Student Placement Checklist

Student Requirements: Ensure you have obtained all of your requirements **two weeks** prior to the placement start date. Please follow the link to the pre-placement requirements page on the Student Affairs internet site. *Please note: Processing time for Vulnerable Sector Checks in London can take up to eight weeks.*

☐ **Corporate Hospital Network Login**: You will receive your corporate hospital login directly from your school and will need it to access and complete St. Joseph's learning modules in advance of the start date.

☐ Please return the signed privacy agreement and the signed self-declaration form to your school for their files. If you are completing a 1:1 supervised placement, you will also receive access to Outlook (Hospital email system).

☐ Please call/email your St. Joseph's Health Care Professional (HCP) 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**.

Connecting with your St. Joseph's HCP

☐ **Contact Information**: Connect with your on-site HCP 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.

☐ **Preventing Falls and Injuries Module:** Make sure to check in with your HCP regarding the Preventing Falls and Injuries module. Your HCP will help you determine whether you need to complete the clinical or ambulatory version*.*

☐ **Orientation**: Speak with your HCP to confirm your orientation arrangement (review of the self-learning package on the Student Affairs Internet site or the date and time you will attend the "Enhancing Learning Partnerships" workshop with your HCP). More information about the workshop is available on the Student Affairs internet site. Your HCP will register you for the workshop (if applicable).

☐ **Directions & Parking Information:** Please visit the Student Affairs internet site for directions, maps and parking information.

☐ **Personal Attire**: Please see information on the Student Affairs internet site about general expectations related to personal attire for student placements. Your HCP will provide specific instructions regarding personal attire for your student role and area.

☐ **Individual Accommodation**: Inform your HCP if you have accommodation needs.

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St JOSEPH's
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LONDON

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Student Placement Checklist

☐ **Security Protocol**: Obtain your security items from the Security office. Your HCP will escort you to the Security office at your site during the following times:
- **All – SITES➔** Security Office Hours **PREFERED TIMES: 8:00 a.m. – 5:00 p.m. Security will accommodate requests outside of the specified times, when a Security Guard is available.**

☐ Your school and hospital 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.

☐ **Orientation:** If you and your HCP were not able to attend the Enhancing Learning Partnerships orientation workshop you will review the self-learning orientation package together.

Computer Access

☐ **Corporate Hospital Login**: Confirm that your corporate hospital login information is working for the St. Joseph's computer systems to which you have been granted access to.

☐ **For students who enter workload data into Infomed**: You will receive an email via your Hospital Outlook email account with login details.

☐ **Access Issues**: For all access issues, please call the ITS Helpdesk at 519-646-6100, Ext. #44357. Please have your student ID and DOB (month and day only) ready when calling the Helpdesk.

☐ **Emergency Response**: Your HCP will review the locations of emergency exits, fire alarms, fire extinguishers, and first aid kits and will outline specific procedures to follow if codes are called, including evacuation route.

Program-Specific Orientation

☐ **Introductions**: Your HCP will introduce you to their leader, members of the team and their roles. If any safety concerns are identified during the placement please ensure that you raise them with your HCP and the leader of the program.

☐ **Work Space**: Your HCP will review arrangements for accessing work space and supplies (computer(s) available for the student to use, access to photocopier, etc.). You will be introduced to the team's clerical assistant whom you can access for various issues.

☐ **Absences**: Your HCP will discuss the process to follow if/when you will be late or miss a day of placement.

☐ **Use of Cellular Phones**: Your HCP will identify areas within the program/unit where cellular phones are not permitted and review the protocol related to personal calls in the program/unit.

☐ **Tour**: Your HCP will provide a tour of the program area and will highlight key considerations for staff and patient safety, including doors that must remain locked, how to respond to biohazards, or procedures that must be followed to use certain equipment. Your HCP will also provide you with a tour of the main amenities in the facility, such as the washrooms, elevators, stairs, staff library, and cafeteria.

☐ **Patient Privacy**: Your HCP will review accountabilities in relation to patient privacy and access to health records.

☐ **Hand Hygiene**: Your HCP will share accountabilities regarding the four moments of hand hygiene.

Student Placement Checklist

DURING THE FIRST WEEK OF PLACEMENT	
☐ **Program-Specific Orientation**: (cont'd) You will discuss services provided in the program/unit and identify patient documentation protocols.	
☐ **Accommodations**: You will need to confirm that accommodations discussed before start of placement are meeting your needs for placement.	
For Integrated Practicum Nursing Students Only ☐ **Glucometer**: If you will be using the blood glucose testing equipment while on placement, your HCP will contact the Student Affairs Administrator at ext. 42390 to arrange blood glucose meter access for you in advance of your start date. Within your first week of placement you will be required to complete the blood glucose meter training in the nursing required learning section of the pre-placement requirements on the public Student Affairs site. ☐ **Pyxis Access**: Your HCP will discuss processes for medication access. (All students, EXCEPT Mount Hope students) will be required to complete the on-line pyxis education. You will receive notification from Pharmacy via your hospital email account with instructions and login information for the pyxis machine.	
☐ **Parkwood Main Building Site Only**: Your HCP will review the Food and Travel Pass system for patients.	
☐ **Parkwood Main and Mount Hope Sites Only**: Your HCP will review the patient/resident wandering system.	
ON AN ONGOING BASIS DURING PLACEMENT	
Illness/Injury: Advise your HCP 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.	
AT THE END OF PLACEMENT	
☐ **LAST DAY OF PLACEMENT** Return your security items to the Security office at your site. Students will be invoiced through the school if these items are not returned. **Hospital photo ID cards cannot be kept as souvenirs nor should they be disposed of. We do not encourage students to mail in their security items. If a security item is lost in the mail, students will still be accountable to cover the costs of each unreturned item.** You will be invoiced for any unreturned items. The costs for each item follow: • Hospital photo ID cards and all access cards ➔ $50.00 for each unreturned card • Personal Panic Alarms ➔ $250.00	

Student Placement Checklist

Appendix A

Security Packages by Site

Student Packages	Contents of Package	Parkwood Institute, Main Building	Parkwood Institute, Mental Health Care Building	Neuro-behavioral Rehabilitation Centre	Southwest Centre for Forensic Mental Health Care	St. Joseph's Hospital, Mount Hope & Family Medical Centre	ACT teams/ Steele Street
A	Photo ID	*				*	*
B	Photo ID ACCESS card (CHUBB)			*			
C	Photo ID ACCESS card (Johnson control)					*	
D	Photo ID ACCESS card (Honeywell)	*					
E	Photo ID ACCESS card (Honeywell) + ACCESS card (CHUBB) *** For med room access (IP nursing students ONLY)	*					
F	Photo ID ACCESS card (Honeywell) Personal Panic Alarms Fire Key		*				
G	Photo ID ACCESS card (Honeywell) Personal Panic Alarms Fire Key Hospital Key				*		