

CLINICAL SITE REQUIREMENTS

All students must attend clinical placements. This placement will be arranged for you and you are expected to come prepared and attend. Maximum allotted time missed for course 5, 8 & 9 is 32 hours. If there is an excess of 32 hours missed the student may be reviewed on a case-by-case basis by members of the leadership team. If termination is required, you may re-apply and repeat the placement at a later date at a cost of \$85.00 per day.

- Clinical Experience I & II (course 5 & 8) will be delivered Monday - Friday; day or evening shift. may be required. Please make sure that all personal arrangements are made prior to your shift.
- Consolidated Clinical Experience (course 9) will be delivered as per the schedule given by the clinical placement for a total of 80 hours; day, evening or weekend shifts may be required. Please make sure that all personal arrangements are made prior to your shift.

Clinical Placement Prerequisites:

Alberta Health Services

See website for more information.

<https://www.albertahealthservices.ca/careers/Page11687.aspx>

Christensen Communities

Including but not limited to, the following list of CHRISTENSON HEALTH SERVICES Policies apply to the Educational Institution's Students and Instructors during the Placement:

CHRISTENSON HEALTH SERVICES Bylaws and Corporate Policies

- Personal Social Media Policy
- Code of Ethics & Conduct
- Acceptance of Gifts
- Confidentiality Pledge
- Resident Non-Abuse Pledge
- E-mail/Internet Use pledge
- The Cell/Camera Phones and other Digital Devices Use Policy

Covenant Health

See website for more information.

<https://covenanthealth.ca/join-our-team/students/student-placements/orientation>

Extendicare

Including but not limited to, the following list of EXTENDICARE Policies apply to the Educational Institution's Students and Instructors during the Placement:

EXTENDICARE Bylaws and Business Conduct Policies

- Emergency Procedure, Plans or Public Safety Information
- Workplace Emergency Response Information
- Training
- Information and Communication standards
 - Feedback, Accessible Formats and Communication Supports
 - Accessible Websites and Web Content
- Employment Standards
 - Recruitment
 - Informing Employees of Supports
 - Documented Individual Accommodation, Plans/Return to Work Process
 - Performance Management, Career Development and Redeployment
- Design of Public Spaces
- Customer Service
 - Establishment Policies
 - Use of Service Animals and Support Persons
 - Notice of Temporary Disruptions
 - Training for Staff
 - Feedback Process
 - Format of Documents
- Application
- Compliance with Laws
- Financial Transaction Integrity
- Trading in Extendicare Securities
- Conflict of Interest
- Confidentiality
- Communication
- Political and Charitable Contributions
- Workplace Harassment, Violence and Discrimination Policies
- Employment of Relatives
- Implementing the Code
- Standards of Conduct
- Insider Trading Policy

Corporate Policies

- Diversity Policy
- Shareholder Engagement Policy
- Environmental, Social and Governance (ESG) Insights
- Statement of Governance Practices
- Board Chair Mandate
- Committee Chair Mandate
- Business Conduct Policy
- Disclosure Policy
- Majority Voting Policy
- Say on Pay Policy
- Shareholder Rights Plan
- Certificate of Amalgamation
- By-Laws

Taylorview Towers

Site requirements to be discussed with students prior to starting their clinical placement once the placement has been approved.

Season Retirement Community (Drayton Valley)

1. Any individuals accepted as right fit volunteers or co-op students will complete the required Retirement Homes Act education and Seasons Policy Acknowledgement on Seasons Learning Management System.
2. General Managers and/or Fun Managers will oversee the contributions of volunteers and utilize the RGA Fun Orientation Checklist, Job Description and Job Routine resources for their volunteer contributions.

Procedure of Students/Co-op Placements/Preceptorships

1. Any placement students/partnership considerations must be approved by Employee Services and have an approved contract with the coordinating program with adequate proof of insurance. Considerations for approval include but are not limited to whether the placement is paid/unpaid, ability of home to accommodate, subsidy/stipends, and ability to provide a meaningful experience
2. If the contract/placement is accepted as right fit, General Managers and/or Service Team Leader will utilize the accurate agreements as applicable and orientation checklist to complete the required training and policy acknowledgement.
3. General Managers and/or Service Team Leaders will oversee the contributions of placements and fulfill any reporting requirements outlined by the placement contract
4. If the student/placement is not filling an existing line with an existing job routine, the Service Team Leader will ensure there is a job routine and/or project with achievable and measurable goals for the student to fulfil.
5. All volunteers and students/placements must provide proof of 2x - COVID-19 vaccination and adhere to all Seasons IPAC protocols.

6. All volunteers and students/placements must provide proof of 2-step TB skin test and adhere to all Seasons IPAC protocols.

Adopted: April 20, 2023

Reviewed/Revised: August 26, 2024 TB