

Section: Students		Index #: VI-1-10
Subject: Students at Baycrest		Effective: Nov-2004
Issued by: Human Resources	Approved by: Corporate Vice Presidents	Revised: Reviewed:

PREAMBLE

Baycrest is an academic health sciences centre involved in the education of students in various programs of study, including high school, college and university programs. Students are placed throughout the Centre as part of their learning experiences.

As part of our vision, Baycrest is committed to providing students with a safe and enriching learning experience that meets the curricular requirements of their program of study.

PURPOSE

The administration, orientation and instruction of students at Baycrest is decentralized; each department, program or area takes individual responsibility to meet the needs of their students. The purpose of this policy related to students is to:

- Ensure that all students are managed in a consistent manner across the Centre
- Assist in maximizing the opportunity for students to meet the curricular requirements of their programs of study
- Enrich the student educational experience
- Assure the health and safety of students in accordance with Baycrest's Occupational Health & Safety Policy
- Allocate the appropriate resources to support students

DEFINITIONS

A student is considered a person who is enrolled in a formal educational program of study and is at Baycrest as part of his/her specific curricular requirements for this program of study that is, regardless of the amount of time he/she spends at Baycrest or whether or not he/she is remunerated for work performed.

(cont'd)...

The following are examples of who may or and may not be considered a student:

EXAMPLE: Considered a Student	EXAMPLE: Not Considered a Student
<ul style="list-style-type: none"> High-school student placed in a department for a co-op credit. 	<ul style="list-style-type: none"> High-school student volunteering to meet their required community service hours. (Considered a Volunteer.)
<ul style="list-style-type: none"> University student on co-op placement, a medical resident, or a post-doctoral fellow who receives compensation. 	<ul style="list-style-type: none"> Full-time university student working at Baycrest for the summer, whose work does not help them to meet a specific curricular requirement of their program. (Considered a Temporary Employee.)
<ul style="list-style-type: none"> Student who visits Baycrest for a two-hour orientation to the Wagman Centre as part of an organized school field trip. 	<ul style="list-style-type: none"> High school student who visits Baycrest to observe an Audiologist to inform the student's career decisions. (Considered an Observer.)
<ul style="list-style-type: none"> A BFA (Music) student in Therapeutic Recreation who contributes to the provision of a program for clients. 	<ul style="list-style-type: none"> Employee in Human Resources who attends Grand Rounds. (Considered an Employee.)
	<ul style="list-style-type: none"> University student who volunteers as a research assistant to gain experience for his/her medical school application. (Considered a Volunteer.)
	<ul style="list-style-type: none"> Medical Student who participates in a friendly visiting program to augment his/her studies. (Considered a Volunteer.)

POLICY

1. An administrative and an academic supervisor will be assigned to each student, to ensure that he/she complies with the Centre policies and has the resources required to meet his/her program learning objectives.

The administrative supervisor and the academic supervisor may be the same person, as long as the requirements for both positions are met. However, the academic supervisor may not be the administrative supervisor if he/she is not a Baycrest employee.

2. All students placed for more than one visit to Baycrest will complete a **Student Registration Form**, sign a **Student Agreement of Responsibility**, at the beginning of their placement, and be subsequently registered in the **Student Database**. The name, educational institution, date and number of hours of placement will be recorded in the **Student Database** for those students whose learning experience includes only one visit to Baycrest.

3. If **disciplinary action of a student** is required, the administrative supervisor, the academic supervisor, the Baycrest program director, and a representative of the educational institution will be included in the process before disciplinary action is taken, unless the circumstances are extraordinary and require immediate action.
4. The director of the relevant department will ensure that an **institutional agreement** is in place between Baycrest and the relevant educational institution before students begin their placements. These agreements are established in consultation with Legal Counsel at Baycrest.

PROCEDURES

An **administrative supervisor** is a Baycrest employee who is the primary contact, both internally and externally, for administrative details regarding students (e.g. identification badges, TB tests, placement locations, etc.); and is either a Manager or Director within the department. The administrative supervisor may delegate their responsibilities if necessary and as appropriate.

Administrative Supervisors are responsible for:

- i. Acting as the primary contact within Baycrest for administrative details regarding the students placed in their area(s).
- ii. Acting as the primary contact with educational institutions for administrative details regarding the students placed in their area(s).
- iii. Maintaining an up-to-date list of students in their area(s), and their respective academic supervisor.
- iv. Ensuring that each student placed in the supervisor's area(s) receives an orientation to Baycrest, as outlined in Human Resources Policy VI-3-10, with consideration of the guidelines in the Appendix to this policy.
- v. Ensuring that each student placed in their area(s) receives an orientation to the area(s) they will be working in.
- vi. Being available to discuss any concerns that an Academic Supervisor or other members of the Baycrest community may have regarding a student.
- vii. Being available to discuss any concerns students may have regarding their placements.
- viii. Ensuring that each student complies with all relevant Centre Policies, including Administrative Policy IX-200: Photo and Temporary Identification Badge, Administrative Policy IV-102: Privacy, Confidentiality and Security of Information, and Human Resources Policy II-1-60: Communicable Disease Surveillance Program.
- ix. Maintaining a current accurate record within the Student Database, on each student placed in the supervisor's area(s), including data such as total hours at Baycrest, contact information, etc.

- x. Maintaining hard-copy files of student registration forms and signed student agreements of responsibility, as well as any other necessary documentation relating to students and their placements.
- xi. Meeting the requirements of the Centre or the educational institution, where reasonable, to ensure that the student has a safe and enriching placement.

An **academic supervisor** is either a Baycrest employee or an employee of the student's educational institution, and is responsible for the majority, if not all, of the student's day-to-day learning activities while at Baycrest. Academic supervisors are qualified to teach in their field, and may delegate their responsibilities if necessary and as appropriate.

Academic Supervisors are responsible for:

- i. Supervising the majority, if not all, of the student's learning activities while on placement at Baycrest.
- ii. Being aware of when the student is on site and when he/she is expected on site, which may include establishing a regular schedule, daily check-ins, or some other agreed-upon system.
- iii. Acting as the primary contact for educational institutions regarding curriculum and teaching aspects of placements for students in their area(s).
- iv. Meeting any other requirements of the Centre or the educational institution, where reasonable, to provide the student with a safe and enriching placement.

Students will be provided with an **orientation** to Baycrest at the beginning of their placement.

Students will **adhere to all relevant Centre Policies**.

APPENDIX TO STUDENTS AT BAYCREST POLICY

VI-1-10

Guidelines for the Orientation of Students to Baycrest

PURPOSE

The purposes for providing students with a general orientation to the Centre include to:

1. Welcome the students to Baycrest.
2. Ensure students are aware of the resources available to them during their placement and how to access these resources. (Resources include those

- available through Human Resources, Occupational Health and Safety, the Library, Education and Organizational Effectiveness, etc.)
3. Provide students with general information about the Centre to enable them to carry out their placement in an effective manner.
 4. Provide students with the information they require to complete their placements safely and contribute to the safety of those around them.
 5. Provide Baycrest with an opportunity to showcase the Centre to potential future employees.

GUIDELINE

Students may receive their orientation in whatever way it is most suitable for them including but not limited to any of the following:

- one-to-one or group orientation sessions specific to students
- department training manual or sessions
- volunteer or employee orientation sessions
- online educational modules Baycrest's intranet
- relevant videos available throughout the Centre

Orientations

Level One: All students are required to receive a thirty-minute orientation to the area in which they are placed. This orientation will include department-specific information such as:

- confidentiality practices for documents within the department
- use of BOLD and other software used within the department

Level Two: All students are required to receive a fifteen-minute orientation that includes:

- a general description of Baycrest, the Centre's mission, the services provided, and an overview of the client population served.

Level Three: Students placed at Baycrest for a duration of more than one week, or a total of more than 16 hours, are required to receive an additional one-hour orientation on the additional following topics:

- Infection Control, as per the Baycrest Infection Control Education Plan
- Jewish Life at Baycrest
- Privacy, confidentiality and security (including computer security guidelines)
- WHMIS

- An abbreviated tour of the facility – Human Resources, Occupational Health and Safety, Cafeterias (Main, WA and Staff), and Main Information Desk

Level Four: Students placed at Baycrest for a duration of more than one month, or a total of more than 40 hours, are required to receive an additional one-hour orientation on the additional following topics:

- Providing Care for Holocaust Survivors
- Fire Safety and Disaster
- Extended tour of the facility – a Hospital floor, an Apotex wing, the Museum, the employee gym, and the Terrace/Wagman/Daycare Centre.

APPENDIX TO STUDENTS AT BAYCREST POLICY

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Student Registration Form and Student Agreement of Responsibility

(See following pages)



Enriching Care
Enhancing Knowledge
Enlightening Minds

Student Registration Form

First Name: _____ Please Print
Last Name: _____ Please Print

Have you been a student at Baycrest before? No ___ Yes, beginning _____ / _____ (month/year)

Current Address: _____ Emergency Contact Information:
Name: _____

Email Address: _____ Relationship: _____

Home Phone: _____ Daytime Phone: _____

Evening Phone: _____ Evening Phone: _____

Educational Institution: _____ Student #: _____

Educational Program: _____ Category/Level: _____

Baycrest Department: _____

Baycrest Program/Service: _____

Rotation Start Date: _____ Rotation End Date: _____

Baycrest Admin. Supervisor: _____ Academic Supervisor: _____

Placement Time at Baycrest: Total Number of Weeks: _____ Days per Week: _____ Hours per Day: _____

**Please ensure that you have completed all fields above,
and that you have signed and dated the attached Student Agreement of Responsibility.**

For Office Use Only

Mask Fit Test: Make: _____ Size: _____ Institution: _____

TB Test: Date: _____ Institution: _____

Flu Vaccine: Date: _____ Institution: _____

I.D. Badge: Badge #: _____ Date Issued: _____ Date Returned: _____

Fiscal Quarter	Year	Total Number of Weeks (A)	Average Days per Week (B)	Average Hours per Day (C)	Total Hours (A x B x C)
1 Apr – Jun 30					
1 Jul – Sep 30					
1 Oct – Dec 31					
1 Jan – Mar 31					
1 Apr – Jun 30					
1 Jul – Sep 31					
1 Oct – Dec 31					
1 Jan – Mar 31					

Total Hours: _____

Student Agreement of Responsibility

Baycrest Centre for Geriatric Care and your educational institution have a contractual agreement that governs your placement experience at Baycrest Centre. In addition, there are specific responsibilities you must be aware of and in agreement with before you may begin your placement at this facility.

Please indicate that you understand and agree to the following statements by signing below:

1. All the information I have provided on the reverse of this document is accurate.
2. I agree to abide by all regulations, policies and procedures that govern Baycrest Centre, and understand that these are available to me on the Baycrest Centre intranet and through my Baycrest Supervisor.
3. I understand that members of the Baycrest Centre staff are the final authority for all aspects of patient care and for the integration of my educational program within the operations of the Centre.
4. I have read and agree to comply with the Baycrest Centre policies on confidentiality and conflict of interest (attached).
5. I acknowledge that any client at any time may decline to have me involved in their care, based on my status as a student.
6. I understand that Baycrest Centre at no time will accept responsibility for loss or damage to my personal property, including motor vehicles parked or driven on Baycrest premises.
7. I understand that Baycrest Centre may terminate this agreement at any time should the Centre deem my conduct or performance unacceptable. Except in extraordinary circumstances, such a decision would not be made without first consulting my educational institution and me.
8. I will at all times practice within the scope of my knowledge and skill, and I will request and accept appropriate supervision in my provision of patient care.
9. I consent to the collection and use of my personal information on this form by Baycrest Centre for administrative purposes, including external reporting as required by the government. I understand that personal information collected on this form will be held electronically on a third party server that is outside of Baycrest. Information regarding this third party server is available through the Department of Education and Organizational Effectiveness within Human Resources.
10. I agree to wear the identification badge assigned to me at all times during my placement at Baycrest Centre, and to return it to the Centre when I have completed my placement(s).
11. I will complete the Tuberculosis Surveillance Policy Form and wear the appropriate personal protective equipment as required.

Date: _____ **Student Signature:** _____

PLEASE RETURN BOTH THE COMPLETED REGISTRATION FORM AND THIS AGREEMENT
TO YOUR BAYCREST SUPERVISOR. THANK YOU.

CONFIDENTIALITY and SECURITY AGREEMENT

I have read Baycrest's Confidentiality and Security Policy #V-101, dated September 2001, and Baycrest's Appropriate Use of Internet and E-mail Policy #V-102, dated September 2001 (the "Policies"). I agree to abide by the terms of the Policies.

I understand and acknowledge that Baycrest may conduct periodic audits electronically of my access to and disclosure of confidential information as defined under the Policies ("Confidential Information") in order to monitor my compliance with the Policies.

I understand and acknowledge that as a condition of being a Baycrest employee, member of the medical staff, clinical or research fellow, student, independent contractor or volunteer, I may not disclose or access Confidential Information unless legally authorized to do so. I understand that a breach of this condition may be cause for suspension or termination of my employment, appointment or contract by Baycrest.

Date ____dd____mm____yy

Printed Name

Department

Signature

Witness Signature

Date ____dd____mm____yy

Appendix A

Baycrest
ANNUAL DECLARATION FORM

Introduction:

All Cost Centre Managers, and employees in Purchasing, Information Technology, Executive Office, Finance and Administration, Public Affairs, Human Resources and Organizational Effectiveness, and the Foundation are required to sign and return this declaration to the Human Resource Department within thirty (30 days). Reference is made to the attached Policy # I-267 (*Conflict of Interest - Employees*).

If you have any questions concerning this Form or the Policy, please contact your Manager or Human Resources.

I declare that:

- a) I have read the attached Policy.
- b) I acknowledge that I am bound by the Policy, including the disclosure requirements that apply to me.
- c) At the present time, [Check the appropriate box]:
 - I am not in a Conflict of Interest situation, nor am I aware of any situation which could give rise to a Conflict of Interest.

OR

- I am in a Conflict of Interest situation or a potential Conflict of Interest situation. A listing of my interests requiring disclosure is attached.
- d) Individuals placing themselves in a position of conflict of interest, or failing to disclose or resolve a conflict may be subject to request for resignation or disciplinary action up to and including discharge from employment or service.

Date Signature

Print Name