

Administrative Policy & Procedure 307 – Appendix A

ROLE OF THE BUDDY

The Buddy's and Instructors will work collaboratively during Course 9 Consolidated Clinical Experience during the supervision process and communicate frequently about the student's progress. If the HCA Buddy has concerns about the HCA student, they are to consult with the nursing supervisor on site. Only the nursing supervisor will liaise with the clinical instructor, who is responsible for evaluating the student.

Roles and Responsibilities:

- Act as a role model for the learner, by providing professional, ethical and person-centered care
- Act as a resource for the learner
- Observe and keep track of the learner's functioning and performance
- Assist the learner in achieving the necessary performance evaluation indicators
- Orient the learner to the practicum setting, including procedures and routines
- Assign the daily client workload to the learner
- To support the learner in reflecting on their daily experiences; daily reflective questions. These questions will help the learner identify their strengths, areas for improvement, and maintain organization throughout the day
- Supervise/assist with the assignment as required
- To provide professional, corrective, and timely feedback to the learner
- Initiate timely discussions with the learner regarding the learner's performance, if warranted
- Provide the learner with feedback on the learners' overall performance for their clinical evaluation
- Maintain open communication with the student and clinical instructor regarding student performance concerns

Buddy's are accountable to their employer and must work in partnership with the clinical instructor and educational institution. Concerns regarding student safety, conduct, or performance must be reported immediately

Adopted: May 10, 2021

Reviewed/Revised: August 01, 2024 TB, July 14, 2025 TB, May 7, 2026 TB