# Name:

**School:**

**Clinical Placement Term: St. Joseph’s Employee ☐ Yes ☐ No**

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|  | **Prior to the START of Placement**  Check each of the below boxes, once completed/discussed  Indicate N/A for ‘not applicable’ |
| ☐ | **Is this the first time you will be a Clinical Instructor at St. Joseph’s?**   * If you have never been a clinical instructor at St. Joseph’s you mustconnect with Randa Venesoen, [Student Affairs - St. Joseph's,](mailto:studentaffairs-stjosephs@sjhc.london.on.ca) to review the placement process and the clinical instructor checklist at least two weeks prior to the placement start date |
| ☐ | **Corporate Network Login:**   * You will receive your corporate hospital login directly from your school * Your corporate login will provide you with access to St. Joseph’s corporate network, Microsoft Outlook and the Electronic Patient Record (OneChart) * If you are a St. Joseph’s employee, you will receive a separate login to access the Electronic Patient Record for use in your clinical instructor role |
| ☐ | **Watch for your welcome email from NirvSystem:**   * NirvSystem is the electronic onboarding tool St. Joseph’s uses for completion of all pre-placement requirements (i.e. learning modules, proof of mask fit-test, health clearance, etc.) * Ensure you have completed all NirvSystem requirements at least two weeks prior to the placement start date, otherwise the placement (for you and your student group) will be delayed/paused and a new start date assigned. * If you are an existing St. Joseph’s employee, visit St. Joseph’s [Streamlined Student Affairs Onboarding for Employees](https://swohealth.sharepoint.com/:w:/r/sites/sjhc-student-affairs/_layouts/15/Doc.aspx?sourcedoc=%7B7F33A0E8-48DC-4BF1-842A-1122FFF6BA59%7D&file=Streamlined-Onboarding-When-Employees-are-Students.docx&action=default&mobileredirect=true) for exemptions to your onboarding requirements |
| ☐ | **St. Joseph’s Email:**   * Clinical instructors MUSTuse their St. Joseph’s corporate email account while on placement * Email communication outside of the organization’s network is not a secure, private or confidential mode of information transmission * Access to St. Joseph’s corporate policies requires you to login to the intranet |
| ☐ | **Troubleshooting:**   * For any access issues, please call Helpdesk at (519) 646-6100 Ext. 44357. * When calling Helpdesk, you will need to provide your school ID and/or HSPnet ID# and your month and day of birth. * Remember- nevershare your login credentials with anyone. |
| ☐ | **Accommodations:**   * Student Affairs must be notified eight weeks in advance of the placement start date and arrangements must be in place before clinical placement begins. * Please notify the St. Joseph’s manager if you have an accommodation request. * The school’s fieldwork coordinator liaises with St. Joseph’s Student Affairs Department regarding any accommodations for students within your group. |
| ☐ | **Set up a Meeting with St. Joseph’s Clinical Placement Leadership:**   * Your school will provide you with the name and contact information for the manager of the program where you will be supporting the placement * Please contact the manager prior to the start of placement to introduce yourself, exchange information, discuss expectations, discuss roles and determine the boundaries of the relationship.   **Setting Relationship Boundaries:**   * Discuss your accountabilities, clarify team member’s roles while working with students and identify what you will be doing to support the student experience.   i.e., supervising student skills, coaching, performance evaluation, patient assignments, student capabilities and post-placement conference.  **Expectations:**   * Identify the dates and times the students will be on the unit(s) * Identify when you will be on the unit(s) observing and assisting students * Identify how you can be reached if an issue arises * Review any IPAC protocols including screening, social distancing and PPE requirements * Identify student break spaces for meals/snacks and amenities for storing belongings * Identify conference spaces and determine booking process * Identify student cohorting expectations |

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| ☐ | **Security Protocol, ID Badges and Security Items:**   * Students and clinical instructors (CI) must upload their photograph for their ID badge into NirvSystem a minimum of two weeks in advance of their start date. Failure to do so may result in a delayed start date * CIs must email their student list to [SecurityServices@sjhc.london.on.ca](mailto:SecurityServices@sjhc.london.on.ca) two weeks in advance of their start date * Please refer below, to Appendix A, for a detailed description of each security package   **Please note**: Massage therapy, dental hygiene and paramedic students are not required to obtain a security package and/or ID due to the short duration of their placements  **Exception**: Paramedic students will require temporary security packages only when placed at Parkwood Institute’s Mental Health Care Building or Southwest Centre for Forensic Mental Health Care   * Once the student and CI access packages and ID badges are ready for pick up at the assigned security office, the CI will be informed via their school email account * 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’s Mental Health Care Building or Southwest Centre, must return their items at the end of each shift     **Personal Alert Devices**:   * Students who are learning at Parkwood Institute’s Mental Health Care Building or Southwest Centre, will receive a personal alert device in their security package * The CI will instruct students on the use of the personal alert device and the required daily checks   **Identification**:   * Students and CIs are required to wear both a school ID and corporate ID badge while on placement at St. Joseph’s |
| ☐ | **Directions and Parking Information:**  Please visit the Student Affairs webpages for [directions,](https://www.sjhc.london.on.ca/contact-us/contact-and-directions/parking) [parking and rates](https://www.sjhc.london.on.ca/contact-us/contact-and-directions/parking) |
|  | **Orientation**  Program Specific |
| ☐ | **Introductions:**   * The manager or delegate will introduce you to the members of the team and outline their roles |
| ☐ | **Work Space:**   * Ask the manager/delegate about the process for accessing workspace or   supplies (computers that are available for student use, photocopier, etc.) |
| ☐ | **Absences:**   * Ask the manager/delegate what the process is, if/when you will be late or absent from the clinical area * Student placement should be cancelled if you are not able to attend and another instructor has not been assigned |
| ☐ | **Policy Review:**   * Please ensure you review corporate policies, procedures and guidelines. * Refer below, to Appendix C, for links to applicable resources and policies |
| ☐ | **Emergency Response:**   * Ask the manager/delegate about the location of emergency exits, fire alarms, fire extinguishers and first aid kits * Review emergency code procedures and evacuation routes |
| ☐ | **Patient Documentation Practices:**   * Clarify patient documentation practices with the delegate, as well as privacy and confidentiality accountabilities, for both paper and electronic patient health records * Students who do not complete the electronic documentation orientation will have their placement put on hold until they complete the requirement. Not completing this learning may jeopardize the student’s clinical placement |
| ☐ | **Personal Protective Equipment [PPE]:**   * Please review the PPE requirements with the unit manager prior to placement |
| ☐ | **Tour:**   * Ask the manager or delegate for a tour of the program, unit and any amenities that are available to students. * Request student or patient safety specific information. (i.e., are certain doors to remain locked?) |
|  | **Patient, Staff & Student Safety** |
| ☐ | **Pyxis Access:**   * The manager or delegate will discuss the location(s) of the Pyxis machines * If you have never used a Pyxis machine, you will be required to attend an in-person education session. Contact [Student Affairs - St. Joseph's](mailto:studentaffairs-stjosephs@sjhc.london.on.ca) if you require in-person education * A [Pyxis checklist](https://www.sjhc.london.on.ca/media/8807/download) is also provided to support your learning. This checklist can be located within your NirvSystem account in the ‘Requirements’ dashboard. |
| ☐ | **Medication Safety:**   * Please inquire about the latest targets related to safe administration practices and discuss your training needs with the manager or delegate. |
| ☐ | **Falls Prevention:**   * Familiarize yourself and your students with the content of the [Falls Prevention](https://intra.sjhc.london.on.ca/work-info-tools/patient-safety-and-experience/falls-prevention) [Resources and Tools](https://intra.sjhc.london.on.ca/work-info-tools/patient-safety-and-experience/falls-prevention) on our Intranet. * Please inquire about the latest targets related to falls prevention and discuss your training needs with the coordinator or delegate. |
| ☐ | **Parkwood Institute Main and Mount Hope Sites Only:**   * The manager/delegate will review the patient wandering system |
|  | **First Day of Placement** |
| ☐ | **Security Protocol:**   * Security will provide the student’s security items to the clinical instructor, who is responsible for their distribution and collection at the end of placement * **Exception:** Clinical groups learning at Parkwood Institute’s Mental Health Care Building or Southwest Centre must return their items at the end of each shift |
| ☐ | **Identification [ID]:**   * Clinical instructors and students are required to wear boththeir school ID and hospital photo ID while on placement |
| ☐ | **Personal Alert Devices:**   * Clinical instructors will receive personal alert devices for themselves and the students who are learning at Parkwood Institute Mental Health Care Building or Southwest Centre for Forensic Mental Health Care. * Security Services will instruct the CI on the use of the alert device and how to test its function daily. The alert device must be tested at a testing station at the start of each shift. * The CI is accountable to pass the instruction onto students. * Depending on the number of student groups, alert devices 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 - St. Joseph's](mailto:studentaffairs-stjosephs@sjhc.london.on.ca) if you   do not know what the process entails |
|  | **Throughout Placement** |
| ☐ | **Accommodations:**   * Please review the accommodations for students prior to their placement, to ensure they are meeting student’s needs * Connect with the manager of Student Affairs if challenges arise |
| ☐ | **Illness or Injury:**   * Advise the manager or designate immediately if you, or a student, becomes injured on St. Joseph’s property. * Advise the manager/designate immediately if you or a student become ill with a contagious illness for which an outbreak has been declared in your clinical placement area. * St. Joseph’s Occupational Health and Safety Services will provide first aid services to CIs and students in emergency situations during clinical placements, or as a result of an exposure during clinical placements. |
| ☐ | **Outbreaks at External Facilities/Implications for Clinical Instructors and Students:**   * CIs and students who are simultaneously on placement (or working at other facilities that have been declared on outbreak) will only be deemed fit to return to their St. Joseph’s placement after they have been approved by Occupational Health and Safety [OHSS] * Students are to communicate with their instructor if this situation arises, and contact OHSS at extension 66398 |
|  | **Last Day of Placement** |
| ☐ | **Return all Security Items:**   * 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 |
|  | **Troubleshooting** |
| ☐ | **Student Affairs Administration:**   * If you have questions about placement details or Student Affairs processes at St. Joseph’s please Email: [Student Affairs - St. Joseph's](mailto:studentaffairs-stjosephs@sjhc.london.on.ca) |
| ☐ | **Problems, Concerns or Suggestions:**   * If you have clinical questions or student placement concerns, please connect with a member of our Student Affairs Department: * Manager of Student Affairs: Lara Howe at [lara.howe@sjhc.london.on.ca](mailto:lara.howe@sjhc.london.on.ca%20) , (519) 646-6100 Ext. 48130 * Nursing & PSW Placements: Angela Reid at [angela.reid@sjhc.london.on.ca](mailto:angela.reid@sjhc.london.on.ca) , (519) 646-6100 Ext. 47045 * Allied Health Placements: Rebecca Donnelly at [Rebecca.donnelly@sjhc.london.on.ca](mailto:Rebecca.donnelly@sjhc.london.on.ca) , (519) 646-6100 Ext. 47037 |
| ☐ | **St. Joseph’s Clinical Placement Leadership (manager or delegate):**   * Please connect with the placement area coordinator if operational or safety concerns arise |
| ☐ | **Clinical Educators:**   * Clinical educators in the placement area can support learning. * Ask the manager or designate if this resource is available and for their contact information. |
| ☐ | **Unit/Program Leads:**   * Program leads in the placement area can support learning. * Ask the manager or delegate if this resource is available and for their contact information. |

**Appendix A**

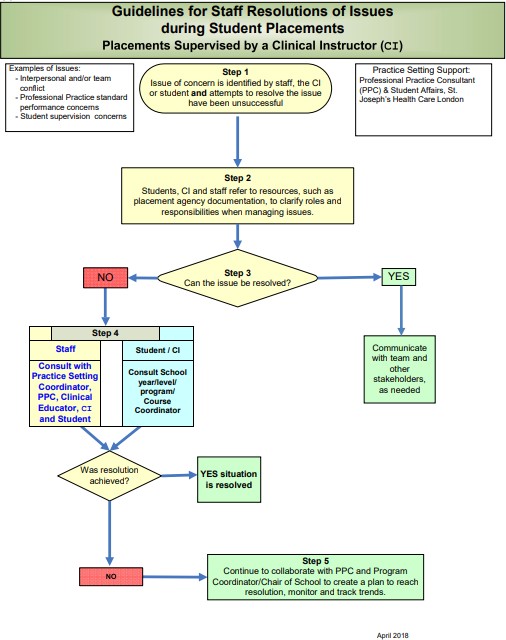
**Security Packages by Site for Clinical Instructors and Student Groups**

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| --- | --- | --- | --- | --- | --- |
| **Clinical Instructor and Student Packages** | **Contents of Package** | **Parkwood Institute**  **Main Building** | **Parkwood Institute Finch Family Mental Health Care Building** | **Southwest Centre for**  **Forensic Mental Health Care** | **St. Joseph’s Hospital,**  **Mount Hope**  **& Family**  **Medical and**  **Dental Centre** |
| **C** | **Photo ID**  **ACCESS card (Johnson control)** |  |  |  | **Clinical Instructor receives photo ID and access card**  **Students receive photo ID card – NO**  **ACCESS** |
| **D** | **Photo ID**  **ACCESS card (Johnson control)**  **+ ACCESS card (CHUBB) \*\* For med room (Clinical Instructors ONLY)** | **Clinical Instructor receives photo ID and access card**  **Students receive photo ID card – NO ACCESS** |  |  |  |
| **E** | **Photo ID**  **ACCESS card (Johnson control)**  **Personal alert device Fire Keys, #151 & G513** |  | **Clinical Instructor receives photo ID, access card, fire keys and personal alert device**  **Students receive photo ID card, fire keys, general access card and personal alert device** |  |  |
| **F** | **Photo ID**  **ACCESS card (Johnson control) Personal alert device**  **Fire Key Hospital Key** |  |  | **Clinical Instructor receives photo ID, access card, fire keys and personal alert device**  **Students receive photo ID card, fire keys, general access card and personal alert device** |  |

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

# Appendix B

**Clinical Instructor Placement Checklist: Guideline for Staff Resolution of Issues During Student Placements**



**Appendix C**

**Clinical Instructor St. Joseph’s** [**Intranet**](https://intra.sjhc.london.on.ca/) **Resources**

1. [Biigajiiskaan](https://intra.sjhc.london.on.ca/current-projects-initiatives/biigajiiskaan)
2. [Conference Services](https://intra.sjhc.london.on.ca/support-teams/conference-services)

[Resource Scheduler Login](https://sjhclondon.resourcescheduler.net/ResourceScheduler/login.asp)

1. [Infection Safety](https://intra.sjhc.london.on.ca/clinical-professional-practice/infection-safety)

[COVID Updates](https://intra.sjhc.london.on.ca/clinical-professional-practice/infection-safety/novel-coronavirus) [Important Health Notices](https://intra.sjhc.london.on.ca/clinical-professional-practice/infection-safety/important-health-notices) [Outbreak Status Reports](https://intra.sjhc.london.on.ca/clinical-professional-practice/infection-safety/outbreak-notification)

[Influenza Prevention and Management](https://intra.sjhc.london.on.ca/clinical-professional-practice/infection-safety/influenza-prevention-and-management)

1. [Library Services](https://wohkn.ca/sjhclibrary)

[Elsevier Clinical Skills](https://point-of-care.elsevierperformancemanager.com/skills)

1. [Best Practice Spotlight Organization Webpage](https://intra.sjhc.london.on.ca/clinical-professional-practice/best-practice-guidelines)
2. [Clinical Ethics](https://intra.sjhc.london.on.ca/clinical-professional-practice/clinical-ethics)
3. [Nursing Webpage](https://intra.sjhc.london.on.ca/clinical-professional-practice/professional-practice-support-and-leadership/discipline/nursing)
4. [Occupational Health & Safety Webpage](https://intra.sjhc.london.on.ca/support-teams/occupational-health-and-safety)
5. [Occupational Therapy Webpage](https://intra.sjhc.london.on.ca/clinical-professional-practice/professional-practice-support-and-leadership/discipline/occupational-therapy)
6. [Pathology & Laboratory Medicine (PaLM)](https://intra.lhsc.on.ca/pathology-and-laboratory-medicine-palm) [Test Information Guides](https://intra.lhsc.on.ca/pathology-and-laboratory-medicine-palm/lab-test-information)
7. [Pharmacy Services](https://intra.sjhc.london.on.ca/clinical-professional-practice/pharmacy-services)

[Formulary](https://intra.sjhc.london.on.ca/clinical-professional-practice/pharmacy-services/formulary/alphabetical-index)

[Parenteral Administration Guidelines](https://intra.sjhc.london.on.ca/clinical-professional-practice/pharmacy-services/medication-administration-guidelines/parenteral) [Lexicomp](https://online.lexi.com/lco/action/home?siteid=1)

[E-therapeutics](https://www.e-therapeutics.ca/search)

1. [Physiotherapy Webpage](https://intra.sjhc.london.on.ca/clinical-professional-practice/professional-practice-support-and-leadership/discipline/physiotherapy)
2. [Professional Practice Webpage](https://intra.sjhc.london.on.ca/clinical-professional-practice/professional-practice-support-and-leadership)
3. [Psychology Webpage](https://intra.sjhc.london.on.ca/clinical-professional-practice/professional-practice-support-and-leadership/discipline/psychology)
4. [Registered Dietician Webpage](https://intra.sjhc.london.on.ca/clinical-professional-practice/professional-practice-support-and-leadership/discipline/registered-dietitian)
5. [Social Work Webpage](https://intra.sjhc.london.on.ca/clinical-professional-practice/professional-practice-support-and-leadership/discipline/social-work)
6. [Speech Language Pathology Webpage](https://intra.sjhc.london.on.ca/clinical-professional-practice/professional-practice-support-and-leadership/discipline/speech-language-pathology-and-audiology)
7. [Spiritual Care](https://intra.sjhc.london.on.ca/clinical-professional-practice/spiritual-care)
8. [Student Affairs](https://intra.sjhc.london.on.ca/student-affairs)
9. [Therapeutic Recreation, Art & Music Therapy](https://intra.sjhc.london.on.ca/clinical-professional-practice/professional-practice-support-and-leadership/discipline/therapeutic-recreation-art-and-music-therapy)