



# **Group Student Placement Manual**

Dear Student,

We are delighted to welcome you to OSMH and your placement experience!

Your time with us promises to be an enriching and engaging opportunity to grow your knowledge and skills while contributing to exceptional patient care.

#### **About OSMH**

OSMH is a vital part of the Orillia and North Simcoe Muskoka healthcare system. Medical, surgical and critical care, senior's healthcare services, adult mental health and pediatric care are among the hospitals recognized areas of expertise. We also specialize in orthopedic surgery and kidney care.

#### **Our Vision: We are One Community**

At OSMH, we believe in a collaborative approach to healthcare. As part of the Couchiching Ontario Health Team (COHT), we aim to enhance population health and wellness through partnership and innovation. COHT is a community of acute care hospitals, and local organizations working together to deliver integrated care that meets the health needs of the Couchiching region.

#### **Our Mission: Serving our Community with compassion and excellence. Driven by shared purpose.**

Compassion and excellence form the foundation of our commitment to patient care. Our mission reflects a shared purpose with our community partners to co-design health solutions that are culturally safe and impactful.

"All my relations – Toutes mes relations – Mitakuye-Oyasin"

#### **Our Values**

Inspired by the legacy of soldiers who have served and continue to serve our country, OSMH is guided by the following core values:

- TRUST:** We prioritize openness, authenticity, and accountability to earn the trust of our team, patients, partners, and community.
- COURAGE:** With a Soldiers' Spirit, we embrace challenges and commit to doing what's right, even when it's not easy.
- TEAMWORK:** Together, we strive for excellence, supporting one another every step of the way.

As a student, you are a vital part of our team. We are committed to ensuring you feel fully supported and supervised to ensure patient safety and to make the most of your learning experience.

We are also dedicated to inclusivity and accessibility. If you require accommodation at any stage of your placement, please let your placement educator know.

We are excited to have you join our team and look forward to working together to create a meaningful and successful experience for you.

Sincerely,

Debbie Singh  
Vice President, People Strategy & Chief Human Resources Officer

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## **Group Students**

Please follow the instructions outlined by your instructor.

All required material is available on the [OSMH Student Webpage](#).

Submit the required documentation to your Clinical Instructor on or before your first day of placement at the hospital.

## **Safety is our Priority**

Your safety and well-being are fundamental to a productive and positive learning environment. Understanding and following safety protocols ensures not only your protection but also the safety of those around you.

If you experience an injury during your placement, prompt action is essential to ensure your health and well-being. Please notify your preceptor, Student Experience Coordinator and academic institution immediately.

## **Seeking Medical Attention**

For medical care, visit the most appropriate provider based on the severity of your injury. This may include:

- A walk-in clinic.
- The OSMH emergency department.
- Your primary healthcare provider.

## **Follow-Up Support**

The **Occupational Health, Safety & Wellbeing Department** at OSMH will coordinate and support any necessary follow-up investigations related to your injury. They are available to answer questions, provide guidance, and ensure your recovery process is handled smoothly.

Safety is a shared responsibility, and we encourage you to remain vigilant and proactive in identifying and addressing potential hazards during your placement.

## **Questions? Contact the Occupational Health, Safety & Wellbeing Team**

Phone: 705-325-2201 ext. 3032

Email: [occupationalhealth@osmh.on.ca](mailto:occupationalhealth@osmh.on.ca)

## **Students' Scope Limitations**

OSMH is committed to providing a safe and supportive learning environment for students while maintaining the highest standards of patient care and safety. To ensure this, certain skills, processes, and procedures are outside the scope of practice for students during their placement.

Some skills are restricted to specific roles (e.g., venipuncture, is a skill that only laboratory students are permitted to perform). Other tasks are strictly prohibited for all students, regardless of their placement area. These include, but are not limited to:

- Administering narcotics.
- Accessing the Automated Dispensing Unit (ADU) for medications.
- Performing care or maintenance on Central Venous Access Devices (CVADs).
- Conducting imaging exams without direct supervision by registered staff.
- Performing point-of-care testing (e.g., glucose, urine, troponin).
- Processing or co-signing provider orders.
- Receiving verbal or telephone orders.
- Shadowing in clinical areas without prior approval.

These limitations are in place to ensure patient safety, comply with legal and institutional policies, and align with your educational goals and scope of practice.

If you have questions about these restrictions connect with your instructor, preceptor, or the Student Placement Team.

## Identification and Safety Devices

Group students will receive student ID Badges from their Instructor. All Group students must wear their OSMH issued ID badge alongside their school issued student ID or nametag.

Instructors are asked to return student badges at the end of the learning placement.

All students are also required to purchase a personal alarm, \$10. If you already own a functioning personal alarm, a new purchase is not necessary.

Next Steps:

1. Pay for your personal alarm using [OSMH Pay My Bill](#)
2. Submit all paperwork to your instructor
3. Pick up personal alarm and OSMH ID from your instructor
4. Return your OSMH ID at the end of your placement, to the Student Experience Coordinator's Offie, or the afterhours drop box.

## Dress Code

The dress code at OSMH is designed to promote professionalism while maintaining safety and hygiene standards. Please adhere to the following guidelines:

- **Uniforms:** Clean, well-fitted uniforms are required. Your footwear should be non-slip, closed-toe, and closed-heel for safety reasons.
- **Jewelry:** Jewelry below the elbow should be avoided to maintain a sterile and safe environment. Exceptions include smooth wedding bands or medical alert bracelets.
- **Fragrance-Free Policy:** OSMH has a fragrance-free policy to ensure the health and comfort of all patients and staff. Please refrain from wearing any scented products, including perfumes and lotions, while on hospital grounds.

## Personal Belonging Storage, Parking & Cafeteria

- **Personal Belongings:** Please store your personal belongings in designated areas. If available, day-use lockers should be used for storing items during your shift.
- **Parking:** Please note that onsite parking is extremely limited, and we encourage you to seek alternative options. Please refer to the *Additional Parking Near OSMH* document attached for alternative solutions. Additionally, you can contact our Facilities department to review the various options that are available 705-325-2201 ext. 3495 or by email at [facilities@osmh.on.ca](mailto:facilities@osmh.on.ca)
- **Cafeteria:** There is a cafeteria available to purchase food and beverages and is open from 8 am to 2 pm. There is no ability to purchase food items from the cafeteria after 2 pm, on weekends, and on statutory holidays unless you pre-purchase a gift card to use as payment at the self-serve till. Please stop by the cafeteria while they are open if you are interested in purchasing a gift card. For your convenience, there are also vending machines with a variety of options located outside the cafeteria and in the main lobby.

### Questions? Contact the Facilities Department

Phone: 705-325-2201 ext. 3495

Email: [facilities@osmh.on.ca](mailto:facilities@osmh.on.ca)

By following these requirements, you help maintain a professional and safe environment for both patients and staff. If you have any questions regarding these guidelines or need assistance, please reach out to the Student Placement Coordinator.

## Requirements and Documents Held with your Academic Institution or Instructor

To ensure the safety and well-being, and readiness of all students, certain mandatory requirements must be completed prior to starting your placement with the hospital. While the following are mandatory requirements proof of the training, certifications and documents are to be submitted to your academic institution. All students must be prepared to provide proof of the following if they are audited. This said the hospital does not proactively collect these documents.

### Mandatory Training and Certification:

- Complete all required online training modules (e.g., Workplace Violence Prevention, WHMIS, Infection Control).
- Ensure certifications such as Basic Life Support (BLS) are current, if applicable to your placement.

### Criminal Background Check with Vulnerable Sector Screening:

- Note: placements which do not have direct patient care responsibilities are to request Criminal Record and Judicial Matters Check

## Immunizations

### Mandatory:

- Proof of immunity to **Measles, Mumps, Rubella**
  - o Serology and/or documentation of 2 doses of MMR Vaccine.

- Proof of immunity to **Varicella**
  - o Serology and/or documentation of 2 doses varicella Vaccine
- **Hepatitis B** Immune Status Serology

**Recommended:**

- Updated **Tetanus** vaccine within the last 10 years.
- **If non-immune to Hepatitis B** and if the individual has not completed 2 full series, Hepatitis B Vaccine Series + Repeat Serology
- **Influenza Vaccine** and or vaccination status

**Proof of valid TB skin testing:**

- Documentation of a 2 Step TB Test.
- Note: If completed greater than 1 year ago, we require a 1 Step TB Skin test to be completed within the last 12 months
- Alternatively, if the individual cannot find their proof of a 2 step but has documentation of two 1 Step TB Skin Tests, a third 1 Step will suffice as long as it is completed within the last 12 months.

## N95 Fit Test

Valid N95 Mask Fit completed within the last 2 years

Please ensure that you have been N95 mask fit tested for one of the following masks that we have in our inventory:

3M 1870 PLUS	3M 9210 PLUS	3M 1860	3M 8210	3M 1860 S	3M 8110 S
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*It is the student's responsibility to ensure they complete all the mandatory requirements before commencing placement and provide proof if required.*

## Group Student Checklist

Please complete the required orientation checklist(below) and provide it to your instructor on or before your first day at OSMH. Your instructor is required to confirm with OSMH that you have completed the checklist in order for you to receive your student ID badge and personal alarm. You cannot commence your learning experience without proof of checklist completion.

All required training materials listed below can be found on the [OSMH Student Webpage](#).

**REMINDER:** After reviewing the materials and completing all required training, print and submit this completed checklist to your Clinical Instructor on or before your first day of placement at OSMH.

<b>Group Student Placements Checklist</b>	
I have reviewed and understand the following OSMH training guides <u>found on the OSMH Website prior to beginning my clinical experience at OSMH:</u>	<input type="checkbox"/>
IPAC Chain of Transmission	<input type="checkbox"/>
IPAC Health Care Provider Controls	<input type="checkbox"/>
Emergency Codes	<input type="checkbox"/>
AODA: General Information	<input type="checkbox"/>
AODA: Disability & Human Rights Document	<input type="checkbox"/>
AODA: Customer Service Tips for Staff & Students	<input type="checkbox"/>
Occupational Health & Safety Overview	<input type="checkbox"/>
Workplace Violence Overview	<input type="checkbox"/>
Code of Conduct	<input type="checkbox"/>
Confidentiality & Patient Privacy	<input type="checkbox"/>
PowerChart Training Module	<input type="checkbox"/>
I understand that I must return my badge to my Group Instructor at the end of my placement	<input type="checkbox"/>
Inclusion and Belonging @OSMH Framework	<input type="checkbox"/>
<b>Injury Reporting:</b>	
I understand that if I am injured on OSMH property that I must immediately notify the Student Placement Coordinator and my academic institution	<input type="checkbox"/>
<b>Documentation Acknowledgement:</b>	
I have read, understood, signed and submitted the following documents to the Student Placement Coordinator or delegate:	<input type="checkbox"/>
<a href="#"><u>Student Access Application Form</u></a>	<input type="checkbox"/>
<b>Student Information:</b>	
Student Name:	
Student Signature:	
Educational Institution:	