

## AU1100 – POST-SECONDARY INSTITUTION STUDENT EXPERIENCES

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Däkelh Dené, Ktunaxa, Nlaka’pamux, Secwépemc, St’át’imc, Syilx, and Tšilhqot’in Nations, where we live, learn, collaborate, and work together.

Interior Health recognizes that diversity in the workplace shapes values, attitudes, expectations, perception of self and others and in turn impacts behaviors in the workplace. The dimensions of a diverse workplace includes the protected characteristics under the human rights code of: race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, criminal or summary conviction unrelated to employment.

### 1.0 PURPOSE

To motivate Students to start careers at Interior Health (IH) by facilitating Post-Secondary Institution Student Experiences.

To develop a skilled and competent workforce to meet organizational needs and provide experiential learning for the Student.

### 2.0 DEFINITIONS

TERM	DEFINITION
<i>Educational Institution Affiliation Agreement</i>	<i>The legal document between Interior Health and a Post - Secondary Institution that defines the roles and responsibilities of each party in providing Student practice education and addresses the risks in the relationship for organizations and their Employees, patients, and Students.</i>
<i>Employee</i>	<i>A person currently employed by Interior Health in a full-time, part-time, and/or term-specific position.</i>
<i>Post-Secondary Institution (PSI)</i>	<i>Academic / training institution, public or private, offering post-secondary education programs</i>
<i>Post-Secondary Institution Student Experiences</i>	<i>Preceptorships, internships, practicums, fieldwork, instructor-led group experiences, collaborative learning, virtual, project work, and observational/job-shadow opportunities.</i>
<i>Student</i>	<i>For this policy, refers to individuals registered and in good standing in a course or program of studies within a Post-Secondary Institution and required to take part in organized education experience as part of their curriculum.</i>

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Policy Steward: Chief Nursing and Allied Health Officer and Professional Practice Leader		
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**3.0 POLICY**

- 3.1 Applies to all Post-Secondary Institution (PSI) Students in Interior Health (IH) except:
  - research trainees,
  - Students that are in learning employment roles such as co-op Students, employed Student nursing / allied health, or medical residents.
- 3.2 Adhere to the requirements, roles, responsibilities, and expectations outlined in the:
  - [Provincial Student Practice Education Policy](#)
  - [Practice Education Guidelines for BC](#)
  - Educational Institution Affiliated Agreement
  - [Student Practice Education Core Orientation](#)
- 3.3 Post-Secondary Institution Students will not displace or replace Employee positions.

**4.0 PROCEDURES**

**Roles and Responsibilities**

- 4.1 Professional Practice Office
  - 4.1.1 Provide guidance to Employees, PSI Students, faculty, and partners.
  - 4.1.2 Oversee the [Health Sciences Placement Network](#) (HSPnet) and ensures requests for PSI Student Experiences are entered into the shared standard system.
  - 4.1.3 Manage a list of completed / active Educational Institution Affiliation Agreements.
  - 4.1.4 Confirm a current Educational Institution Affiliation Agreement is in place prior to any PSI Student placement.
  - 4.1.5 Ensure completion of the [Waiver of Legal Rights form](#) for Students that must arrange their own medical/ accident insurance.
  - 4.1.6 Review IH Student confidentiality processes including the [Confidentiality Undertaking for Student Placement Agreement](#) and online learning (Information Privacy and Security Training iLearn 1331).
  - 4.1.7 Ensure PSIs complete a digital systems access request, as required, for each Student via IH Access Management Portal (AMP) or an [External User Access Agreement form](#).
    - This process requires each Student to confirm their review of the following IH policies: See [5.0 References 5-14](#).
  - 4.1.8 Collaborate with operations and programs to determine capacity for hosting Students in alignment with team composition, activities, and services.
  - 4.1.9 Engage with IH teams and leaders to achieve the provincial practice education policy directives.

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- 4.1.10 Collaborate with Medical Affairs on standard processes for Students of Medical Staff such as Nurse Practitioners, Midwives and Medical Students.
- 4.1.11 Facilitate completion of additional documents as required.
- 4.1.12 Maintain records in accordance with IH Policy [AL0700](#).
- 4.1.13 Monitor and evaluates the number and hours of practice education placements, and
- 4.1.14 Develop and maintain IH specific standard processes for PSI Student Experiences.
  
- 4.2 Digital Health Identity & Access Management (IAM)
  - Receives External User Access form(s) and processes the request(s).
  - Sends user ID (Mnemonic) with instructions directly to the Students to call the Service Desk to obtain their password.
  - Provides usernames to PSIs, clinical placement coordinator or designate for distribution to Students.
  - Removes Students who have withdrawn from the education program.
  
- 4.3 IH Risk Management
  - Liaises with the Health Care Protection Program on matters relating to Educational Institution Affiliation Agreements.
  
- 4.4 IH Information Privacy
  - Partners with the Professional Practice Office in the development of confidentiality agreements and privacy best practice processes.
  
- 4.5 Employee
  - Follow the Practice Education Guidelines for BC for all processes and practices related to PSI Student experiences.
  - Follow IH specific standard operating processes for PSI Students found on the Student Placement page of the insideNet.

### 5.0 REFERENCES

1. British Columbia Health Care Protection Program. Retrieved Jan 30, 2024, from <https://www.hcpp.org/>.
2. Educational Institution Affiliation Agreement Template (2022). Retrieved on Feb 01, 2024 from [https://www.hcpp.org/sites/default/files/documents/Rskm\\_035228\\_Education%20Affiliation%20Agreement%20HCPP-UCIPP%20template%20Nov%2023%202022\\_FINAL.pdf](https://www.hcpp.org/sites/default/files/documents/Rskm_035228_Education%20Affiliation%20Agreement%20HCPP-UCIPP%20template%20Nov%2023%202022_FINAL.pdf)

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3. Health Science Placement Network (2023). Home. Retrieved June 19, 2023, from <https://hspscanada.net/>.
4. Ministry of Health and Ministry of Advanced Education and Skills Training, Provincial Student Practice Education Policy (2022 July). Retrieved June 19, 2023 from <https://spe.healthcarebc.ca/Documents/2022%20SPE%20Policy%20-%20For%20Distribution.pdf>.
5. Policy [AL0700](#) Records – Retention, Storage and Destruction of.
6. Policy [AR0100](#) Acceptable Use of Digital Information Systems.
7. Policy [AR0200](#) Information Security.
8. Policy [AR0300](#) Wireless (WiFi) Network.
9. Policy [AR0400](#) Privacy and Management of Confidential Information.
10. Policy [AR0450](#) Managing Privacy and Security Breaches/ Violations.
11. Policy [AR0500](#) Email & Text Messaging.
12. Policy [AR0600](#) Internet Access.
13. Policy [AR0700](#) User Identification and Password.
14. Policy [AR1000](#) Photography Videotaping and Audio Recording.
15. Practice Education Guidelines of BC. (2021 August). Health Sciences Placement Network. Retrieved June 19, 2023, from: <https://hspscanada.net/pegs/>.
16. Student Practice Education Core Orientation (2023). Retrieved June 19, 2023, from: <https://learninghub.phsa.ca/Courses/8538/speco-curriculum>

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