Instructor of Student Groups/Preceptor and Student Assignment of Security Items During Clinical Placements, January 2018

Student Affairs completes spreadsheet information related to student placements (this includes the assignment of packages)

Is this a group placement or a 1:1 placement?

**Group Placement**
Clinical Instructor (CI)/Instructor of Student Groups

1. Instructor obtains their required security items and 8 generic student ID packages
2. Security confirms placement status

Instructor distributes package to students and keeps track of inventory

Placement is completed

Is Instructor returning to St. Joseph’s within a few weeks?

**NO**

Instructor keeps all security items until the end of the next student group

**YES**

Instructor returns all security items to the Security Office Monday to Friday; 8 am to 5 pm (*If your end time falls outside of these hours, contact Security at X44555)

Security confirms with Instructor that package items are complete or identifies missing items on spreadsheet

Student Affairs checks spreadsheets every Monday to determine if all security items have been returned.

Student Affairs notifies school of missing items and St. Joseph’s finance office for invoicing purposes.

Process Complete

1:1 Placement
Preceptor/Supervisor

On day one of placement preceptor/ supervisor goes with student to relevant Security Office—Monday to Friday; 8 am to 5 pm (*If your start time falls outside of these hours, contact Security at X44555)

1. Security confirms placement status
2. Student obtains the package.

Placement is completed

On the last placement day **student returns** to the relevant Security Office to return the security package Monday to Friday; 8 am to 5 pm (*If your end time falls outside of these hours, contact Security at X44555)

Security confirms with preceptor and student that package items are complete or identifies missing items on spreadsheet

A few days before placement instructor goes to relevant Security Office—(exception: instructors at a mental health care site must obtain their items on first day) Monday to Friday; 8 am to 5 pm (*If your start time falls outside of these hours, contact Security at X44555) (*SJH site only: CI’s may obtain security items up to one week in advance)

1. Instructor obtains their required security items and 8 generic student ID packages
2. Security confirms placement status

Instructor distributes package to students and keeps track of inventory

Placement is completed

Is Instructor returning to St. Joseph’s within a few weeks?

**NO**

Instructor keeps all security items until the end of the next student group

**YES**

Instructor returns all security items to the Security Office Monday to Friday; 8 am to 5 pm (*If your end time falls outside of these hours, contact Security at X44555)

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Process Complete