

Administrative Policy & Procedure 307 – Appendix B

ROLE OF THE STUDENT IN CLINICAL PLACEMENT

HCA students are expected to perform within their scope of practice, as outlined in the 2019 Alberta Curriculum and under the supervision of a regulated Health Care professional. The safety and dignity of the clients must be maintained at all times

Roles and Responsibilities (Course 5 8 and 9)

- Students may only perform skills that have been taught and practiced in the lab/classroom setting
- Tasks must be appropriate for the student's level of training and be approved by the clinical instructor
- Students must work under the direct or indirect supervision of a licensed healthcare provider
- Students must report changes in clients' conditions immediately to their supervisor
- Always maintain client confidentiality and privacy
- Demonstrate respect, empathy and professionalism in all interactions
- Adhere to facility policies, dress code and infection control practices
- Students may contribute to documentation only with approval and guidance, and in accordance with facility and program policies

Additional Roles and Responsibilities Specific to Course 9

- Report to the unit supervisor and buddy at the time and place arranged
- Request orientation to the agency as necessary
- Discuss client assignments, expressing special needs felt by the learner
- Discuss feedback with the buddy
- Attend all scheduled shifts and follow policy in the notification of any absence. **Arrangements must be made to make up all missed shifts**
- Practice safe, competent, organized care within the parameters of the role of an HCA

Failure to comply with this Policy may result in removal from the clinical placement and academic review under HCAA Student Policies

Adopted: May 10, 2021

Reviewed/Revised: August 01, 2024 TB, July 10, 2025 TB