

Student Placement Checklist

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

- Corporate Network Login:** You will receive your corporate login directly from your school. **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.
- St. Joseph's Email:** You will receive access to Outlook (corporate email system). Students **must** use their corporate Outlook email account while on placement. Email communication outside of the hospital's secure email network is not a secure, private or confidential mode of information transmission.
- Virtual Care:** If your preceptor confirms that your placement will include virtual care, and your discipline has a respective college, please review your respective college resources on Telepractice in advance of the placement. Please also refer to the [Virtual Care Resource - Guide for Supervisors and Learners](#).
- Remote Placements:** If you will be working remotely at any time during the student placement, please ensure that they have reviewed the [Office Ergonomics Workstation Setup](#) for information about setting up an ergonomically safe work station in their home. Please also consider the following:
 - Privacy and confidentiality – ensure possession of all patient information remains safe, secure and is delivered to your preceptor upon the completion of your placement.
 - Students will have access to St. Joseph's corporate email and applicable hospital applications once approval has been obtained.
 - Preceptors and students will need to seek advanced permission from their leader to use Horizon for remote access. Note: Microsoft Outlook (and the full Microsoft Office 365 suite) is available off-site via Horizon, with the student's corporate email and password, once multi-factor authentication has been set up.
- Student Use of Own Laptop:** Students may use their own laptops, provided they are logged into VMware Horizon at all times. No documentation should occur or be saved on the student's laptop (i.e. no entering or saving of patient information directly in a Word document as one example). Permission from the leader of the program is required before a student may access Horizon.
- To Access VMware Horizon Remotely:**
 1. Set up multi-factor authentication with Duo. If you've already done this for other hospital systems (e.g. Office 365 or MyHR), move to step 2.
 2. Visit <https://login.lhsc.on.ca>. If you already have the VMware Horizon Client installed, you do not have to visit this website each time but can double-click the shortcut to open the VMware Horizon Client
 3. Use Horizon:
 - a. On the web by clicking on VMware Horizon HTML Access, or
 - b. Install the VMware Horizon Client*
 4. Login with your Corporate ID and password
 - a. In the second login prompt, type the number "1" and hit Enter to send yourself a Duo push notification (type the number "2" if you want the notification to be sent to a second registered Duo device, etc.), or type in the 6-digit passcode from your Duo account
 - b. Approve the Duo push notificationYou will be directed to the VMware Horizon Client or Horizon HTML portal

*If you are using the VMware Horizon Client and you do not see login.lhsc.on.ca as an available connection in the VMware Horizon Client, click +New Server and type the server name login.lhsc.on.ca.

Visit the [Education and resources page](#) for detailed instructions about logging in and more information about Horizon.

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Connecting with your St. Joseph's Preceptor

- Contact Information:** Connect with your on-site preceptor 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.
- Access to Additional Electronic Applications:** Please call/email your St. Joseph's preceptor who will be supervising your placement to find out what other applications you will be using while on placement. For any access issues, please call the Helpdesk at (519) 646-6100 Ext. 44357. When calling the Helpdesk, you will need to have your student ID and DOB (month and day) ready. **Remember to never share your login credentials with anyone.**
- Enhancing Learning Partnerships:** Speak with your preceptor to confirm your orientation arrangement: a) review of the self-learning package and archived video **or** b) the date and time you will attend the "Enhancing Learning Partnerships" workshop **together**. If you decide on the workshop your Preceptor will **register you both**.
- 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 precepted students about general expectations related to personal attire](#) for student placements. Your preceptor will provide any additional instructions regarding personal attire for your student role and area.
- Individual Accommodation:** If you require an accommodation, you must notify your school and Student Affairs **eight weeks in advance of your placement start date** 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 preceptor.

- Security Protocol, ID Badges and Security Items:** The student will be informed through Student Affairs onboarding process to submit a photograph for their ID badge to their preceptor. The preceptor will submit the student's photo to SecurityServices@sjhc.london.on.ca a **minimum of fourteen days prior to the student's start date, ensuring they specify the student has been registered with "Student Affairs"**.

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

- Once the student's access package and ID badge are ready for pick up at the assigned Security Office, the preceptor will be informed via email. The preceptor must pick up the security package from Security. Students must have their ID badge and security items on their first day.
- **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 preceptor will instruct you on the use of the personal alert device and the required daily checks.

- Identification Badge:** Your school ID and corporate ID badge must be worn while on placement at St. Joseph's Health Care London.

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

ON THE FIRST DAY OF PLACEMENT

- Enhancing Learning Partnerships:** If you and your preceptor did not attend the Enhancing Learning Partnerships orientation workshop, schedule a time during the first week to review the [Student and Preceptor Orientation Video](#) and [Self-learning orientation package](#).

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Computer Access

- Corporate Login:** Confirm that your corporate login information is working for St. Joseph's Network (logging onto a computer) to which you have been granted access to.
- Corporate Outlook Email:** Confirm that your corporate outlook email account is working. It is imperative that you check this email daily while completing your student placement for important messages from Student Affairs, your preceptor and/or corporate communication. Please ensure that you review the ['Electronic Mail \(Email\) Use Corporate Policy.'](#)
- InfoMed:** Students who enter workload data into InfoMed will receive an email via their corporate Outlook email account with login details. InfoMed is a data entry tool that affects the organizations' funding formula; it is imperative that it be completed accurately and in a timely way. Please have your preceptor check your entries.
- 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 preceptor and the leader of the program.
- Absences:** Your preceptor will discuss the process to follow if/when you will be late or miss a day of placement.
- Use of Cellular Phones:** Ask your preceptor 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:** Ask your preceptor for 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 preceptor 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 preceptor 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 preceptor 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 preceptor that accommodations discussed before start of placement are meeting your needs for placement. If you are experiencing any difficulties, connect with your preceptor and/or Student Affairs.

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For Integrated Practicum Nursing Students Only

- OneChart Training Session:** You will be required to attend an in-class OneChart training session within the first week of placement. Attendance is mandatory for placement purposes. **Failure to attend the session may result in a placement cancellation.**
- Glucometer:** Students must complete the online module and quiz, as well as two levels of quality control using their barcodes alongside their preceptor. Students must confirm with Point of Care Testing (POCT) once they have completed the quality control and that it has been run successfully. Finally, students will need to email a screen shot of the completed quiz to POCT@lhsc.on.ca. A completed quiz with a score of 80 per cent or higher is required.
- Pyxis Access:** Your preceptor will discuss processes for medication access and guide you through this training via the [Pyxis Checklist](#). Your corporate login credentials will provide you with access to Pyxis during your placement.

- Parkwood Institute Main Building Site Only:** Your preceptor will review the 'Food and Travel Pass system' for patients (if applicable).

- Parkwood Institute Main and Mount Hope Sites Only:** Your preceptor will review the 'Patient/resident Wandering System.'

ON AN ONGOING BASIS DURING PLACEMENT

Illness/Injury: Advise your preceptor 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 its 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 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 after approval by Occupational Health and Safety [OHSS]. Students are to communicate with their school and OHSS at ext. 66398, if this situation arises.

AT THE END OF PLACEMENT

- LAST DAY OF PLACEMENT** Please return your security items to your preceptor who will then return them to the Security Office at your placement site. Students will be invoiced through the school for any security items that are not returned. **Corporate photo 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

Student Placement Checklist

Appendix A

Security Packages by Site

Student Packages	Contents of Package	Parkwood Institute, Main Building	Parkwood Mental Health Care Building	NRC	Southwest Centre for Forensics Mental Health	St. Joseph's Hospital	Mount Hope	Family Medical Center	ACT teams & Steele Street
A	Photo ID	*				*	*	*	*
B NRC only	Photo ID ACCESS card (CHUBB)			*					
C	Photo ID ACCESS card (Johnson control)	*				*	*	*	
D Parkwood Main only	Photo ID ACCESS card (Johnson control) + ACCESS card (CHUBB)	*							
E Parkwood Mental Health only	Photo ID ACCESS card (Johnson control) Personal Panic Alarms Fire Keys #151 & G513		*						
F Southwest Center only	Photo ID ACCESS card (Johnson control) Personal Panic Alarms Fire Keys #151 & G513 AJA1 & AJA2				*				

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

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