personal Attire:** Please see information on the Student Affairs, [Onboarding and Orientation page for student groups about general expectations related to personal attire](#) for student placements.
 - Individual Accommodation:** If you require an accommodation, you must make arrangements **eight weeks in advance of your start date** with your school, clinical instructor and Student Affairs so that preparations can be made to support you throughout your clinical experience. If you already have a pre-established accommodation plan, review any questions you may have about the operationalization of this plan with your clinical instructor.

ON THE FIRST DAY OF PLACEMENT

Please note: dental hygiene and massage therapy students are not required to obtain security items for their placement experience. However, students must wear their school ID at all times.

- Security Protocol:** The student will be informed through Student Affairs onboarding process to submit a photograph for their ID badge to their clinical instructor (CI). The CI will submit the student's photo to SecurityServices@sjhc.london.on.ca **a minimum of fourteen days prior to the start date, ensuring they specify the student has been registered with "Student Affairs"**. Photos for group placements are to be sent together.

Failure to submit your photograph fourteen days in advance of the start date will result in a delayed start.

- Once the student access packages and ID badges are ready for pick up at the assigned Security Office, the CI will be informed via email. The CI must pick up and return all items to the Security Office at the end of the placement. **Exception:** Clinical groups learning at Parkwood Institute Mental Health Care Building or Southwest Centre for Forensic Mental Health Care must return their items at the end of each shift.
- Personal Alert Devices:** Students who are learning at Parkwood Institute Mental Health Care Building or Southwest Centre for Forensic Mental Health Care will receive a personal alert device. Your CI will instruct you on the use of the personal alert device and the required daily checks.

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- Identification:** Students are required to wear both a school ID and corporate ID badge while on placement at St. Joseph's Health Care London.

Please refer to **Appendix A** for a detailed description of each security package.

Computer Access

- Corporate Login:** Once on-site, confirm that your corporate login information is working for St. Joseph's Network (Logging into a computer) to which you have been granted access to.
- Access Issues:** For all computer/email access issues, please call the ITS Helpdesk at 519-646-6100 Ext. 44357. Please have your ID and DOB (month and day only) ready when calling the Helpdesk.

Program-Specific Orientation

- Introductions:** Introduce yourself to members of the team that you are working with and find out their names and roles. If any safety concerns are identified during the placement please ensure that you raise them with your clinical instructor and the leader of the program.
- Absences:** Your clinical instructor will discuss the process to follow if/when you will be late or miss a day of placement.
- Use of Cellular Phones:** Ask your clinical instructor to identify non-patient care areas within the program/unit where cellular phones are permitted and review the protocol related to personal calls in the program/unit. Using cellular phone technology or any other means to photograph, videotape, or sound record another person on hospital premises is strictly prohibited. Please make sure to review the ['Use of Cellular Phones and Other Wireless Technologies Corporate Policy'](#).
- Tour:** Your clinical instructor will provide you with a tour of the program area and note key considerations for staff and patient safety, including doors that must remain locked, location of biohazards, location of eyewash stations (if applicable), or procedures that must be followed to use certain equipment. Your clinical instructor may also provide you with a tour of the main amenities in the facility, such as the washrooms, elevators, stairs, staff library, and cafeteria.
- **Work Space:** Your clinical instructor will review arrangements for accessing work space and supplies (computer(s), photocopier, etc.). You will be introduced to the team's clerical assistant whom you can access for various issues.
 - **Emergency Response:** Find out the locations of emergency exits, fire alarms, fire extinguishers, and first aid kits as well as specific procedures to follow if Emergency Codes are called, including evacuation route.

DURING THE FIRST WEEK OF PLACEMENT

- Documentation Protocols:** Your clinical instructor will clarify any program-specific documentation protocols. A guideline for [clinical documentation](#) exists on the Intranet for your reference.
- Accommodations (if applicable):** Confirm with your school and clinical instructor that accommodations discussed before start of placement are meeting your needs. If you are experiencing any difficulties, connect with your clinical instructor and/or Student Affairs.
- Parkwood Institute Main Building Site Only:** Your clinical instructor will review the 'Food and Travel Pass' system for patients with you (if applicable).
- Parkwood Institute Main and Mount Hope Sites Only:** Your clinical instructor will review the patient/resident wandering system.

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ON AN ONGOING BASIS DURING PLACEMENT

- Illness/Injury:** Advise your clinical instructor and leader immediately if you are injured on St. Joseph's property or you become sick with a contagious illness for which an outbreak has been declared in your area. The hospital will provide access to employee health services or first aid services to students, for emergency situations arising in the hospital during practicum placements, or as a result of exposure during a placement.

- Outbreaks at External Facilities and Implications for Clinical Instructors and Students on Placement at St. Joseph's:** St. Joseph's clinical instructors and students who are simultaneously on placement (or working) at other facilities that are on outbreak will only be deemed fit to return to their St. Joseph's placement with approval by Occupational Health and Safety [OHSS]. Students are to communicate with their clinical instructor and OHSS, at Ext. 66398, if this situation arises.

AT THE END OF PLACEMENT

LAST DAY OF PLACEMENT

- Make sure to return your security items to your clinical instructor who will be responsible for the collection of security items for students at the end of the placement. **Exception:** Clinical groups learning at Parkwood Institute Mental Health Care Building or Southwest Centre for Forensic Mental Health Care must return their items to their clinical instructor at the **end of each shift**. **Please note:** Paramedic students must return their security items to the Security Services Office.
- ID cards cannot be kept as souvenirs nor should they be disposed of. Security items should not be returned via mail. If a security item is lost in the mail, students will be accountable to cover the cost of each unreturned item.**

Students will be invoiced for any unreturned items. The costs for each item follow:

- Corporate photo ID cards/access cards are \$50 for each unreturned card
- Keys are \$75 for each unreturned key
- Personal Alert Devices are \$350 for each unreturned device

Appendix A

Security Packages by Site for Clinical Instructors and Student 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 photo ID card – NO ACCESS
D	Photo ID ACCESS card (Johnson control) + ACCESS card (CHUBB) ** For med room (Clinical Instructors ONLY)	<u>Clinical Instructor</u> receives photo ID and access card <u>Students</u> receive photo ID card – NO ACCESS			
E	Photo ID ACCESS card (Johnson control) Personal Panic Alarms Fire Keys, #151 & G513		<u>Clinical Instructor</u> receives photo ID, access card, fire keys and personal panic alarm <u>Students</u> receive photo ID card, fire keys and personal panic alarm		
F	Photo ID ACCESS card (Johnson control) Personal Panic Alarms Fire Key Hospital Key			<u>Clinical Instructor</u> receives photo ID, access card, fire keys and personal panic alarm <u>Students</u> receive photo ID card, fire keys and personal panic alarm	

***Note: Package C, D, E and F should be coded with staff general access only unless the Clinical Instructor or Student Package assignment states (with med room re: nursing students).**

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