Student Placements
Frequently Asked Questions - Students

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1. **What are the requirements for a Canadian Student to obtain a placement with AHS?**

   - Your Educational Institution must have a signed [Student Placement Agreement](#) (SPA) with AHS.
   - You must be enrolled in an Educational Program with a placement requirement and have completed enough of the educational content of the program to be able to perform duties required within the placement.
   - You must sign ‘[Permission to Disclose Personal Information Agreement](#)’ with your Educational Institution so their confidential information can be shared with AHS to determine whether they are eligible to participate in a Placement.
   - You must be [Fit to Practice](#) – demonstrate physical, mental and emotional capacity to practice safely.
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- You must provide a **Police Information Check** and include a **Vulnerable Sector Search** if you will be in a position of trust or authority with AHS patients or clients at any time.
- You must provide records of **Immunization** and obtain required immunizations to protect themselves and patients/clients from vaccine preventable diseases.
- You must complete **confidentiality training** and sign an **AHS Confidentiality Agreement**.
- You must understand **AHS Policies and bylaws** that apply to you during the Placement.
- In some placements, you may require **CPR certification** and/or **N95 Mask Fit Testing**.

2. **What is a Student Placement Agreement (SPA)?**

The Student Placement Agreement (SPA) is a required contract between AHS and an Educational Institution or an international student for students completing a placement within sites/facilities of Alberta Health Services (AHS).

The SPA is designed to outline the roles and responsibilities of AHS and its employees, the Educational Institution and its employees, Students and Instructors in the process of organizing and completing a Student Placement.

   a. **How do I know if my Educational Institution has signed a SPA?**

      Please contact Student Engagement and Employment at student.strategies@albertahealthservices.ca.

3. **Why do I need to sign a Personal Information Disclosure Agreement with my Educational Institution?**

Your Educational Institution is required to collect personal information from you in order to determine whether you meet the requirements set by AHS to participate in a placement in their facilities. In order for your Educational Institution to share your eligibility status with AHS you need to give your permission to do so. This is an internal process that is determined by your school please follow up with your faculty to ensure this in place.

4. **What is Fitness to Practice?**

Per the Student Placement Agreement, fitness to practice means that the student must have the physical, emotional or mental capabilities to complete their practicum safely. It is the responsibility of the school to ensure that students and instructors are fit to practice for the duration of the practicum.

   a. **What if I have a condition (physical, emotional or mental) that could prevent completion or cause difficulties for me during my placement?**

You should discuss any condition that may affect your fitness to practice with your Educational Institution Placement Coordinator in order to ensure that your needs can
be accommodated. The Educational Institution will be responsible for initiating the completion of a fitness to practice occupational health assessment based on your specific condition and the specific AHS environment where you will be placed. AHS and the Educational Institution will try to accommodate most disabilities but may need to modify, restrict or decline your placement experience if the condition causes undue hardship to accommodate or poses high risks to AHS patients or property.

b. What is a ‘fitness to practice occupational health assessment’?

A fitness to practice occupational health assessment is an assessment that is used to determine whether an individual has the physical, emotional or mental capability to safely complete their placement. Please note, this process can be lengthy.

It is the responsibility of the Educational Institution to arrange completion of a fitness to practice occupational health assessment when a student or instructor discloses a condition that may impact the ability of a student or instructor to complete the placement safely OR if an incident related to the student’s or instructor’s Fitness to Practice occurs during the placement with AHS.

The Educational Institution will determine the method of completing the fitness to practice occupational health assessment. The assessment can be completed by:
- The Educational Institution (i.e. Occupational Health Office, etc.)
- A Medical Doctor
- A Public Health Center if related to immunization requirements
- An independent agency contracted by the Educational Institution

There is NO AHS form available to complete this process. Documentation, provided by the entity completing the fitness to practice occupational health assessment must show:
- Relevant, objective medical evidence (to the extent permitted by law) pertaining to the health issue or condition that substantiates that the student or instructor is able to fully and safely engage in the practice education objectives outlined for the student placement. Medical evidence should include any specific practice restrictions or accommodations, as well as any measures recommended to manage or mitigate risk to patient safety and to the student or instructor.

The Educational Institution is required to review the assessment documentation. If any specific practice restrictions, accommodations or measures are recommended to manage or mitigate risk for the student or instructor as a result of the fitness to practice occupational health assessment, it is the responsibility of the Educational Institution to:
- Determine if a student can successfully complete the student placement and meet the academic learning objectives
- Communicate specific practice restrictions, accommodations or measures recommended to manage or mitigate risk with AHS
- Collaborate with AHS to implement specific practice restrictions, accommodations or measures recommended to manage or mitigate risk

A record of the fitness to practice occupational health assessment, review and final recommendations will be retained in the student’s or instructor’s file at the post-
secondary institution. The fitness to practice occupation health assessment or any records supporting the fitness to practice occupational health assessment should not be shared with AHS.

5. What is a Police Information Check (PIC) or Vulnerable Sector Search (VSS)?

A PIC is a detailed criminal and police history, or a confirmation of the absence of any information, based on the personal information provided and a VSS is a PIC that includes a search of pardoned sexual offences. For more information about Police Information Checks please refer to the PIC FAQ.

6. Why do I need to be immunized?

Contact with clients/patients or material from individuals with both diagnosed and non-diagnosed infection places post-secondary students at risk of exposure to vaccine preventable diseases. If you are vaccinated you are less likely to contract the diseases you may come into contact with. As well, if you carry or contract the disease from a patient you can spread that disease throughout the location where you are completing your practicum. This could put our patients and visitors at risk of contracting the disease.

Students seeking placements in AHS facilities require the same immunization/evidence of immunity that is required of health care workers in those facilities, and may be refused placements if they are not compliant with the requirements.

a. What immunizations are required?

Per the Communicable Diseases Regulation (Alberta) and the Public Health Act (Alberta), all Health Care students and Instructors must be immunized against Rubella.

AHS strongly recommends immunization against,

- tetanus, diphtheria, pertussis, (DT or DTP)
- measles, mumps, rubella, (MMR)
- varicella (chicken pox) and
- annual influenza.

AHS also recommends immunization against Hepatitis B (Hep B), Polio and Tuberculosis (TB) in some disciplines.

Post-secondary educational programs are strongly encouraged as the opportunity presents, to protect ALL their students from these vaccine preventable diseases.

b. How do I get copies of my Immunization Record?

The first place a student should start to obtain their records, if they do not have already have them, is from their parents. Quite often parents will have retained the records provided as the student obtained immunizations as a child. The student may also return to or contact their Public Health Unit where they would have originally obtained their
vaccinations. If the student is a resident of Alberta they can complete a request for individual vaccination records through telephone or by fax. Please see the following AHS web page for further information:
http://www.albertahealthservices.ca/services.asp?pid=service&rid=5676

If you are from a different province or country please contact your local Public Health Authority or where you obtained the immunizations for information.

Immunization records are to be provided to the Educational Institution by the student at the time of initial enrollment. Records are considered inadequate if there is no written documentation of immunization, documentation is illegible OR written immunization records have less than a month and year as the date and / or the vaccine information is incomplete.

7. Why do I need to know about confidentiality in Health Care?

Students have a great privilege and responsibility in working with members of the public to promote, restore and support their health. As part of this responsibility students have access to sensitive health care information and documentation.

Alberta Health Services requires that all students complete confidentiality training and sign a confidentiality agreement prior to the beginning of their placement.

a. How do I complete Confidentiality Training?

Confidentiality training is available on the AHS website.
http://www.albertahealthservices.ca/3962.asp. You will need to follow the instructions for AHS Affiliates to complete the training. Watch the Information & Privacy and IT Security & Awareness video and then complete the online learning module. Submit the signed Confidentiality and User agreement to your Educational Institution Representative.

b. Where do I get the AHS Confidentiality Agreement I need to sign?

The confidentiality agreement is at the end of the Online training module. Once you complete the training you will be able to print the agreement.

c. Can a student/instructor remove patient information from AHS facilities or sites?

AHS is committed to protecting the safety and integrity of the private information of our patients/clients.

The collection, transfer, and use of patient health information for educational purposes is permitted only under the following conditions:

• Only non-identifying portions of a patient health record will be collected and removed from AHS. The following identifiable information can be used:
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- Gender
- Age
- Admitting medical diagnosis and associated diagnoses
- Level of Activity
- Diet
- Medications
- Treatments
- Tests and Procedures
- Identified psychosocial need
- Height
- Weight

- The following identifiable information cannot be used:
  - All names and any other demographic information such as address, phone number, personal health number, and medical/health record number (Unique Lifetime Identifier) of the patient.
  - All names of friends, family members or any other third parties along with any related demographic information.
  - Names and signatures of care providers.
  - Name and location of the facility
  - Room number
  - Year of treatment (month and day may remain)

- A unit patient census is considered identifiable information and may not be removed from the unit.

- Students/instructors may not print or photocopy any patient information from the Health Record for educational purposes. Any non-identifying information required for educational purposes must be transferred in writing only.

- Using technology to take pictures or images of any Health Record is not permitted.

- Contents of the patient Health Record will not be disclosed by the instructor/student or any representative of the educational institution to any other individual.

- Any information taken from the patient care record is considered a “transitory record” and must be destroyed once the intended purpose has been served.

- Students/Instructors will not collect and remove any information of unique or high profile patients. These would be cases where the patient may be easily identifiable because of the type of case or because of media attention. For example a celebrity, patient with Ebola or a confidential patient.

Allowing the collection and removal of non-identifying health information to instructors and students falls under Section 32(1) of the Health Information Act:

**Disclosure of non-identifying health information**

32(1) A custodian may disclose non-identifying health information for any purpose.
8. **What AHS Policies and Bylaws apply to my practicum?**

A listing of the basic policies and bylaws required for all students can be found at: [http://www.albertahealthservices.ca/careers/Page12728.aspx](http://www.albertahealthservices.ca/careers/Page12728.aspx). Copies of the required policies and bylaws will be provided to your Educational Institution and are also available online at: [http://www.albertahealthservices.ca/210.asp](http://www.albertahealthservices.ca/210.asp). Clinical policies are available at: [http://www.albertahealthservices.ca/7451.asp](http://www.albertahealthservices.ca/7451.asp).

Further policies may exist at the site/program level; please discuss any specific information with your local student placement coordinator or preceptor.

If you have further questions please contact student.placements@albertahealthservices.ca.

9. **Do I need to have CPR Certification?**

Proof of current Cardio-Pulmonary Resuscitation (CPR) may be required of clinical students wishing to complete a practicum with Alberta Health Services.

Please Note: Many health care providers are required to maintain their Health Care Provider Level “C” CPR certification from the Heart and Stroke Foundation of Canada as a condition of employment.

If you are unsure about whether or not you need to have current CPR certification, please contact student.placements@albertahealthservices.ca.

   a. **Is the Heart and Stroke Foundation of Canada (HSFC) the only CPR certification accepted by AHS?**

   AHS Basic Life Support (BLS) guidelines only apply to AHS employees and it is not a set expectation for Students. During a student placement, CPR certification from another organization is acceptable.

   If a new employee has current Health Care Provider Level “C” CPR certification from a provider other than HSFC, he/she must take a renewal course through AHS within 12 months of obtaining their certification (regardless of whether their current certification is good for more than 12 months).

10. **Do I need to be Fit Tested?**

Personal protective equipment such as gloves, gowns, masks, goggles and face masks are used to protect health care providers from exposure to patients’ bodily fluids, airborne pathogens and chemicals found in health care settings.

N95 Mask Fit Testing should be facilitated by your Educational Institution prior to the placement if you will be completing a placement in one of our hospital sites. Any student who has not completed N95 mask fit testing may be limited in the number and types of patients they may work with.
Please refer to zone/site/program specific practices for further information or contact student.placements@albertahealthservices.ca.

11. Will I need computer access?

Alberta Health Services is gradually converting from paper documentation for patient assessment and intervention to an electronic health record which will eventually capture all interactions between a patient and the health care system.

Students engaged in student placements will be granted the IT access required to function in their role. Students may not access IT systems (including electronic health record information) using their preceptor’s username and password.

IT systems vary across the province. For specific questions please contact: student.placements@albertahealthservices.ca.

12. Do I need to obtain liability insurance?

Students are not covered under AHS or their Preceptor’s liability insurances. As a requirement of the SPA, Canadian Educational Institutions must have policies in place to cover the required insurance for their students. AHS is not able to enter into a SPA with an International Educational Institution (even those with campuses in Canada). Students from International Educational Institutions will need to sign an individual SPA and provide personal insurance coverage of $5,000,000 (five million dollars). (See international students General and Professional Liability for more information.)

13. Do I need to obtain Workers’ Compensation (WCB) Coverage?

Students registered in and attending an Alberta post-secondary institution, attending a placement which is required as part of their course of study, are considered workers of the Government of Alberta and covered by the Government’s WCB Policy.

Students registered in programs in Canadian provinces outside of Alberta may be covered by their home province’s Workers’ Compensation coverage. If Provincial coverage has been denied, and the student is a Canadian Citizen the student will be considered a worker of the Government of Alberta.

International Students coming for practicum will be considered on a case-by-case basis.

When there is a reportable incident, students covered by the Government of Alberta’s policy will complete WCB forms on http://wcb.ab.ca/workers/online_report.asp. AHS will complete the employer portion of the forms.

14. I’m a student at an Educational Institution outside of Canada, can I complete a Placement with AHS?
AHS does not restrict placements to only those students studying at Canadian Educational Institutions. Where there are limited placements available, priority will be given to Canadian Educational Institutions and Canadians studying abroad.

The student/educational institution may approach Health Professions Strategy and Practice: Student Placement Team, or an AHS site designate to request a clinical student placement. Please email: student.placements@albertahealthservices.ca.

If you require a non-clinical placement please contact Student Engagement and Employment at student.strategies@albertahealthservices.ca.

15. What are the requirements for an International Student to obtain a placement with AHS?

- You will need to sign an Individual SPA
- You will need to provide proof of General and Professional Liability Insurance
- If you are not a Canadian citizen, you will need to meet Citizenship and Immigration Canada’s Foreign Worker requirements for Health Care students, including Medical Exam and Health Insurance
- You should ensure that you have adequate health insurance coverage that is valid for the length of your placement with AHS.
- You may be required to register with or obtain written permission from the body that regulates the particular healthcare field you are associated with. Please check with the appropriate regulatory body for more information.
- You must be enrolled in an Educational Program and have completed enough of the educational content of the program to be able to perform duties required within the placement.
- You must provide a Police Information Check and include a Vulnerable Sector Search if you will be in a position of trust or authority with AHS patients or clients at any time
- You must provide records of Immunization and obtain required immunizations to protect yourself and patients/clients from vaccine preventable diseases
- You must complete Confidentiality Training and sign an AHS Confidentiality Agreement
- You must understand AHS Policies and bylaws that apply to you during the Placement
- In some placements, you may require CPR certification and/or N95 Mask Fit Testing

16. What are General and Professional Liability Insurance?

Students are not covered under AHS or their Preceptor’s liability insurances. As a requirement of the SPA, Canadian Educational Institutions must have policies in place to
cover the required insurance for their students. International Students are required to provide their own liability insurances in the amount of five (5) million Canadian dollars.

General Liability insurance covers: Bodily Injury & Property Damage, Personal & Advertising Injury, Medical Payments or Tenants’ Legal Liability but does not cover these if caused by negligence while providing or failing to provide any professional service.

Professional Liability insurance covers: Bodily injury other than “Incidental Medical Malpractice Injury”, property damage or personal injury specifically due to negligence while providing or failing to provide any professional service. Professional Liability coverage is also referred to as Errors & Omissions Liability or Malpractice Liability.

17. What are Citizenship and Immigration Requirements for International Students?

Per the Citizenship & Immigration Canada’s Foreign Worker Manual 1: section 5.17 work permits are generally not required for students from other countries to participate in a Placement for educational purposes.

Citizenship & Immigration Canada’s Foreign Worker Manual 1: section 9 identifies that students working in HealthCare are required to have a Medical Examination. Medical Examinations must be completed prior to beginning the placement (ideally before entering the country). For information on how to obtain a Medical Examination refer to Citizenship & Immigration Canada’s OP 15 Medical Procedures: section 5.5. To find a Physician able to complete the required examination in your home country, please visit Citizenship and Immigration Canada.

International students should refer to Citizenship & Immigration Canada for further information regarding work permits & medical examinations.

18. I am an International Student; do I need to register with a Regulatory Body?

Written permission from the body that regulates the particular health field you will be completing the placement in is required in order to ensure that Canadian health care students are placed first for clinical practice; you may be required to register with the regulatory body depending on their requirements.

The College and Association of Registered Nurses of Alberta (CARNA) requires that students studying abroad must have visiting status with an approved Alberta educational program. Visiting student status is a process administered and authorized by the Alberta educational institution. Please contact CARNA for more information of review the “Standards for Supervision of Nursing Students and Undergraduate Nursing Employees Providing Client Care” document.

Please contact student.placements@albertahealthservices.ca with any questions.

19. Why can’t I approach AHS front line staff or managers directly to ask for a placement?
In order for a request to be considered legitimate all requests for placements must be submitted to AHS from faculty at your educational institution. AHS needs to ensure that appropriate contracts are in place, required insurance is verified, you are fit to practice and all necessary documentation is in place.

Requests for clinical placements should be directed to student.placements@albertahealthservices.ca. Non-Clinical Placement requests should be directed to student.strategies@albertahealthservices.ca.

20. What is the difference between a Clinical and a Non-Clinical Placement?

A clinical placement is one where the individual is in a position that will be directly involved with patient care or directly provide patient care. For example: Nurses, Therapists, Geneticists, Dieticians, Counselors, Emergency Medical Technicians, Opticians, and Pharmacists.

A non-clinical placement is one where the individual will not have direct contact with a patient and will not provide care or support for their care. Examples include Human Resources professionals, finance, maintenance staff, secretaries or administrative assistants.

Some positions are more difficult to categorize into one type of placement or the other and the classification will be dependent upon the type of activities that will be required in the placement. Unit Clerks, Health Service Administrators, Health Information Management Professionals, Medical Office Assistants, Public Health Inspectors, Public Relations Representatives, Receptionists, Social Workers and Clerks may be classified as either clinical or non-clinical based on the duties that they will be performing during the placement and whether or not they will provide care, or have direct contact with patients in relation to their care.

If you have any questions regarding your placement classification you may contact student.strategies@albertahealthservices.ca or student.placements@albertahealthservices.ca.

21. Can I choose a placement in my hometown?

Placement availability is based on the capacity of the departments, availability of a preceptor and a system of prioritization. You can request a placement in your home town. All requests for placements must come from your post-secondary institution representative.

22. What is HSPnet?

All clinical student placements in AHS are tracked in the Health Science Placement Network (HSPnet). HSPnet is a web-enabled database that is a communication and coordination tool used to track student placements.
If your educational program or institution does not generate requests through HSPnet Alberta, faculty must complete the *HSPnet Placement Request Form* and *Placement Consent Form* available at [http://www.hspcanada.net/resources/forms.asp](http://www.hspcanada.net/resources/forms.asp) and submit to Health Professions Strategy and Practice: Student Placement Team at Student.Placements@albertahealthservices.ca.

Further information regarding HSPnet can be found at: [www.hspcanada.net](http://www.hspcanada.net)

23. **Are living arrangements made for me during a Placement?**

AHS does not organize nor pay for living arrangement for students.

24. **I have never been to the town where I am completing my placement. How do I learn about the facility I will be placed in?**

Basic information about the Healthcare Centres where you may be placed can be found on the Alberta Health Services web site. [http://www.albertahealthservices.ca/](http://www.albertahealthservices.ca/)

You can look under “Find Health Care” and search for “Hospitals and Facilities” by City/Postal Code or by the Facility Name. When your facility appears on the map, click on the “More Info” link to be taken to the Facility information.

When you start your practicum you will be provided with an orientation of the facility.

25. **Where do I park?**

Parking may or may not be available for students. Space is an issue at some of our large urban centres with staff waiting lists for parking. Fortunately, these centres are well serviced by public transit in the event that no parking is available. Students are responsible for all expenses related to parking while at, or transport to and from the facility.

26. **Will I need an ID badge?**

All students must display valid Alberta Health Services (AHS) or Educational Institution Photo Identification while on placement with AHS. Identification must be visible at all times while on AHS premises. The identification badges support security and safety for patients, staff, students and guests on AHS premises.

At many sites you will require swipe card access to enter the facility or locked units, in this situation an AHS photo ID may be provided. This may differ from site to site.

AHS identification badges and swipe cards must be returned to the site security office at the conclusion of the placement.

27. **Can an instructor or preceptor transport their student between worksites on a regular basis during a student placement/internship?**
A staff member who drives a personally owned automobile for business must notify his/her automobile insurer/broker that the vehicle is being driven to work and is being used for business purposes. Generally automobile insurance policies do not exclude the transport of clients or customers for work purposes however policies do differ and preceptors/instructors should confirm with their insurance company.

**a. What happens if an instructor or preceptor transports their student and gets into a motor vehicle accident?**

i. **Injuries to the student:** Alberta students are covered by Workers’ Compensation Board (WCB) in Alberta by the Government of Alberta and if injured in a car accident while being driven by an AHS staff member within the scope of employment, the student must make a claim under WCB. Students from outside Alberta are required to carry workers' compensation through their educational institution or home province and would be required to claim under that coverage in the event of injury. International Students would be covered under AHSs WCB policies.

ii. **Injuries to instructor/driver:** AHS employees, who are injured in motor vehicle accidents while driving in the scope of their employment, would be covered by WCB.

iii. **Damage to vehicle:** If an AHS staff member is at fault for a motor vehicle accident while driving in the scope of their employment with AHS and they do not have collision coverage on their automobile, then they have no recourse for recovery of damage to their vehicle, in the same way as if they were not driving for work purposes. If they carry collision coverage on their automobile, their insurer would pay for the damage, less the collision’s deductible. If they are not at fault, their insurer may waive the deductible or recover it from the driver responsible for the accident.

iv. **Property damage/Injury to third party:** Third party liability insurance is mandatory for all owners/operators of a motor vehicle. The responsible party’s liability insurance will compensate the third party for a motor vehicle accident that causes property damage or bodily injury to another party.

**b. Who should be contacted if I do get into a motor vehicle accident while traveling from one work site to another?**

- AHS Workplace Health and Safety
- The motor vehicle insurer
- If the motor vehicle collision occurs with an AHS-owner automobile, the individual should also notify AHS insurance

**c. If an instructor or preceptor drives their student home at the end of the work day, or to lunch, do the same insurance rules apply?**

If WCB determines that you were not acting within the scope of employment at the time of a motor vehicle accident, WCB coverage would not apply. In that case, there
are some no-fault benefits that are available under the automobile policy and additional compensation would be under the liability insurance policy of the responsible party. However, that additional compensation would not be available to the driver of a car who causes an accident.

28. Are there any opportunities to get assistance with expenses during a placement?

AHS works in partnership with a variety of external persons, groups or agencies to offer professional development Funding Opportunities including those related to placements in hard to recruit locations. Please visit our Bursaries, Scholarships and Financial Aid web page for information on funding programs. Students are responsible for all expenses (living, transportation, mileage etc.) incurred during a placement.

29. What happens if I am injured during my placement? Who do I contact?

If you are injured you need to contact your preceptor or AHS representative and your Educational Institution representative. If you need to complete WCB forms please go to the http://wcb.ab.ca/workers/online_report.asp to complete Government of Alberta worker forms. AHS is responsible for reporting a workplace injury incident and completing the employer portion of WCB forms required to allow you to receive compensation for your injuries if you are eligible.

30. What if I experience abusive behavior or harassment during my placement?

Workplace Abuse and Harassment is not tolerated. AHS Workplace Abuse and Harassment Policy outlines the procedures and processes for reporting and response to Abuse and Harassment. Please check with your Educational Institution for any reporting requirements of your school.

31. What happens if there is an outbreak of a disease (e.g. H1N1 or similar flu) during my placement?

Dealing with emergency and crisis situations are an integral part of health training, therefore students should generally not be excluded from participating in outbreak/pandemic situations unless there are safety issues to be considered. At some point there may be a need to suspend or terminate clinical education if educational objectives become impossible.

During an outbreak, infection risks among students and instructors are to be minimized. You will be offered the same protection (i.e. personal protective equipment, anti-virals, treatments and vaccines) by AHS, as the clinical site’s employees during an outbreak.

If your placement is at a location where exposure to the disease is likely, it is expected that you will take steps to reduce your risk of exposure by using the appropriate personal protective equipment (PPE) including a fit tested N95 respirator and following Workplace
Health and Safety, and Canadian standards. If you do not have proper training or fit testing you will be restricted from situations where PPE is required.

If you are not fully immunized, your ability to participate in your placement may be affected. Standards may also include obtaining any recommended seasonal influenza or pandemic vaccinations or antiviral prophylaxis treatment.

As part of your responsibilities you must be fit to practice before and during your practicum placement and if at any time you pose symptoms consistent with the disease outbreak, you are required to follow AHS recommendations to stay away from your placement facility until you are symptom free. If your preceptor or instructor is showing symptoms they will be required to stay away from work and therefore may produce the need to suspend or terminate the practicum if a suitable replacement cannot be determined.

32. Can I video/audio tape myself or my clients during my placement?

AHS is committed to the safety and integrity of the private information of our patients/clients.

The video/audio taping of student-client interactions for educational purpose is permitted under the following conditions.

- The inclusion of an appropriate confidentiality clause in the student placement agreement between AHS and the student’s educational institution.
- The AHS “Consent to the use of a recording device or camera for Photographs, Video or Sound Recordings for Health Care purposes” form has been completed. This form can be found in the AHS forms library located on the AHS Intranet.
- The video may not be removed from AHS facilities. Removal of the video from AHS facilities adds an element of risk that AHS is not willing to accept. Video recordings may be reviewed on AHS premises with AHS staff in attendance.
- The video is considered a “transitory record” and must be destroyed once the intended purpose has been served.
- The video may be of the student only. The patient/client’s image may not be videotaped—their voice may be recorded.

Please contact Health Professions Strategy and Practice: Student Placement Team at Student.placements@albertahealthservices.ca with any further questions.

33. Does my preceptor need to co-sign my documentation?

Co-signing or counter-signing student documentation is not required. Documentation on the health care record is about recording the provision of care from first-hand knowledge and recording what care was provided by whom. It should record all interactions between members of the health care team (including communication/collaboration between the student and preceptor).
Regular communication and collaboration is expected, therefore documentation entries should reflect the nature of this collaboration. If it doesn’t appear in the chart that the student had any communication with their preceptor then it is not considered that they did.

The documentation in the health care record should reflect that the preceptor was aware of the overall plan of care, reflect that care was appropriately assigned and supervision was provided when needed.

Please refer to the following document for more information: “Does my preceptor need to co-sign my documentation?”

34. I’m an AHS employee. Can I complete a placement in my regular place of work?

Although the general student placement process is the same whether or not you are currently an employee, placements in your regular work place can become complicated. There are some considerations for completing a placement in your current work setting. First, there must be a clear delineation between your job responsibilities and your student learning objectives. You should not be “working” during practicum time, and you should not be engaged in placement activities during work time. Everyone involved (student, preceptor, manager, patients/clients) must be aware of when you’re acting in what capacity to avoid conflict of interest situations.

Second, that the person supervising your student placement must not be the same person to whom you directly report to as part of your job.

In urban centres we discourage students from completing placements in their work site given these issues, but recognize that options are more limited in rural areas.

35. Can I be paid while I do my placement?

Placements for students who are enrolled in a post-secondary program in which a practicum is a required component should not paid for the duration of their practicum. In situations where a student receives a wage, the terms and conditions of the Student Placement Agreement no longer apply.

Additionally, there are union implications. Union rules indicate that AHS is not able to pay someone to do one job, but have them providing a different service as part of a student placement.