

Clinical Instructor Orientation

Name: _____

School: _____

Clinical Placement Term: _____

St. Joseph's Employee Yes No

Prior to the START of Placement Check each of the below boxes, once completed/discussed Indicate N/A for 'not applicable'	
<input type="checkbox"/>	Corporate Network Login: You will receive your corporate hospital login directly from your school. Your corporate login will provide you with corporate network, Microsoft Outlook and access to the Electronic Patient Record. If you are a St. Joseph's employee, you will receive a separate login for access to the Electronic Patient Record to use in your clinical instructor role.
<input type="checkbox"/>	Clinical Instructor [CI] Requirements: Ensure you have obtained 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.
<input type="checkbox"/>	Learning Requirements: The learning modules are complete. Note: St. Joseph's employees are not required to redo the learning modules, however they must submit the LearningEdge Certifications report .
<input type="checkbox"/>	Forms: If you are not a St. Joseph's employee, please return the signed Privacy Agreement and the signed Self-declaration form to your school for their files.
	Note: St. Joseph's employees are not required to obtain a vulnerable sector police check (unless their placement site is Mount Hope).
<input type="checkbox"/>	Immunizations: Proof of immunizations have been provided. Note: St. Joseph's employees are required to provide proof of immunizations.
<input type="checkbox"/>	St. Joseph's Email: Clinical instructors MUST use 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. Please ensure that you review the Electronic Mail (Email) Use Corporate Policy Note: Access to St. Joseph's corporate policies requires you to login to the intranet.
<input type="checkbox"/>	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 your month and day of birth. Please never share your login credentials with anyone.
<input type="checkbox"/>	Student 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 coordinator if you have students requiring accommodations well in advance so that they can make arrangements, or secure required equipment.
<input type="checkbox"/>	St. Joseph's Clinical Placement Leadership: Please connect with the placement area coordinator prior to the start of placement. Your school should have provided you with a name and contact information. The purpose of this is for you to exchange information, discuss expectations, discuss roles and determine the boundaries of the relationship. Relationship boundaries: Discuss your accountabilities, clarify the team member's roles while working with students and identify what you will be doing to support the student experience.

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	<p>For example; supervising student skills, coaching, performance evaluation, patient assignments, student capabilities and post-placement conference.</p> <p>Expectations:</p> <ul style="list-style-type: none"> ✓ 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 and 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
<input type="checkbox"/>	<p>Are you new to St. Joseph's? If you have never been a clinical instructor at St. Joseph's you must connect with Randa Venesoen, Student Affairs - St. Joseph's to review the placement process and the clinical instructor checklist at least two weeks prior to the placement start date.</p>
<input type="checkbox"/>	<p>Security Protocol: Security Protocol, ID Badges and Security Items: Students 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 photos to SecurityServices@sjhc.london.on.ca a minimum of fourteen days prior to the start date, ensuring they specify their students have been registered with "Student Affairs".</p> <p>Failure to submit student photographs fourteen days in advance of the start date will result in a delayed start date.</p> <p>Photos for group placements are to be sent together.</p> <ul style="list-style-type: none"> • 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 the security packages from Security. Students must have their ID badge and security items on their first day.
<input type="checkbox"/>	<p>Directions and Parking Information: Please visit the Student Affairs website for directions, parking and rates.</p>
<p>Orientation Program Specific</p>	
<input type="checkbox"/>	<p>Introductions: The coordinator or delegate will introduce you to the members of the team and outline their roles.</p>
<input type="checkbox"/>	<p>Work Space: Ask the coordinator/delegate about the process for accessing workspace or supplies (computers that are available for student use, photocopier, etc.).</p>
<input type="checkbox"/>	<p>Absences: Ask the coordinator/delegate about the process to follow 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.</p>
<input type="checkbox"/>	<p>Cell Phone Use or Other Wireless Technologies: Ask the delegate about the use of cell phones on the unit. Photography, videotaping or audiotaping another person is strictly prohibited at St. Joseph's. Please review the Use of Cellular Phones and other wireless technologies Corporate Policy.</p> <p>Note: Access to St. Joseph's corporate policies requires you to login to the intranet.</p>
<input type="checkbox"/>	<p>Policy Review: Please ensure you review corporate policies, procedures and guidelines. You will find links to these resources at the end of this document.</p>
<input type="checkbox"/>	<p>Emergency Response: Ask the coordinator/delegate about the location of emergency exits, fire alarms, fire extinguishers, and first aid kits. Review the emergency code procedures and the evacuation routes.</p>

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<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>Personal Attire: Please see information on the Student Affairs, Onboarding and Orientation webpage regarding general expectations for personal attire and first day of placement preparations for students. Professional Attire – Dress Code</p>
<input type="checkbox"/>	<p>Personal Protective Equipment [PPE]: Please review the PPE requirements with the unit coordinator prior to placement.</p>
<input type="checkbox"/>	<p>Tour: Ask the coordinator or delegate for a tour of the program, unit and any amenities that are available to students. Request student or patient safety specific information. (For example, are certain doors to remain locked or areas to be kept cordoned off?)</p>
<h3><u>Patient, Staff & Student Safety</u></h3>	
<input type="checkbox"/>	<p>Pyxis Access: The coordinator or delegate will discuss location of the Pyxis machines. If you have never used the Pyxis machine you will be required to attend an in-person education session. Please contact Student Affairs - St. Joseph's if you require in-person education. Also included is the Pyxis Checklist to support your learning.</p>
<input type="checkbox"/>	<p>Medication Safety: Please inquire about the latest targets related to safe administration practices and discuss your training needs with the coordinator or delegate.</p>
<input type="checkbox"/>	<p>Falls Prevention: Familiarize yourself and your students with the content of the Falls Prevention Resources and Tools on our Intranet. Please inquire about the latest targets related to falls prevention and discuss your training needs with the coordinator or delegate.</p>
<input type="checkbox"/>	<p>Parkwood Main and Mount Hope Sites Only: The coordinator/delegate will review the patient wandering system</p>
<h3><u>First Day of Placement</u></h3>	
<input type="checkbox"/>	<p>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 Mental Health Care Building or Southwest Centre for Forensic Mental Health Care must return their items at the end of each shift.</p>
<input type="checkbox"/>	<p>Identification [ID]: Clinical instructors and students are required to wear both their school ID and hospital photo ID while on placement.</p>
<input type="checkbox"/>	<p>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 and/or Southwest Centre for Forensic Mental Health Care. Security Services will instruct the clinical instructor on the use of the alert device and how to test its function daily. The clinical instructor is accountable to pass the instruction onto students. The alert device must be tested at a testing staging at the start of each shift.</p> <p>Note: Depending on the number of student groups, alert devices may need to be transferred to other clinical instructors 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 if you do not know what the process entails.</p>
<h3><u>Throughout Placement</u></h3>	
<input type="checkbox"/>	<p>Accommodations: Please review the accommodations set up for students prior to their placement, to ensure they are meeting the student’s needs. Please connect with the coordinator or designate if challenges arise.</p>

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<input type="checkbox"/>	<p><u>Illness or Injury:</u> Advise the coordinator or designate immediately if you or a student become injured on St. Joseph's property. Advise the coordinator/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.</p> <p>St. Joseph's Occupational Health and Safety Services will provide first aid services to clinical instructors and students in emergency situations during clinical placements, or as a result of an exposure during clinical placements.</p>
<input type="checkbox"/>	<p><u>Outbreaks at External Facilities/Implications for Clinical Instructors and Students:</u> Clinical instructors 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.</p>
<u>Troubleshooting</u>	
<input type="checkbox"/>	<p><u>Student Affairs Administration:</u> If you have questions about placement details or Student Affairs processes at St. Joseph's please Email: Student Affairs - St. Joseph's</p>
<input type="checkbox"/>	<p><u>Problems, Concerns or Suggestions:</u> If you have clinical questions or student placement concerns, please connect with one of our Professional Practice Consultants: Nursing & PSW Placements: Angela Reid at angela.reid@sjhc.london.on.ca or (519) 646-6100 Ext. 47045 Allied Health Placement: Rebecca Donnelly at Rebecca.donnelly@sjhc.london.on.ca or (519) 646-6100 Ext. 47037.</p>
<input type="checkbox"/>	<p><u>St. Joseph's Clinical Placement Leadership (coordinator or delegate):</u> Please connect with the placement area coordinator if concerns or issues arise.</p>
<input type="checkbox"/>	<p><u>Clinical Educators:</u> Clinical educators in the placement area can support learning. Please ask the coordinator or designate if this resource is available and for their contact information.</p>
<input type="checkbox"/>	<p><u>Unit/Program Leads:</u> Program leads in the placement area can support learning. Please ask the coordinator or delegate if this resource is available and for their contact information.</p>

Clinical Instructor Orientation

Appendix A

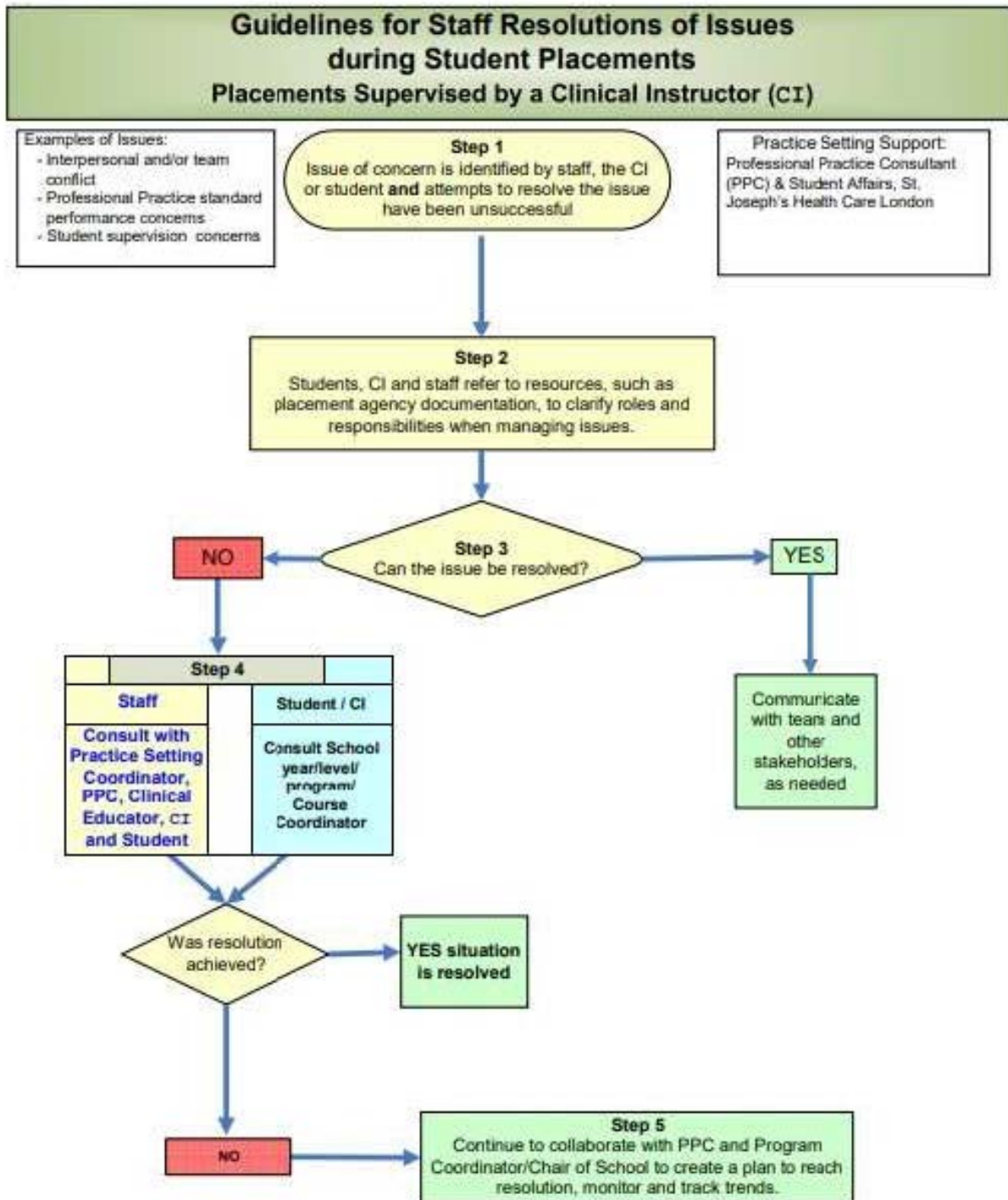
Security Packages by Site for Clinical Instructors and Student Groups

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 and Dental 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 alert device Fire Keys, #151 & G513		<u>Clinical Instructor</u> receives photo ID, access card, fire keys and personal alert device <u>Students</u> 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			<u>Clinical Instructor</u> receives photo ID, access card, fire keys and personal alert device <u>Students</u> 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



Clinical Instructor Orientation Package

Appendix C

Clinical Instructor St. Joseph's [Intranet](#) Resources

1. [Biigajiiskan](#)
2. [Conference Services](#)
 - [Resource Scheduler Login](#)
3. [Infection Safety](#)
 - [COVID Updates](#)
 - [Important Health Notices](#)
 - [Outbreak Status Reports](#)
 - [Influenza Prevention and Management](#)
4. [Library Services](#)
 - [Elsevier Clinical Skills](#)
5. [Best Practice Spotlight Organization Webpage](#)
6. [Clinical Ethics](#)
7. [Nursing Webpage](#)
8. [Occupational Health & Safety Webpage](#)
9. [Occupational Therapy Webpage](#)
10. [Pathology & Laboratory Medicine \(PaLM\)](#)
 - [Test Information Guides](#)
11. [Pharmacy Services](#)
 - [Formulary](#)
 - [Parenteral Administration Guidelines](#)
 - [Lexicomp](#)
 - [E-therapeutics](#)
12. [Physiotherapy Webpage](#)
13. [Professional Practice Webpage](#)
14. [Psychology Webpage](#)
15. [Registered Dietician Webpage](#)
16. [Social Work Webpage](#)
17. [Speech Language Pathology Webpage](#)
18. [Spiritual Care](#)
19. [Student Affairs](#)
20. [Therapeutic Recreation, Art & Music Therapy](#)