

Student Handbook



Student Handbook

Dear Student,

It is with pleasure that I welcome you to Orillia Soldiers' Memorial Hospital (OSMH). We thank you for choosing OSMH to support your learning. We hope that your experience is rewarding, knowledge enhancing, interesting and safe.

OSMH plays an integral role in the healthcare system in North Simcoe Muskoka, offering a state-of-the-art acute care hospital that families across our region come to for care.

As a regional referral centre, we provide acute medical and surgical care as well as specialized services such as dialysis, obstetrics, paediatrics, mental health and complex continuing care to Orillia and surrounding areas, including Barrie, Collingwood, Parry Sound and Muskoka. Our catchment area is 150 km (north to south), covering an area of 9,200 square kilometres and serving a population of 453,000.

We also provide state-of-the-art diagnostic services and a full range of inpatient and outpatient programs.

Our team includes 1,300 staff, 176 credentialed staff (physicians, midwives, dentists) and 360 volunteers.

Here at OSMH we are focused on delivering safe, high quality care, closer to home.

Vision – A healthier future

Mission – To be a trusted provider and leader of community hospital and designated regional specialized services.

Values - Respect, Caring, Integrity, Participation, Accountability

We are pleased to welcome you as a valued member of our care team.

Good luck in your placement and future studies,

Tammy Gallagher, RN, BScN, PANC(C), MN(IP)
Manager, Professional Practice & Clinical Performance

Preparing for your Clinical Placement

Student Orientation

Consolidation Students: Are required to attend our hospital and clinical orientation.

Group Students: Must complete the online requirements, reading this handbook is part of the online requirements.

Health and Safety Requirements

Immunization status for the following communicable diseases must be collected, verified and maintained by the academic institution prior to the beginning of any clinical placement:

Measles
Mumps
Ruebella
Varicella (Chickenpox)
Hepatitis B

In addition, the student must have a current (within two years) N95 fit test and a documented two-step mantoux test.

With the changes to the Occupational Health and Safety Act July 2014, all students must now also have worker health and safety awareness training. This training should be conducted at the academic institution prior to the beginning of any clinical placement and the records maintained there.

Privacy and Confidentiality

Personal health information must be collected, used, shared and stored in a confidential and secure manner, while being made available to authorized users for patient care, administration, education, research and other authorized purposes. OSMH recognizes its duty to comply with the Ontario Personal Health Information Protection Act, 2004 ("PHIPA").

As a student working at OSMH, you are considered an 'agent' of OSMH under this act (PHIPA, 2004). As an 'agent' of a healthcare facility, you are expected to adhere to OSMH's privacy and confidentiality policy. The full policy is posted on the OSMH Intranet under the policies and procedures tab. Please use the search feature by entering the search words "confidentiality, privacy and personal health information".

Some key items to consider:

- Never access records of those for whom you are not providing direct care – accessing your own records or those of your family members via the EMR is considered a breach.
- Ensure you are logging off and/or locking your computer every time it is not in use.
- Ask questions if you are unclear by speaking with your clinical instructor or the student placement coordinator or emailing the Privacy Officer.
- Never leave patient information unattended.

Student Handbook

- Ensure you are having confidential conversations about patient health information in private areas with only those who need to know the information

There is nothing more personal than a person's health record. We must do everything to protect that sensitive information. **It is the law.**

A privacy breach may result in the termination of the student placement at OSMH. All privacy breaches are promptly investigated and swift and prudent action is taken to protect our patients.

Please read and sign the Confidentiality Agreement provided on the Student Orientation website prior to the start of your clinical rotation. If you have any questions, please contact the Privacy Office at 705-325-2201 ext. 3626.

For All Students:

A copy of CPR certification and police checks (vulnerable sector screening) must be collected, verified and maintained by the academic institution prior to the beginning of any clinical placement. Both must be obtained by the student within one calendar year of the start of the clinical placement. The student is solely responsible for the cost of any of the mandatory requirements. OSMH staff will validate that these requirements have been met.

All students must be respiratory mask fit-tested by the school prior to the clinical experience and will be required to provide documented evidence. Masks will be provided by the hospital and worn by students according to Infection Prevention and Control guidelines, policies and procedures.

Work/Education Agreement

All student placements are contingent on a current affiliation agreement between the academic institution and OSMH.

Student Identification and Badges

All OSMH staff, credentialed staff, volunteers, and students wear an identification (ID) badge. Human Resources will provide each student an OSMH student ID. As a student, you are also expected to wear a student ID badge at all times (provided by your school).

Dress Code

Students are expected to adhere to OSMH policies on Dress Code. This means that uniforms must be of proper fit to allow ease of movement, clean, free of tears, stains and rips, and must be visible to all staff and patients or visitors of the hospital. The full policy OSMH can be accessed through the OSMH Intranet – policies and procedures tab.

Lockers and Personal Belongings

OSMH provides students with locker facilities located in the men/women's change rooms. The OSMH student ID badge will give you access to the locker room. Please note that students must provide their own high quality lock, and ensure that the lock is removed at the end of each clinical day. Please make sure you utilize the lockers that are marked for Georgian College. Please note that students are encouraged not to bring valuables to our hospital. The hospital is not responsible for belongings of the students.

Parking

Students can purchase parking access from the Facilities Management department. For less frequent visits, we also offer Number of Use passes for the main visitor parking lot. For more information, please call 705-325-2201 ext. 3495.

Safety is Our Promise

Safety is our promise at OSMH, for our patients, staff and students. Should you experience an injury while in the capacity of a student while on OSMH property, please notify your instructor and/or preceptor immediately. They will assist you in submitting an incident report through our Risk Monitor Pro incident reporting system. You **must** also follow your academic procedure for incident reporting. If you need to seek medical attention, please attend the emergency room. The Occupational Health and Safety department will assist your organization in any follow-up and investigation. However, any reporting of a workplace injury will be through the academic institution.

Frequently Asked Questions

Q. Are there any skills/processes or procedures that students aren't able to perform while they are at OSMH?

A. Yes, there are some skills/processes and procedures that students aren't able to perform at OSMH. These skills are advanced nursing skills at OSMH and require additional education, preparation and/or competency testing. The skills/processes and procedures include but are not limited to:

- POC glucose, urine and troponin testing
- Peripheral IV insertion
- Central Venous Access Device (CVAD) care and maintenance
- Automated Dispensing Unit (ADU) access for medications
- Administer Narcotics
- Venipuncture for the purpose of serum sampling
- Processing or co-signing provider orders (i.e. NP, MD)
- Obtaining verbal or telephone orders
- Shadowing/observing in any other clinical care area other than the area intended/approved for your current clinical placement unless authorized by student placement coordinator

Student Orientation Checklist

Please initial each section in the space provided and submit to the student placement coordinator at the end of the student orientation program.

- _____ I have attended the student orientation program (for consolidation students)
- _____ I have read and completed the online student orientation (group students)
- _____ I understand the content that has been covered in the student orientation program
- _____ I have read and understood the student orientation handbook
- _____ I understand that it is my responsibility to read and understand the following OSMH policies and procedures prior to beginning my clinical experience at OSMH:

- Infection Prevention and Control Practices:
 - Modes of Transmission
 - Routine Practices
 - Hand Hygiene
- Emergency Codes
- Accessibility Guidelines & Human Rights Code
- Occupational Health & Safety Roles and Responsibilities:
 - Workplace Hazards
 - Food and Beverage Policy
 - Minimal Fragrance Policy
 - Dress Code Policy
 - Footwear Policy
 - Sharp Safety
 - Preventing MSK Injuries
- Workplace Violence
- Code of Conduct
- Confidentiality and Patient Privacy Policy

_____ I understand that if I am injured while on OSMH property that I must immediately notify the student placement coordinator and my academic institution.

_____ I have read, understood, signed and submitted the following documents to the student placement coordinator or delegate:

- Student Orientation Checklist (this page)
- Signed Confidentiality Agreement
- Student Access Application Form

Student Name: _____ School: _____

Student Signature: _____ Date: _____