

## Schedule Overview

This document has been created by the Clinical Learning and Interprofessional Practice (CLIPP) unit to provide a brief overview of the student clinical placement agreement schedules. This overview may not include all legally relevant information from the schedules and does not replace the need to read the schedules in full.

RHA=Regional Health Authority

SCA = Saskatchewan Cancer Agency

EI= Educational Institution

Agreement Schedule Topic	Quick Overview and list of Responsibilities
Schedule A	<p><b>Quick Overview:</b> Schedule A includes all health science programs at the educational Institution (EI) that must abide by the agreement. The intention of Schedule A is to include all health science programs that have or may have students entering a site owned or operated by a regional health authority, Athabasca Health Authority (AHA) or the Saskatchewan Cancer Agency (SCA). Each educational institution's schedule A will be different since each institution has different health science programs. The Schedule A for the regional colleges has been written more generally to allow for health science programs added to a college in the future to still be applicable and bound by the agreement.</p>
Schedule B: Workers Compensation Board (WCB)	<p><b>Quick Overview:</b> Educational Institutions (EI) are responsible for getting students to sign the WCB consent and agreement form before placement. The EI will store the form. EI is also responsible for filling in and submitting forms in the event of an injury. The RHA is responsible for ensuring the placement coordinator is aware of an injury. The schedule refers to the government website that explains the procedures and responsibilities for WCB for students: <a href="https://www.saskatchewan.ca/government/education-and-child-care-facility-administration/services-for-post-secondary-educational-institutions/student-participant-placement-injury">https://www.saskatchewan.ca/government/education-and-child-care-facility-administration/services-for-post-secondary-educational-institutions/student-participant-placement-injury</a>.</p>
Schedule C: WHMIS	<p><b>Quick Overview:</b> All health science students must complete basic WHMIS training before starting a practice education placement in an RHA/SCA/AHA. How the students get their training is up to the EI. RHAs may provide WHMIS training if arranged in advance with the EI and if provided before students start their placement. WHMIS training changes periodically so this schedule requires students to have the most current training required in Saskatchewan at the time of placement. Current requirements for Saskatchewan can be found at WHMIS.org. The EI will track completion of training. There are many responsibilities listed in this schedule for the RHA/SCA around keeping students safe from hazardous materials during placement.</p>
Schedule D: Respirator Fit testing	<p><b>Quick Overview:</b> This schedule does not require all health science students to be fit tested for a respirator but does state that students that do not complete fit testing cannot enter any clinical area requiring a respirator. For some RHAs this means any RHA facility and for some RHAs this will be only certain areas, therefore requirements should be clarified with the RHA hosting the student. Students are required to carry fit test information on their person during placements for easy access at all times. Students must notify the appropriate RHA staff and their education program if they are exempt from fit testing.</p>

<p><b>Schedule E: Immunization</b></p>	<p><b>Quick Overview:</b> Students are to follow the recommendations for immunizations for health care students as laid out in the most current <i>Saskatchewan Immunization Manual (SIM)</i> found at <a href="https://www.ehealthsask.ca/services/Manuals/Pages/SIM.aspx">https://www.ehealthsask.ca/services/Manuals/Pages/SIM.aspx</a> (Chapter 7, Section 6.5 Publicly Funded Vaccines - Healthcare - RHA/SCA/CC/FNJ and Students).</p> <p>For the influenza vaccine, students are to follow the policy requirements of the health authority hosting the student placement. The RHA/SCA/AHA must notify EI of any additional site specific immunizations and when there are infectious outbreaks.</p> <p>The EI must ensure students know health benefits and risks of immunizations, and the consequences of declining (i.e. excluded from certain placement sites). The EI must also maintain a record of tests, titres and immunizations as appropriate and ensure immunizations are up to date. If a student declines immunization the EI must get the student to sign a waiver and exclude the student from high risk sites (as defined by the RHA/SCA/AHA) and remove the student from placements during infectious outbreaks as appropriate. The EI must ensure that they are part of the RHA/SCA outbreak email distribution lists (where they exist). The EI must get students to sign a waiver if they decline any SIM recommended immunization.</p> <p>Students are responsible for informing site supervisors of immunization status or onset of symptoms as appropriate. Students are responsible for immunization costs.</p>
<p><b>Schedule F: Criminal Record Check</b></p>	<p><b>Quick Overview:</b> Students are only required to do a criminal record check once during their program (even if their program is four years). The CRC must be no more than 6 months old on the students start date in the program (not start of clinical placement). The schedule was written this way to hold students to the same standard as RHA/SCA/AHA staff. There are exceptions in the schedule for licensed professionals and current employees. CRCs must include a vulnerable sector search.</p> <p>The CRC will be collected and stored by the educational institution (EI). The EI will inform the RHA/SCA of all positive CRCs and their recommendation for placement, but will not disclose student name. Read the schedule for more information on the disclosure of positive CRCs.</p> <p>The RHA must identify a contact person for receiving contact information regarding positive criminal records.</p>
<p><b>Schedule G: Cardiopulmonary Resuscitation (CPR)</b></p>	<p><b>Quick Overview:</b> This schedule was written to allow for different programs to have different CPR requirements. It is up to the education program to determine if students from the program need CPR and at what level. RHAs shall not expect students to participate in CPR unless it is an important part of their training and communicated as such by the EI.</p> <p>The EI is to ensure that a student's CPR training remains current while participating in clinical placements.</p>
<p><b>Schedule H: Privacy and Confidentiality</b></p>	<p><b>Quick Overview:</b> Students must abide by HIPA and LAFOIP and will only collect, use and disclose of personal health information and personal information when necessary. Students will sign the confidentiality agreement in Schedule K before initial clinical placement. Most of the health authorities will only require the agreement in Schedule K signed for privacy and confidentiality purposes as well as information technology (IT) purposes however a few RHAs may require an additional form signed at the time of placement for IT access –the policy has been written to allow for this requirement when deemed necessary.</p> <p>The RHA/SCA will provide relevant privacy policies and procedures to EI, and provide clarification of HIPA and LAFOIP if needed.</p> <p>The RHA/SCA can audit student's collection, use and disclosure of information if necessary. The RHA/SCA will report and work with EI on suspected or reported privacy breaches.</p> <p>The EI will ensure confidentiality agreement is signed before clinical placement and store the agreement. The EI will review privacy and related policies and seek clarification from RHA/SCA if needed. The EI will cooperate with any privacy related investigations.</p>

<b>Schedule I: Safe Moving Practices</b>	<b>Quick Overview:</b> Training required for students will be the same as the expectations of the profession for which they are training. For example BSN students will be required to have the same training as RNs working in the health regions. The EI is to provide the level of training required and ensure it remains current. The EI is to communicate the expectations of participation in transferring, lifting and repositioning on behalf of the program to the RHA as appropriate. The RHA/SCA is to ensure that appropriate equipment is available and in working order. The RHA is to make sure that applicable policies and procedures are available to the EI.
<b>Schedule H: Violence Prevention and response Training</b>	<b>Quick Overview:</b> All health science students entering clinical areas require training on how to identify and respond to aggressive/violent situations. EI programs will teach at least the basic principles to all health science students within the curriculum. The schedule lists the basic principles that must be taught to students. Some students may require intermediate or advanced training if they will be in high risk areas as identified by the RHA/SCA.
<b>Schedule K: Confidentiality Agreement</b>	<b>Quick Overview:</b> Every student must sign the confidentiality agreement before their first placement in an RHA/SCA/AHA. This form only has to be signed once for the entire length of the program. A few RHAs have indicated that students will need to sign an additional IT form on site when setting up IT access.
<b>Schedule L: Dress Code</b>	<b>Quick Overview:</b> Students are expected to dress according to professional and safety expectations or requirements of the EI and the RHA/SCA/AHA. Certain departments or services may have additional dress code requirements. The policy outlines specific requirements for shoes, clothing, jewelry, photo ID badges and more. The Unit Manager or Service Manager has the authority to judge if a student is dressed according to requirements.
<b>Schedule M: Hand Hygiene</b>	<b>Quick Overview:</b> The EI is responsible for ensuring students receive training in proper hand hygiene techniques. Training should meet requirements of the profession in which the student is training. Training should also ensure students are able to meet the current best standards and practices used by the RHA/SCA/AHA and by Infection Prevention and Control Canada.
<b>Schedule N: Mobile Device usage</b>	<b>Quick Overview:</b> Students are permitted to use mobile devices during placements but it is difficult to summarize the schedule in a few sentences as the schedule is quite detailed and should be read in full.