

Dear Student,

Welcome to your student placement experience at OSMH! We hope that your experience is a rewarding, interesting and safe way to enhance your knowledge.

OSMH plays an integral role in the Orillia and North Simcoe Muskoka healthcare system. We provide acute medical and surgical care, as well as specialized obstetrics, mental health, oncology, and complex continuing care services. OSMH is a recognized leader in several regional programs, including paediatrics, genetics and kidney care.

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

Mission: Your trusted partner in great care

Vision: Excellent compassionate care... every day

Values: Compassion – Accountability – Respect – Engagement

As a student, you are a valued member of our care team. Unpaid students are not a substitute for paid staff members; your placement educator and other OSMH staff will ensure you are adequately supported and supervised for the safety of our patients, and to support your learning.

OSMH is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of your placement please advise your placement educator.

We have two tracks of student orientation:

- **Consolidation Nursing Students and Non-Staff Clinical Educators** (ie: academic institution employees directly supervising students onsite)
 - Required to attend our hospital and clinical orientation alongside new hospital hires.
- **All other Students** (allied health, ancillary programs, non-consolidation nursing)
 - Complete all the requirements on the student page of our website and this guide and submit the signed page at the end of this handbook to their placement educator or Human Resources

Privacy and Confidentiality

OSMH complies with Ontario's Personal Health Information Protection Act, 2004 (PHIPA), which states that personal health information (PHI) must be:


- collected, used, shared and stored in a confidential and secure manner
- available to authorized users for patient care, administration, education, research and other authorized purposes

Students are considered 'agents' of OSMH under PHIPA. Privacy breaches are investigated, with swift and prudent action (including termination of a student placement) taken to protect our patients.

There is nothing more personal than a person's health record. **It is the law** that we must do everything to protect that sensitive information. Key tips for maintaining privacy and confidentiality are:

- Only access PHI of those people you are providing healthcare to
 - Accessing any other PHI (including your own or family members) is considered a *privacy breach*
- Never leave PHI unattended:
 - store paper documentation appropriately in the patient chart binder
 - log off or lock your computer every time you walk away from it
- Discuss PHI in private areas with only those who need to know the information
- Use your own login to access electronic medical records
- Never share your computer passwords
- Clarify any privacy questions with your clinical instructor, student placement coordinator, or by emailing the OSMH Privacy Officer

You are required to sign and hand in the Confidentiality Agreement provided on the Student Orientation section of the OSMH website prior to the start of your placement.

Once onsite, use the OSMH Intranet 'Resources' section to access  [Policies and Procedures Medworxx](#) to review and adhere to the *Privacy and Security of PHI and PI* policy.

Questions? Please contact the Privacy Office: 705-325-2201 ext. 3626 or privacy@osmh.on.ca

Safety is Our Priority

Safety is our priority at OSMH, for our patients, staff and students. Students who are injured on OSMH property should notify their instructor and/or preceptor immediately. They will assist you in submitting an incident report through our incident reporting system. Follow your academic procedure for incident reporting, which may include a second incident report submitted through your academic institution.

If you need medical attention, please seek out with the most appropriate care provider depending on situation (clinic, emergency department). The Occupational Health and Safety department will assist you and your academic institution in any follow-up and investigation.

Scope Limitations

There are some skills, processes and procedures that students are not able to perform at OSMH. Some skills, like Venipuncture, are limited to very specific roles (only students in the lab can perform this skill). Others are restricted for all students, and include (but are not limited to):

- a. Administering Narcotics
- b. Automated Dispensing Unit (ADU) access for medications
- c. Central Venous Access Device (CVAD) care and maintenance
- d. Performing an Imaging Exam unless accompanied by Registered staff
- e. Point of Care (POC) glucose, urine and troponin testing
- f. Processing or Co-signing Provider orders (i.e. NP or MD orders)
- g. Receiving verbal or telephone orders
- h. Shadowing or Observing in any clinical care area without approval from that care area

Mandatory Requirements:

Please see appendix A

Additional Requirements/Information:

Student Identification/Badges and Safety Devices

All students wear an OSMH identification (ID) badge provided by Human Resources for a \$25 deposit (returned when ID is returned). Students are also expected to wear academic institution ID and/or uniforms where appropriate. Lanyards are prohibited. All students will also wear a personal alarm, which you may provide or purchase for \$10.

Dress Code

Students will adhere to OSMH policies on dress based on Infection Prevention and Control, safety, and professionalism guidelines. Uniforms must be clean; free of tears, stains and rips; and fit properly to allow ease of movement. Non-slip footwear must have closed toes and heels. While providing patient care, jewelry is not to be worn below the elbow (exceptions: smooth band/ring with no protruding edges, medical alert bracelet). Body piercings must be clean and tight to the body to ensure no entanglements.

OSMH is a minimal fragrance environment. Students must refrain from wearing personal care products with added fragrance such as perfume/aftershave or scented deodorants/hair products.

Once onsite, use the OSMH Intranet 'Resources' section to access [Policies and Procedures Medworxx](#) to review and adhere to the *Dress Code* policy. Diagnostic Imaging and Lab student policies and procedures are located via the OMNI link on the intranet under Medworxx.

Lockers and Personal Belongings

Students are encouraged *not* to bring valuables onsite. OSMH is not responsible for student belongings.

OSMH will endeavor to provide students with a changing area and storage for personal belongings in the clinical setting. 'Student Lockers' may be available in the badge-access basement locker room for day-use only. Your placement educator will advise further.

Parking

Students may purchase monthly parking access through Facilities (705-325-2201 x-3495). 'Number of Use' passes are available for the main visitor parking lot for infrequent attendance. Private off-site parking is available in nearby lots; rates and requirements are under owners' jurisdiction.

Student Orientation Checklist

Please initial each section and submit to Human Resources when you go to get your badge.

- I agree to follow OSMH policies and procedures during my placement experience
- I have completed worker health and safety awareness training
- I acknowledge hospital staff have authority for all aspects of patient care and the integration of the educational activities, and that it is a patient's right to decline to have me involved in their care based on my status as a student
- I will practice within the scope of my knowledge and skill and will request and accept appropriate supervision in my provision of patient care
- OSMH may terminate my placement experience at any time should the hospital deem my conduct or performance unacceptable
- OSMH accepts no responsibility for loss or damage to my personal property
- Individual student placements: I have participated in and understand OSMH Corporate and Clinical Orientation.
- Group student placements: I have participated in and understand the following OSMH training guides prior to beginning my clinical experience at OSMH:
 - IPAC Chain of Transmission
 - IPAC Health Care Provider Controls
 - Emergency Codes
 - General AODA Information
 - Disability and Human Rights
 - Customer Service Tips for Staff and Students
 - Occupational Health & Safety
 - Workplace Violence
 - Code of Conduct
 - Confidentiality and Patient Privacy
 - PowerChart training module
- I understand that if I am injured 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:
 - Signed Confidentiality Agreement
 - Student Access Application Form

Student Name: _____ School: _____

Student Signature: _____ Date: _____



Received by: _____ Date: _____

Appendix A

Mandatory Requirements

- a) Immunizations
 - Measles, Mumps, Rubella
 - Varicella or proof of titre
 - Hepatitis B
 - COVID vaccine
 - Influenza vaccine
- b) Current (within 2 years) N95 fit test
- c) Proof of valid TB skin testing (history of 2 step TB test) and 1 step TB skin test within 12 months.
- d) Worker Occupational Health and Safety Awareness Training
- e) Vulnerable Sector Screen

It is the learner's responsibility to ensure they complete all the mandatory requirements before commencing placement and provide proof if requested.

This information was updated May 11 2021

