

Dear Student,

Welcome to the interprofessional practice community at St. Joseph's Health Care London! We are delighted that a learning experience at St. Joseph's will be part of your professional education. The following information introduces you to: our care and professional practice structures; the services provided by the Professional Practice Team, and; self-learning materials that you and the health care professional (HCP/Preceptor) will use to:

- a) develop your relationship
- b) clarify expectations
- c) become aware of the resources available to you.

St. Joseph's follows an organizational model called "program management". Each health care professional (HCP) reports to the leader of his/her program for all issues. Professional Practice Consultants (PPCs) are available as resources to leaders and staff to answer questions about practice topics, such as documentation of patient care.

Our professional practice structure promotes professional practice by leveraging the expertise of the staff providing care. Members of each profession are encouraged to develop their leadership skills through quality improvement activities within their care area and to participate in monthly cross-organizational discipline-specific council meetings. The discipline council meetings offer a venue to identify new best practices and to generate solutions to practice questions. Students are welcome to attend monthly council meetings for their discipline with their HCP preceptor.

Professional Practice also coordinates HCP student placements at St. Joseph's. Any administrative issues related to student placements, such as completion of required e-learning and questions about computer access, are addressed by Randa Venesoen, Student Affairs Administrator. The undersigned two PPCs support all health care professions students, are involved with student orientation, and support students and staff if students have challenges meeting learning goals.

This orientation has been designed to help you initiate and develop your relationship with your HCP/Preceptor. It covers important topics such as:

1. Clarifying expectations and tips for a successful placement, including strategies for students to remain safe during their learning experiences at St. Joseph's
2. Identifying each other's strengths and considering how you will use them during the placement,
3. Establishing ways to enhance feedback and communication so that your relationships blossom and your learning goals are achieved.

We hope this orientation session helps you build a strong partnership with your HCP preceptor so that your practice experience is customized to meet your learning goals. Please do not hesitate to contact us if questions or concerns arise about your placement experience at St. Joseph's.

Sincerely,

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Steps to complete during your first week in placement:

Step 1: Watch the Welcome video

Step 2: Complete the Self-Reflection Activities

Step 3: Attend the Instructor Lead Session

Step 4: Complete the Learning Partnership Activities

Step 5: Review the online resources

**Step 1:
Watch the
Welcome
video**

Step1: Watch a Welcome Video to learn about the history, values, and services at St. Josephs: [CEO staff orientation 081321](#)



**Step 2:
Complete
the Self-
Reflection
Activities**

Step 2: Complete the Self-Reflection Activities independently.
This should take you about 15 minutes.

Utilize APPENDIX A: Self-Reflection Activities

**Step 3:
Attend the
Instructor
Lead
Session**

Step 3: Attend the Instructor Lead Session on Enhancing Learning Partnerships with your Preceptor *(if possible)*

An email invitation will have been sent to your school email with information on when and where the session will be held. Please plan to attend a virtual session with your preceptor.

**Step 4:
Complete
the
Learning
Partnership
Activities**

Step 4: Complete the Learning Partnership activities together with your preceptor (this can be completed during the latter 1 hour of the virtual session or at another time suitable to you both).

These activities will help develop your learning partnership and create the foundation for a successful placement!

Utilize:

APPENDIX B: Using Character Strengths

APPENDIX C: Clarifying Expectations and Using Your Strengths

APPENDIX D: Feedback to Build Relationships

**Step 5:
Review the
online
resources**

Step 5: Review the online resources to help you prepare for your placement. You can do this independently. Please ask your preceptor if you have any questions.

1. **Staff Intranet:** <https://intra.sjhc.london.on.ca/>
Access by entering your Network login information from any computer.
Explore the following items on the intranet:
 - a. “Current news” column for important updates like parking changes.
 - b. “Upcoming events” column includes free educational events.
 - c. “Corporate” has important quick links, such as corporate policies, emergency management, and directories and maps.
 - d. “Support teams” link connects to various services, such as Food and Nutrition Services where cafeteria schedules at various St. Joseph’s sites are posted.
 - e. An on-line resource called Clinical Skills is also available through the St. Joseph’s Intranet. This resource is helpful for understanding physiological issues and procedures for people of all disciplines. Also includes information on some psychosocial skills like rapport building.
 - f. [Clinical Documentation Standard Guideline](#)
 - g. [Social media guideline](#) – Follow the guidelines for St. Joseph’s staff regarding discussing experiences at St. Joseph’s on social media.

2. **Review Relevant Policies on Policy Manager** (*please note; these policies are only accessible inside hospital network, you may need to bookmark this task to complete on your first days on-site, you will login with your network access when using the below links*):
 - a. [Privacy](#) and [Confidentiality](#) policies
 - b. [Consent to Treatment](#)
 - c. [Use of Cellular Phones and Other Wireless Technologies](#) – St. Joseph’s discourages the use of cellular phones within St. Joseph’s buildings. Cellular phones should only be used in designated areas as outlined in the policy.
 - d. [Electronic \(e-mail\) Use](#) – E-mail received through the St. Joseph’s e-mail system

should not be forwarded outside St. Joseph's since the information is no longer secure once the e-mail leaves the organization's computer network.

- e. [Smoke-Free, Vape-Free, Tobacco-Free Environment](#) - Smoking, vaping, and use of any type of tobacco products is not permitted in St. Joseph's buildings, or on the grounds of St. Joseph's, including parking garages and yard spaces.
- f. [Scents Sensitivity in the Workplace](#) - Scents are not permitted at St. Joseph's.

APPENDIX A: Self-Reflection Activities (Complete Independently)

1. Watch this video on the science of strengths:

<https://www.viacharacter.org/resources/videos/the-science-of-character>

2. Complete the free character strengths self-assessment here:

<https://www.viacharacter.org/survey/account/register>, print a copy of your results and review your top five strengths.

3. Read the overview of the 25 Character Strengths here:

<https://www.viacharacter.org/character-strengths>

4. Answer these questions:

Are you surprised by any of your strengths?

Can you think of ways that you have demonstrated these strengths, to yourself? To others?

How might or have these strengths serve(d) you in your career (as a student or a professional)?

APPENDIX B: Using Character Strengths (Complete with Student & Preceptor in 1-hour meeting)

Student Top 5 Strengths are:

- 1)
- 2)
- 3)
- 4)
- 5)

Preceptor Top 5 Strengths are:

- 1)
- 2)
- 3)
- 4)
- 5)

How might the use of our strengths enhance the quality of this teacher/learner relationship?

Consider the following skills required of health care professionals:

- 1. Developing therapeutic & caring relationships**
- 2. Using current knowledge & applying skills**
- 3. Organizing yourself and your work day**
- 4. Negotiating care provided/delivering care required**
- 5. Critical thinking & effective problem-solving**

Which of your top 5 strengths have you used to execute these skills?

Which strengths are underutilized? Which strengths could you apply more often?

Watch for and recognize others for their strengths. It can build your relationships while also helping you to learn more about the many ways that strengths show up at work.

APPENDIX C: Clarifying Expectations and Using our Strengths (Complete with Student & Preceptor in 1-hour meeting)

What behaviours/qualities/abilities of an exceptional teacher have you most admired?

What behaviours/qualities/abilities of a learner make it easier to teach/coach/supervise?

APPENDIX D: Feedback that Builds Relationships (Complete with Student & Preceptor in 1-hour meeting)

Answer the questions below in a 1-hour discussion between the Preceptor and the Student. Record your answers in the space provided.

Student: What do you want to gain from this placement experience?

Student: What do you want your preceptor to gain from this experience?

Preceptor: What do you want the student to gain from this placement experience?

Preceptor: What do you want to gain from this experience?

Preceptor: How will you give feedback to your student?

Student: How would you like to receive feedback as a student?

Consider: Frequency, just in time or planned feedback, etc.

We recommend daily or weekly feedback sessions and other just-in-time feedback as needed.

Student: What will it look like when you are stressed?

Student: How can the Preceptor support you when you are stressed?

How can we (student and preceptor) have more effective feedback conversations?

APPENDIX E: How to give Feedback to Build Relationships

Feedback conversations are made up of:

1. High Stakes
2. Strong Emotions
3. Opposing Opinions

Check your motives before giving feedback:

Unhealthy Motives	Healthy Motives
<ul style="list-style-type: none">• Be right• Look good/ Save Face• Win• Punish/blame• Avoid Conflict	<ul style="list-style-type: none">• Learn• Find the Truth• Produce results• Strengthen relationships• Help Patients feel better• Keep Patients safe

Ask yourself these questions when you feel your motives changing:

- What am I behaving like I want?
- What do I really want?
 - For myself?
 - For others?
 - For the relationship?
 - For the organization?
- How would I behave if my motives changed?

Watch this video on providing effective feedback:

<https://www.youtube.com/watch?app=desktop&v=wtl5UrrgU8c>

1. Micro Yes
2. Data Point
3. Show Impact
4. End with a question

Our Vital Behaviours – All Employees are asked to:

Speak Up

**Hold each other
Accountable**

Ask for Help