

Practice Education Guidelines for BC Orientation - Students

August 2021

Intent / Purpose

- Identify the pre-requisites, orientation requirements, and expectations for the various types and categories of Students who enter Health Care Organizations (HCO) for a practice education experience.
- Outline the responsibilities of the Post-Secondary Institutions (PSI) and HCOs for the orientation and training of the Students on relevant Occupational Health and Safety practices, based on the definition of 'worker' specified in the Workers Compensation Act¹ and 'young or new worker'² specified by WorkSafeBC.

Definitions

Also refer to: [Standard Terms and Abbreviations](#)

<i>Orientation</i>	"...the process of introducing new, inexperienced, and transferred workers to the organization, their supervisors, co-workers, work areas, and jobs, and especially to health and safety" ³
<i>Supervision</i>	Oversight of Students while in the HCO. Except for strictly observational practice experiences, the supervisor does not necessarily have to be present or in close proximity but is accessible when needed. The degree of supervision is adjusted based on the Student's demonstration of competence. Supervisors remain responsible and accountable for the actions of the individual under their direct or indirect supervision. ^{4, 5, 6}
<i>Supervision - Direct</i>	The supervisor is physically present either at all times (constant supervision), at certain times (constant supervision while doing an activity), or in close proximity to directly observe and support or intervene as needed (close supervision). For strictly observational practice education experiences, direct supervision means physically present at all times (see definition: Observation). Other terms: Close supervision, constant supervision
<i>Supervision - Indirect</i>	The supervisor is accessible, either in person (working in the same area) or through technology, to provide guidance, direction, and support as needed, and to regularly review Student progress through activities such as case conferencing and debriefing. Other terms: general supervision, remote supervision (supervision from a distance)

¹ Government of British Columbia. (2019). *Workers Compensation Act [RSBC 1996] Chapter 492: Definitions*. Retrieved March 5, 2019 from http://www.bclaws.ca/civix/document/id/lc/statreg/96492_00

² WorkSafeBC. (2007). *Occupational Health and Safety Regulations: Part 3 Rights and Responsibilities – Young or New Workers: 3.22 Definitions*. Retrieved April 1, 2019 from <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-03-rights-and-responsibilities#SectionNumber:3.22>

³ Canadian Centre for Occupational Health and Safety. (2019). *OSH Answers Fact Sheets: Employee Orientation Checklist*. Retrieved March 26, 2019 from <https://www.ccohs.ca/oshanswers/hsprograms/orientation.html>

⁴ College of Speech and Hearing Professionals of BC. (December 2020). *SOP-PRAC-07: Supervision*. Pg. 1. Retrieved January 31, 2021 from <https://cshbc.ca/wp-content/uploads/2020/12/CSHBC-SOP-PRAC-07-Supervision.pdf>

⁵ College of Physical Therapy of British Columbia. (2018). *Standard 18: Supervision*. Retrieved June 23, 2019 from https://cptbc.org/wp-content/uploads/2019/04/CPTBC_Standards_2018_Dec14_singles_18.pdf

⁶ British Columbia College of Nurses & Midwives. (July 2020). *Regulatory Supervision of Students*. Retrieved February 15, 2021 from <https://www.bccnm.ca/RN/PracticeStandards/Pages/regulatorysupervision.aspx>

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Practice Education Guidelines

Orientation of Students to the practice education setting is a shared responsibility between the PSI and the HCO.

PSIs assist HCOs meet their obligations to orient and prepare all those involved in health care and service, including the requirements for 'young or new workers' under the Occupational Health and Safety Regulations⁷ by educating Students on basic workplace health and safety practices.⁸

Relevant pre-requisites are completed before the start of the practice education experience.

The orientation to the HCO practice education setting is completed within the first week of the practice education experience:

- The extent of the pre-requisites and orientation depends on the duration of the experience, the degree of involvement in health care and services (observational vs. participation), and the degree of supervision (direct vs. indirect). (See Appendix A)
- For any practice education experience that involves taking part in health care or service with either direct or indirect supervision, the Student will have a working knowledge of the relevant Occupational Health and Safety practices. (See Appendix A)

HCO employees taking part in a practice education experience within any HCO (including their own) as Students provide their PSI with a completion record of the relevant pre-requisites and orientation topics or equivalent.

The responsibility for providing setting-specific orientation depends on the duration of the experience, the degree of involvement in health care and services (observational vs. participation), the degree of supervision (direct vs. indirect), and who the primary supervisor is (PSI Educator or HCO Supervisor).

The HCO has authority to delay or cancel the practice education experience if there is evidence that the pre-requisites or orientation requirements have not been met.

⁷ WorkSafeBC. (2007). *Occupational Health and Safety Regulations: Part 3 Rights and Responsibilities – Young or New Workers: 3.22 Definitions*. Retrieved April 1, 2019 from <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-03-rights-and-responsibilities#SectionNumber:3.22>

⁸ Danielson, J., Kraus, C., Jefferson, C. G., Cleven, A. J., Rice, L. E., & O'Sullivan, T. A. (2018). Third-Party Onboarding Organizations as Gatekeepers for Student Placement Decisions. *American Journal of Pharmaceutical Education*, 82(1), 6275. doi:10.5688/ajpe6275 Retrieved June 1, 2019 from <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5822945/>

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Roles, Responsibilities and Expectations

Post-Secondary Institutions

- Communicate the pre-requisites and orientation requirements to Students.
- Educate Students on basic workplace health and safety practices as per the Occupational Health and Safety Guidelines, Part 3 – G3.23 Young or New Workers.⁹
- Ensure Students meet all the relevant pre-requisites before or at the start of the practice education experience. (See Appendix A)
- Ensure Students:
 - Complete relevant HCO 'core' orientation topics and any HCO specific orientation (See Appendix A).
 - Have relevant and current certification, licensing, or professional registration, where applicable.
 - Are adequately prepared to enter the practice education setting.
- Maintain the completed orientation checklists.
- Contact the HCO Practice Education Coordinator when there is a question or concern surrounding pre-requisites or requirements for orientation.

PSI Educators

- Ensure the Student is aware of the expectations and limitations of Student practice while in the practice education setting.
- Ensure the Student completes the relevant pre-requisites before starting the practice education experience.
- Coordinate the Student's orientation to the practice education setting with the HCO Educator.

⁹ WorkSafeBC. (2011) *Occupational Health & Safety Guidelines – Part 03 –Rights and Responsibilities: Young or New Workers*. Retrieved March 31, 2019
Retrieved from <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-part-03#SectionNumber:G3.23>

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Students

- Complete all relevant pre-requisites and orientation requirements (See Appendix A) within the expected timeframe.
- Provide PSI with completed orientation checklist.
- Provide proof of completion of relevant pre-requisites and orientation requirements, if requested.
- When taking part in health care or service:
 - Have a working knowledge of workplace health and safety policies, procedures, and guidelines.
 - Know how and where to access policies, procedures, and guidelines that support the practice education experience.
 - Know the limits and restrictions on activities and tasks of the Student role (see [PEG Student Practice Activities, Limits, and Conditions](#)).
 - Request education and/or supervision when exposed to new or unfamiliar procedures, activities, or equipment.
- Comply with HCO and PSI policies, protocols, and/or procedures, including those related to confidentiality and workplace health and safety.

Health Care Organizations

- Communicate the pre-requisites and orientation requirements to the PSIs, including HCO specific policies and protocols such as those related to confidentiality and workplace health and safety.
- Support Student's orientation to the practice education setting as required, including:
 - access to the site (such as identification, card access, educational space)
 - resources and documents (such as online policies, protocols, procedures, courses, information systems, equipment, and supplies)
 - learning opportunities needed to meet the HCO requirements
- Conduct intermittent audits to confirm that pre-requisites are completed and/or orientation requirements are met.
- Request proof of completion of pre-requisites and/or orientation requirements, when needed.

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HCO Supervisors

- When supervising the Student in the practice education setting:
 - Confirm the Student has completed the relevant pre-requisites before starting the practice education experience.
 - Complete the orientation to the practice education setting within the first week of starting the practice education experience to the extent warranted by the duration of the experience, the degree of involvement in health care and services (observational vs. participation), and the degree of supervision (direct vs. indirect).
 - Assist the Student to comply with HCO and PSI policies, protocols, and/or procedures, including those related to confidentiality and workplace health and safety.
 - Confirm the expectations for learning with the Student, and PSI Educator as needed.

References and Resources

British Columbia College of Nurses & Midwives. (July 2020). *Regulatory Supervision of Students*. Retrieved February 15, 2021 from

<https://www.bccnm.ca/RN/PracticeStandards/Pages/regulatorysupervision.aspx>

Canadian Centre for Occupational Health and Safety. (2019). *OSH Answers Fact Sheets: Employee Orientation Checklist*. Retrieved March 26, 2019 from

<https://www.ccohs.ca/oshanswers/hsprograms/orientation.html>

College of Physical Therapists of British Columbia. (2018). *Standard 18. Supervision*.

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Multiple BC Health Organizations. (2020). *SPECO (Curriculum) & SPECO Checklist*. Provincial Health Services Authority, Vancouver, BC. Retrieved October 27, 2020
<https://learninghub.phsa.ca/Courses/8538/speco-curriculum>

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<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-part-03#SectionNumber:G3.23>

Ibid. (2007). *Occupational Health & Safety Regulations Part 03 –Rights and Responsibilities: Young or New Workers*. Retrieved March 31, 2019 from <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-03-rights-and-responsibilities#SectionNumber:3.22>

Guideline Review History

Version	Date	People Responsible	Brief Description (reason for change)
1	February 2007	Authors/Editors: Carol A. Wilson (BCAHC), Barb Collingwood (BCAHC) Reviewers: Practice Education Committee of the BC Academic Health Council (Grace Mickelson, Chair)	
2	February 2013	Editors: Carrie Edge (FHA) Heather Straight (VCHA) Carmen Kimoto (VCC) Debbie McDougall (BCAHC)	Revised to new template Pre-requisite requirements updated Privacy and confidentiality statements re: storing confidentiality agreements revised References updated
3	March 2021	Editor: Carol A. Wilson (PHSA) Reviewers: Judy Lee (KPU) Provincial OHS Managers BJ Gdanski (PHSA) Ministry of Health (Allied Health Policy Secretariat and Nursing Policy Secretariat) Ministry of Advanced Education, Skills and Training (Health Education Reference Committee) Health Authority Practice Education Committee	References updated WorkSafeBC Regulations confirmed Complete revision Updated to reflect existence of and be consistent with SPECO (Student Practice Education Core Orientation) Appendix A: Updated to remove description of knowledge/skill and cross-referenced to other PEGs

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Appendix A

Pre-requisites and Orientation Requirements

Pre-requisites (Depends on nature of practice education experience)

Example	Guideline
All Students (Observation or Participation)	
<ul style="list-style-type: none"> • Immunizations 	<u>PEG Communicable Disease Prevention</u>
<ul style="list-style-type: none"> • Flu Shot 	<u>PEG Communicable Disease Prevention</u>
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Discipline/Profession-specific	
<ul style="list-style-type: none"> • Criminal Record Check 	<u>PEG Criminal Record Check</u>
<ul style="list-style-type: none"> • Cardiopulmonary resuscitation certificate 	As required by the PSI program
<ul style="list-style-type: none"> • Respiratory Fit Testing 	<u>PEG Respiratory Protection</u>
<ul style="list-style-type: none"> • Current professional licensing, registration and/or certification 	As required by the PSI program (second-credential program students)
<ul style="list-style-type: none"> • Additional pre-requisites (such as training on clinical information systems) 	As deemed by HCO

Orientation Requirements (Topics completed depend on nature of practice education experience)

Student Practice Education Core Orientation

Topic	Minimum frequency
<ul style="list-style-type: none"> • Introduction to Student Practice: <ul style="list-style-type: none"> ▪ Information and Privacy <ul style="list-style-type: none"> • HCO Privacy and Confidentiality Undertaking ▪ Safety at Work (including potential hazards, use of personal protective equipment, working alone) ▪ Muscular Skeletal Injury Prevention 	Once
	Once
	Once for each HCO
	Once
	Once
• Violence Prevention	Once (classroom training annually for high risk areas)
• Infection Control and Prevention	Renewal every 2 years
• Waste Management	Once (direct care only)
• Workplace Hazardous Materials Information Systems (WHMIS)	Renewal every 3 years
• Code Red (Fire Safety)	Renew annually (acute/long-term care facilities)