

# 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.
- Student 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 internet site. Please note: Processing time for Vulnerable Sector Checks in London can take several weeks.
- Forms:** Please return the [signed privacy agreement](#) and the [signed self-declaration form](#) to your school for their files.
- St. Joseph's Email:** If you are completing a 1:1 supervised placement, you will also 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 review St. Joseph's Memo on Virtual Care.
- Remote Care:** If your preceptor confirms that your placement will include remote care, please review St. Joseph's Memo on Remote Care.

## Connecting with your St. Joseph's Health Care Professional (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.
- Access to Additional Electronic Applications:** Please call/email your St. Joseph's (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.**
- Enhancing Learning Partnerships:** Speak with your HCP 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 HCP will **register you both**.
- Directions & Parking Information:** Please visit the Student Affairs internet site for [directions, parking and rates](#)
- Personal Attire:** Please see information on the Student Affairs internet site about general expectations related to [personal attire \(see preparing for your first day tab\)](#) for student placements. Your HCP will provide any additional instructions regarding personal attire for your student role and area.
- Individual Accommodation:** If you have a pre-established Accommodation Plan, review any questions you may have about the operationalization of this plan with your HCP.

# Student Placement Checklist

## ON THE FIRST DAY OF PLACEMENT

- Security Protocol:** Obtain your security items from the Security office. Your HCP will escort you to the Security office that supports your site during the following times:
  - **All – SITES → Security Office Hours PREFERRED TIMES: 8:00 a.m. – 5:00 p.m.**
  - **Tell Security you have been registered by Randa Venesoen, Student Affairs.**
- Identification Badge:** Your school 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.**

- Enhancing Learning Partnerships:** If you and your HCP did not attend the Enhancing Learning Partnerships orientation workshop, schedule a time during the first week to review the [Student and Health Care Provider Orientation Video](#) and [self-learning package](#) also available via the [Orientation tab](#) on the Student Affairs website here: <https://www.sjhc.london.on.ca/students/pre-placement-requirements>

## Computer Access

- Corporate Login:** Confirm that your corporate login information is working for the St. Joseph's computer systems 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 HCP and/or corporate communication.
- Infomed:** For students who enter workload data into Infomed, you will receive an email via your 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 HCP 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 student ID and DOB (month and day only) ready when calling the Helpdesk.

- 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.

## 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 HCP and the leader of the program.
- Work Space:** Your HCP 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.
- 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:** Ask your HCP 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.
- Tour:** Ask your HCP 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 HCP may also provide you with a tour of the main amenities in the facility, such as the washrooms, elevators, stairs, staff library, and cafeteria.

# Student Placement Checklist

## DURING THE FIRST WEEK OF PLACEMENT

**Documentation Protocols:** Your HCP 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 HCP that accommodations discussed before start of placement are meeting your needs for placement. If you are experiencing any difficulties, connect with your HCP and/or Student Affairs.

### For Integrated Practicum Nursing Students Only

**Glucometer:** Students must complete the online module and quiz and two levels of quality control using their barcodes alongside of their preceptor. Students must confirm with POCT once they have completed the quality control and that it has been run successfully. Finally, students will need to email the screen shot of the completed quiz to [POCT@lhsc.on.ca](mailto:POCT@lhsc.on.ca). A screen shot of the completed quiz with a score of 80% or better is required.

**Pyxis Access:** Your HCP will discuss processes for medication access and guide you through this training via the [Pyxis Checklist](#). Your corporate login credentials will provide you with pyxis access while on placement.

**Parkwood Main Building Site Only:** Your HCP will review the Food and Travel Pass system for patients (if it applies).

**Parkwood Main and Mount Hope Sites Only:** Your HCP will review the patient/resident wandering system.

# Student Placement Checklist

## 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. 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 such Practicum Placements.

**Outbreaks at External Facilities and Implications for Clinical Instructors and Students on Placement at St. Joseph's:** St. Joseph's Clinical Instructors and 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 a 14-day self-isolation period with approval by Occupational Health and Safety. Clinical Instructors and students will not be permitted to go back to the external facility on outbreak until it has been resolved. Students are to communicate with their instructor if this situation arises, instructors will contact Alexis Smith [alexis.smith@sjhc.london.on.ca](mailto:alexis.smith@sjhc.london.on.ca) who will support communication with OHSS.

## AT THE END OF PLACEMENT

**LAST DAY OF PLACEMENT** Return your security items to the same Security office where you obtained your security items. Students will be invoiced through the school if any security items are not returned. **Corporate photo ID cards cannot be kept as souvenirs nor should they be disposed of. We discourage the use of mail for the return of 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:

- Corporate photo ID cards and all access cards → \$50.00 for each unreturned card
- Keys → \$75 for each unreturned key
- Personal Panic Alarms → \$180.00

# Student Placement Checklist

## Appendix A Security Packages by Site

Student/CI Packages	Contents of Package	Parkwood Main	Parkwood Mental Health	NRC	Southwest Centre	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 or Clinical Instructor Package assignment states (with med room re: nursing students).**