

POLICY II-115	Student Placements	DOMAIN People and Teams
<b>SLT Sponsor:</b> Chief Quality and Privacy Officer  <b>Policy Lead(s):</b> Corporate Director, Professional Practice, Clinical Learning, Libraries & Student Placement & Corporate Director, Risk Management		<b>Date Approved:</b> December 6, 2022
		<b>Date Effective:</b> December 20, 2022
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NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definition section

### **Policy Statement:**

Covenant Health is committed to providing safe, high quality, collaborative educational environments for students from a wide range of health and non-health related disciplines. Student Placements will be vetted in a fair, equitable manner, and in accordance with the Student Placement Agreement (SPA) prerequisites.

Student Placements are supported by clear, concise guidelines, and will be managed by a central intake process using the Alberta Health provincially funded Health Sciences Placement Network (HSPnet) system.

### **Purpose Statement:**

The purpose of this policy is to mitigate risk, and clarify responsibilities of the organization, staff, academic instructors, and students completing secondary or post-secondary clinical and non-clinical placements in Covenant Health facilities.

HSPnet provides a central intake process that enables the organization to track student and instructor activity for all Covenant Health sites; provides data pertaining to the number, type, and length of all placements across the province; indicates how many Covenant Health FTE hours are dedicated to practice education; and minimizes the risk associated with public health outbreaks.

Through the use of HSPnet, Alberta Health Workforce Planning is able to use this data to determine trends, research, policy development, and maximizes clinical training capacity in Alberta.

### **Applicability:**

This policy applies to all Covenant Health facilities where students (including employee-learners) enrolled in secondary or post-secondary educational programs, and academic instructors are on site in a clinical and non-clinical placement capacity.

**Exception: This policy excludes Medical Students.**

### **Principles:**

Student Placements are guided by key principles to promote professional growth, development, and best practice. Covenant Health is committed to practice education opportunities for students, instructors, and employee-learners in a manner that will demonstrate commitment to the safety of all patients, residents, and staff.

All placements and requests for placement will be vetted through Covenant Health Student Placements and Academic Relations.

### Responsibility:

The following outlines the key roles and responsibilities of the Student Placements and Academic Relations Team and the Legal/Risk Management Team within Covenant Health:

#### 1. Student Placements and Academic Relations Team:

- 1.1 Responsible to ensure Student Placement Agreement (SPA) between educational institutions and/or the individual student not represented by their educational institution are in place prior to student placement commencement.
- 1.2 Ensure that due diligence is exercised regarding the SPA accountabilities of the educational institution and/or individual:
  - a. Students and instructors must satisfactorily meet Police Information Check and Vulnerable Sector Search requirements, as per policy II-95 [Recruitment \(Posting, Selection & Hiring\)](#).
  - b. Students and Instructors must satisfactorily maintain health and fitness to practice standard throughout the term of the placement, including but not limited to, legislative and corporate immunization standards.
  - c. Students and instructors must comply with all Confidentiality and Privacy legislation, and corporate policy framework.
  - d. Students are enrolled in an educational program that holds a current Certificate of Educational Accreditation and, where applicable, is recognized by the professional regulatory/licensure body.
  - e. Clinical and non-clinical placement terms and expectations will be appropriate and comply with regulatory bylaws.
  - f. Instructors who are regulated practitioners, carry current registration and practice permit in good standing.
  - g. Compliance auditing to ensure the educational institution is meeting SPA prerequisites.
  - h. The educational institution will provide student and instructor names prior to the commencement of the placement.
- 1.3 Comply with SPA contractual obligations to provide organized protocol and central intake (via HSPnet) to ensure clinical and non-clinical placements are fairly/equitably distributed, appropriately vetted, and tracked. Covenant Health will make a reasonable effort to accommodate and confirm the number of students, and/or instructors requesting a placement at the earliest possible time.
- 1.4 Assume collective responsibility to conduct student risk assessment activities for the following:
  - a. Positive or non-clear student Police Information Check adjudication
  - b. Fitness to Practice accommodations

- 1.5 Manage dispute resolution process and protocol for student placements including termination, suspension, or adjudication decisions.
- 1.6 Assume collective responsibility for implementation and standardization of student placement policy, process, and methodologies.

## 2. Legal/Risk Management Team:

- 2.1 Review SPA between the educational institution, or an individual student not represented by their educational institution, and Covenant Health.
- 2.2 Verify and collect contractual requirements in collaboration with the educational institution, including but not limited to:
  - a. Certificate of Professional and General Liability Insurance
  - b. Confirmation of Workers' Compensation Board Insurance Account (WCB)
  - c. Certificate of Educational Accreditation
  - d. Appropriate signatory representative
- 2.3 Advise on applicable legislation and Covenant Health standards.
- 2.4 Provide legal counsel regarding student risk including: assessments, placement or contractual suspension or termination.
- 2.5 Manage SPA reviews and academic partner lists.

### Definitions:

**Fitness to Practice:** The physical, mental, and emotional capacity to practice safely in accordance with the placement.

**Health Sciences Placement Network (HSPnet):** Alberta Health provincially funded web-based tool used for facilitating and managing practice education in the health sciences and non-health disciplines.

**Instructor:** One or more representatives from the educational institution that provide supervision, education, and evaluation of one or more students during a clinical or non-clinical placement.

**Student:** Secondary or post-secondary students (**excluding Medical Students**) enrolled in a program which includes a requirement to build skills and apply theoretical knowledge in a clinical, non-clinical, or corporate setting. Applicable to employee-learners taking post-secondary education.

**Student Placement:** A non-paid practicum-based, and/or observational component of an educational program, wherein individual students (**excluding medical students**) are able to build skills, and apply theoretical knowledge in a clinical, non-clinical, or corporate setting.

**Student Placement Agreement (SPA):** Contractual agreement/understanding between the health agency and the educational institution, and/or independent learner that outlines the terms, conditions, and expectations of clinical and non-clinical placement activity in Covenant Health facilities.

**Relevant Covenant Health Policy and Policy Support Documents:****A. Policies:**

- II-95 [Recruitment \(Posting, Selection and Hiring\)](#)
- X-5 [Privacy Accountability](#)
- X-10 [Confidentiality Agreement and Privacy Training](#)
- X-15 [Access to Personal or Health Information by Individuals](#)
- X-20 [Collection and Use of Personal or Health Information](#)
- X-25 [Contractor Requirements for Security of Information and IT Resources](#)
- X-30 [Correction of Personal or Health Information](#)
- X-35 [Disclosure of Personal or Health Information to Third Parties](#)
- X-40 [Information Privacy Breach or Information System Security Incident](#)
- X-45 [Information Security Classification](#)
- X-50 [Information Technology Acceptable Use and Safeguards](#)
- X-55 [Privacy Impact Assessments and Monitoring](#)
- X-60 [Transmission of Personal or Health Information](#)
- X-65 [Transportation of Personal or Health Information](#)

**B. Procedures:**

- X-40.PROC.1 [Response to Privacy Breach or Information Security Incident](#)
- X-40.PROC.2 [Proactive Auditing of Electronic Information Systems](#)
- X-55.PROC.1 [Privacy Impact Assessments and Monitoring Procedures](#)
- X-65.PROC.1 [Procedure for Transportation of Personal or Health Information](#)

**C. Guidelines:**

- II-115.GUIDE.1 [Guidelines for Student Placements](#)
- II-115.GUIDE.2 [Supervision of Learners by a Respiratory Therapist](#)

**D. Job aids:**

- II-115.JOBAID.1 [Student Placement Process](#)
- II-115.JOBAID.2 [Student Placement Agreement Template](#)
- II-115.JOBAID.3 [Canadian Forces Military \(DND\) Placement Process for LPN and RN Members](#)
- II-115.JOBAID.4 [Adjudication Process for Non-Clear Criminal Record Checks / Police Information Checks and/or Vulnerable Sector Search](#)

II-115.JOBAID.5 [Student Placement / Instructor Adjudication Intake Form - Non-Clear Criminal Record / Policy Information Checks and or Vulnerable Sector Search](#)  
[AHS Standard 08.302 Standard for Immunization of Post-Secondary Health Care Students and Students in Other High-Risk Occupational Program](#)  
[AHS Standard 08.302 Immunization Recommended for Health Care Students and Students in Other High-Risk Occupational Programs](#)

**E.****Standards:**

3.19 [Attending Work with COVID-19 Symptoms, Positive Test, or Close Contact](#)

**Keywords:****References:**

Health Professions Act and related Regulations (Alberta)  
 Protection for Persons in Care Act (Alberta)  
 Public Health Act (Alberta)

**Past Revisions:**

April 8, 2016  
 July 5, 2010