

# Practice Education Guidelines for BC Inducement/Remuneration/Reimbursement

July 2021

## Intent / Purpose

- Ensure the approach to the placement process for practice education experiences is fair and equitable for all Post-Secondary Institutions (PSI).
- Ensure the placement process is free from inducements that could give preferential status to one PSI over others.
- Stipulate the acceptable parameters for remuneration or reimbursement related to practice education experiences within Health Care Organizations (HCO).

## Definitions

Refer to: [Standard Terms and Abbreviations](#)

<i>Apprenticeship</i>	"...a combination of on-the-job training and classroom learning that leads to a trade credential – or “ticket”. <sup>1</sup>
<i>Cooperative Education</i>	Student is registered in a recognized cooperative education program at a PSI and paid by the HCO. "Co-op alternating consists of alternating academic terms and <b>paid work terms</b> . Co-op internship consists of several co-op work terms back-to-back. In both models, work terms provide experience in a workplace setting related to the student's field of study. The number of required work terms varies by program; however, the time spent in work terms must be at least 30% of the time spent in academic study for programs over 2 years in length and 25% of time for programs 2 years and shorter in length." <sup>2</sup>
<i>Inducement</i>	"A thing that persuades or leads someone to do something" <sup>3</sup> incentive, attraction, encouragement, incitement, bribe
<i>Internship</i>	A work experience offered by an organization for a limited period of time. Successful applicants can be current students, recent post-secondary graduates, or other individuals looking to gain career-related experience and skills. The individual is paid a wage, a stipend, or an allowance, or is reimbursed for expenses. <sup>4,5</sup>  Examples in health care: Medical, Healthcare Management, Planning and Evaluation, Communications/Media Relations, Human Resources
<i>Reimbursement</i>	"The action of repaying a person who has spent or lost money; a sum paid to cover money that has been spent or lost" <sup>6</sup>
<i>Remuneration</i>	Payment for a service "Reward for employment in the form of pay, salary, or wage, including allowances, benefits, bonuses, cash incentives, and monetary value of noncash incentives" <sup>7</sup> Other term: compensation

<sup>1</sup> Industry Training Authority. (2019). *What is an apprenticeship?* Retrieved March 28, 2021 from <https://www.itabc.ca/about-apprentices/apprenticeship-basics>

<sup>2</sup> Co-operative Education and Work-Integrated Learning Canada. (2019). *What is Co-operative Education?* Retrieved June 4, 2019 from <https://www.cewilcanada.ca/co-op-defined.html>

<sup>3</sup> Inducement [Def. 1]. (n.d.) In *Oxford Dictionaries*. Oxford University Press. Retrieved June 8, 2019 from <https://en.oxforddictionaries.com/definition/inducement>

<sup>4</sup> Government of Canada. (August 2020). *Federal labour standards for interns and student interns*. Retrieved November 29, 2020 from <https://www.canada.ca/en/services/jobs/workplace/federal-labour-standards/interns.html>

<sup>5</sup> Government of British Columbia. (n.d.). *Internship & Co-op Opportunities with the BC Public Service*. Retrieved November 29, 2020 from <https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/internship-co-op-opportunities>

<sup>6</sup> Reimbursement [Def. 1; 1.1]. (n.d.) In *Oxford Dictionaries*. Oxford University Press. Retrieved June 8, from <https://en.oxforddictionaries.com/definition/reimbursement>

<sup>7</sup> Remuneration [Def. 1]. (n.d.) In *Business Dictionary*. WebFinance Inc. Retrieved June 8, 2019 from <http://www.businessdictionary.com/definition/remuneration.html>

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*Secondment*

The temporary transfer of an official or worker to another position or employment<sup>8</sup>

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## Practice Education Guidelines

This guideline **does not apply to** contractual relationships between the HCO and PSI where space and/or equipment is rented or leased.

### a) **Inducement**

The practice education placement process is free of financial or material inducements.

HCOs do not accept or deny placement requests on the basis of financial or material incentives.

PSIs only offer and HCOs only accept gifts, benefits, or hospitality when done according to the code of conduct, conflict of interest, and/or code of ethics policies/guidelines/standards of the:

- PSI
- HCO
- profession or discipline

HCO Supervisors/Workers only accept gifts, benefits, or hospitality according to their HCO policies.

HCO Supervisors/Workers do not demand or solicit gifts, favours, or services from PSI Educators or Students as a condition of or reward for taking part in practice education experiences.

An acceptable gift, benefit, or hospitality:

- is token in nature
- is of a nominal or limited value (equal to that received in normal hospitality and protocol exchanges)
- is seen as an expression of gratitude
- does not create any current or future obligation, debt, or influence
- does not create a real or perceived conflict of interest

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<sup>8</sup> Secondment. (n.d.). In *Oxford Dictionaries*. Oxford University Press. Retrieved June 4, 2019 from <https://en.oxforddictionaries.com/definition/secondment>

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Examples of acceptable gifts, benefits, or hospitality include but not limited to:

- gifts: modest value gift cards/certificates, box of chocolates, modest value food and drink (home-made or commercially prepared and not offered as part of a meal), flowers, promotional give-aways (mugs, lanyards, pens), plaques
- benefits: stipends, vouchers, discounts, parking concessions, goods or services
- hospitality: social event invitations, billeting or lodging, transportation

### b) **Remuneration**

PSIs remunerate HCO Supervisors related to practice education experiences through:

- a formal agreement between the HCO and PSI in the form of a secondment, **or**
- a dual appointment as both HCO Supervisor and PSI Educator agreed to by all parties, **or**
- a contractual relationship between the HCO Supervisor and the PSI for work beyond regular HCO working hours and according to the HCO policy on work outside the organization.

HCOs only remunerate Students for services rendered during a practice education experience when:

- The practice education experience is part of a Co-operative Education, Residency, Apprenticeship, or Internship Program within the PSI, **and**
- The terms of the work are agreed to by both the HCO and PSI.

HCOs award and remunerate successful applicants to paid postings according to HCO policy and hiring practices.

### c) **Reimbursement**

PSIs only reimburse and the HCO only accept the reimbursement for operational (equipment and/or supplies) expenses related to practice education experiences when:

- Costs far exceed normal every day expenses expected with similar practice education experiences, and
- Reimbursement is consistent with practices of other PSIs with similar education programs, and
- Reimbursement does not create any undue preference of one PSI over another, and
- Reimbursement practice follows both PSI and HCO policies related to standards of conduct and conflict of interest, and
- Agreed to within the affiliation agreement or in an addendum memorandum.

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HCOs might reimburse Students for personal expenses incurred during a practice education experience in specific circumstances where there is designated funding for such a purpose. For example, rural and remote practice education experiences might include stipends to cover costs related to travel and/or housing.

### d) **Violations**

The HCO and/or PSI Practice Educator Coordinator(s) and/or manager(s) investigate any evidence of possible inappropriate inducements, remunerations, or reimbursements for practice education experiences to determine if the situation violates policy.

Violations or suspected violations are reported through internal processes according to standards of conduct and conflict of interest policies.

Violations could result in:

- disciplinary action against the HCO Supervisor/Worker, PSI Student and/or Educator
- suspending or terminating the practice education experience
- terminating the Educational Institution Affiliation Agreement (see [Educational Institution Affiliation Agreement Template](#))

### **Roles, Responsibilities and Expectations**

#### *Post-Secondary Institutions*

- Ensure all protocols for practice education experiences reflect all relevant policies and guidelines.
- Communicate policies related to code of conduct, conflict of interest, and/or code of ethics to the Students and Educators.
- Follow a placement process that is fair and equitable to all PSIs.
- Investigate any evidence of possible inappropriate inducements, remunerations, or reimbursements for practice education experiences.

#### *Students / PSI Educators*

- Follow PSI, HCO, and relevant regulated profession/discipline policies related to code of conduct, conflict of interest, and/or code of ethics.

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## *Health Care Organizations*

- Ensure all protocols for practice education experiences reflect all relevant policies and guidelines.
- Share policies related to standards of conduct and conflict of interest with the PSIs.
- Ensure all reimbursements for costs are fair, reasonable, and equitable to all PSIs.
- Do not solicit or accept any inducements, remunerations, or reimbursements that create or appear to create preferential status for a PSI.
- Investigate any evidence of possible inappropriate inducements, remunerations, or reimbursements for practice education experiences.

## *HCO Supervisors / Workers*

- Follow HCO policy for work outside of the organization.
- Consult with their manager, Human Resources, and/or professional regulatory body when uncertain about the appropriateness of receiving inducements, remuneration, or reimbursement from any PSI or their Educators / Students.
- Refuse inducements, remuneration, or reimbursement from Students or Educators offered as a condition or reward for taking part in a practice education experience.
- Only accept gifts, benefits, or hospitality according to HCO standards of conduct and conflict of interest policies.
- Do not accept any gifts, benefits, or hospitality that:
  - creates or appears to create a favoured position for the PSI
  - secures preferential treatment for themselves with the HCO or PSI
- Return inappropriate gifts to the PSI, Educator, or Student.
- Report any inappropriate offers of inducements, remunerations, or reimbursements during the course of a practice education experience to the HCO manager (or delegate) of the practice education setting and/or the HCO Practice Educator Coordinator.
- Follow HCO policy in reporting any fees or honorariums received from PSIs.

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## References and Resources

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## 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	March 2013	Editors: Heather Straight (VCH) Carrie Edge (FHA) Barb Bedell (PHC) Deb McDougall (BCHAC)	Revised to new template Guidelines aligned to organizational Codes of Conduct. Roles/Responsibilities added to the guideline References updated
3	March 2021	Editor: Carol A. Wilson (PHSA) Reviewers: Judy Lee (KPU) 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	Updated definitions Added `Inducement` to the title Expanded and clarified guideline to include differences between inducement, remuneration, and reimbursement based on definitions Clarified the co-op education process in Canada and BC Added internship as another type of paid learning experience Expanded roles and responsibilities to reflect guideline statements References updated