

Student Placements

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If you have any additional questions, please contact the student.placements@ahs.ca

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1. What requirements do students studying in Canada need to meet to apply for a placement with AHS?

- Your Educational Institution must have a [Student Placement Agreement \(SPA\)](#) with AHS
- The placement must be a requirement of the program you are enrolled in.
- Your school may ask you to sign a [Permission to Disclose Personal Information Agreement](#) in order to share any confidential information about you with AHS to coordinate your placement.
- You must be [Fit to Practice](#).
- You must provide a [Police Information Check](#) to your faculty. A Vulnerable Sector Search if you will be in a position of trust or authority with AHS patients or clients at any time.
- To protect yourself and patients/clients from vaccine preventable diseases, you must meet the [AHS immunization standard](#) and provide your [immunization record](#) to your faculty.
- You must complete [confidentiality training](#) and submit the signed “AHS Confidentiality and User Agreement” to your faculty for retention.
- You must understand [AHS Policies and Bylaws](#) that apply to you during the Placement.
- In some placements settings, you may require to provide proof of [CPR certification](#) and/or [N95 Mask Fit Testing](#).

2. What are the requirements for international students looking for a placement?

As well as meeting all the placement requirements listed [above](#), please carefully consider the following information.

- You will need to sign an **Individual [Student Placement Agreement \(SPA\)](#)**. AHS is not able to sign a SPA with schools outside Canada.
- As part of this agreement you will be required to submit: proof of [general and professional liability insurance](#) in the amount of five (5) million dollars Canadian and proof of enrollment in your program of study.
- Some international post-secondary institutions do not support students who wish to enter an Individual Student Placement Agreement (SPA) with AHS.

a. What are the requirements for undergraduate/refresher out-of-province nursing, emergency medical service (EMS), health care aide (HCA) and unit clerk (UC) students?

- The student must be an AHS employee.
- The educational institution must have a Student Placement Agreement (SPA) with AHS.
- Placement requests will be considered only for rural sites.
- IT access must be requested by the educational institution a minimum of 8 weeks in advance of the placement start date.

b. What are the requirements for graduate nursing students?

- The student must be an AHS employee or Alberta resident.
- The educational institution must have a Student Placement Agreement (SPA) with AHS.
- Placement requests will be considered for rural or urban sites
- IT access must be requested by the Educational Institution a minimum of 8 weeks in advance of the placement start date
- License with the College & Association of Registered Nurses of Alberta (CARNA) is required.

c. What are the requirements for undergraduate/refresher out-of-country nursing, EMS, HCA and UC students?

- Out-of-country educational institutions will not be considered for undergraduate nursing, EMS, HCA and UC student placements at AHS.

d. What citizenship and immigration requirements do I need to consider?

- If you are not a Canadian citizen, you will need to meet any Canadian immigration requirements before coming to Canada for your placement. Please visit [Immigration and Citizenship Canada](#) for more information.
 - **Work permits:** work permits are generally not required for foreign students registered at foreign educational institutions outside Canada coming to Canada to complete short-term health care placements. Please refer to [Immigration and Citizenship Canada](#) for more information.
 - **Medical examination:** a medical exam is required for students working in Health Care. Medical examinations must be completed prior to beginning the placement (ideally before entering the country). For information on how to obtain a medical examination please refer to [Immigration and Citizenship Canada](#).
 - **Permission from a regulatory body:** Written permission from the body that regulates the particular health field is required. The primary purpose of the placement must be to acquire training in the related field; therefore the placement will be unpaid and should be of no more than four months' duration. Please refer to [Immigration and Citizenship Canada](#) for more information.

The [AHS Student Placement team](#) will assist you in obtaining the required documentation from the relevant regulatory body if your request for a placement is successful.

- As of the summer of 2016, visa-exempt foreign nationals will need an Electronic Travel Authorization (eTA) to fly to or transit through Canada.

Please visit [Immigration and Citizenship Canada](#) for more information.

- **Please note:** that the information in this section may not be exhaustive and you are responsible for ensuring that you meet all immigration requirements applicable to you. [Immigration and Citizenship Canada](#) for complete information about immigration requirements applicable to you.
- You should ensure that you have adequate health insurance coverage that is valid for the length of your placement with AHS.

3. What is a Student Placement Agreement (SPA)?

The Student Placement Agreement (SPA) is a contract which outlines the terms and conditions of the placement as well as roles, responsibilities, and accountabilities of the parties involved in the student placement.

a. How do I know if my educational institution has a SPA with AHS?

AHS has established SPAs with all publicly funded programs in Alberta and many private schools. Please contact student.strategies@ahs.ca if you are wondering if your school has a SPA with AHS.

Please note: AHS is not able to sign a SPA with an international educational institution. [Students from international schools](#) will be required to sign an individual SPA with AHS.

4. What is a Personal Information Disclosure Agreement and why would I need to sign one with my Educational Institution?

Your educational institution is required to collect personal information from you in order to determine whether you meet the requirements set by AHS to participate in a placement. In order for your educational institution to share your eligibility status with AHS you need to give your permission. This is an internal process that is determined by your school; please follow up with your faculty with any questions.

5. What is a Criminal Record Check (CRC) or Vulnerable Sector Search (VSS)?

A CRC is a detailed criminal and police history (or the confirmation of the absence of any criminal or police history) based on the personal information provided to a Police Service. A VSS is a CRC that includes a search of pardoned sexual offences. For more information about CRCs please refer to the [CRC FAQ](#).

6. Why do I need to be immunized?

During your placement you may find yourself in contact with diagnosed and undiagnosed vaccine preventable infections. If you are vaccinated, you are less likely to contract and spread the diseases you come in contact with.

Students seeking placements in AHS facilities require the same immunization/evidence

of immunity as the health care workers in those facilities. You may be refused placements if you are not compliant with these requirements.

a. What immunizations are required?

Per the Communicable Diseases Regulation (Alberta) and the Public Health Act (Alberta), all health care students and instructors must be immunized against Rubella.

All health care students and instructors must be immunized according to [AHS standards](#). Please refer to the list of [Immunizations Recommended for Students](#). AHS reserves the right to refuse placements to students who do not meet this standard.

b. How do I get copies of my immunization record?

- Ask your parents: Quite often parents have retained records of the immunizations you received as a child.
- Contact the [Public Health Office](#) that provided your immunizations.
- If you are a resident of Alberta you can complete a request for individual vaccination records through telephone or by fax. Please view [Immunization – Records Request](#) service listing for contact information.
- If you are from a different province or country please contact the Public Health Office or Doctor's office where you were immunized.

If you've tried the suggestions above and still haven't obtained copies of your immunization record, you can visit your doctor's office and ask to have blood titres drawn to test for relevant immunity. Your doctor's office may charge you for this service.

Visit [Immunization Business Unit \(IBU\) – For Healthcare Students](#) for information regarding assessment and immunization for healthcare students.

c. Where do I send my immunization record?

- Immunization records should be provided to your educational institution for review prior to a request for placement with AHS.
- Records are considered inadequate if:
 - There is no written documentation of immunization.
 - Documentation is illegible.
 - Written immunization records are not dated with a minimum of month and year information.
 - The vaccine information is incomplete.

7. Why do I need to know about confidentiality in health care?

Students have a great privilege and responsibility in working with members of the public to promote, restore and support their health. As part of this responsibility students have access to sensitive health care information and documentation.

AHS requires that all students complete confidentiality training and sign a confidentiality agreement prior to the beginning of their placement.

a. How do I complete confidentiality training?

Visit the AHS Information & Privacy's [Education & Training](#).

Follow the instructions for AHS affiliates to complete the training:

- Watch the Information & Privacy and IT Security & Awareness video
- Complete the online learning module.
- Submit the signed Confidentiality and User Agreement to your educational institution representative.

b. Where do I get the AHS Confidentiality and User Agreement that I need to sign?

You will find the Confidentiality and User Agreement at the end of the online learning module. Once you complete the module you will be able to print the agreement.

c. Can I remove patient information from an AHS facility or site?

AHS is committed to protecting the safety and integrity of the private information of our patients/clients.

The collection, transfer, and use of patient health information for educational purposes is permitted only under the following conditions:

- Only non-identifying portions of a patient health record may be collected and removed from AHS.
- Identifiable information cannot be used, copied, or transmitted in any form.
- Students/instructors may not print or photocopy any patient information from the Health Record for educational purposes: Any non-identifying information may be transferred in writing only.
- Using technology to take pictures or images of any Health Record is not permitted.
- Contents of the patient Health Record will not be disclosed by the instructor/student or any representative of the educational institution to any other individual.
- Any information taken from the patient care record is considered a “transitory

- record” and must be destroyed once the intended purpose has been served.
- Students/instructors will not collect and remove any information of unique or high profile patients. These would be cases where the patient may be easily identifiable because of the type of case or because of media attention. For example a celebrity, patient with Ebola or a confidential patient.
- A unit patient census is considered identifiable information and may not be removed from the unit.

For a complete list of identifiable and non-identifiable information, please contact student.placements@ahs.ca.

Allowing the collection and removal of non-identifying health information to instructors and students falls under Section 32(1) of the Health Information Act: Disclosure of non-identifying health information.

32(1) A custodian may disclose non-identifying health information for any purpose.

8. What is fitness to practice?

Fitness to practice means that as a student, you must have the physical, emotional or mental capabilities to complete your placement safely. AHS wishes to do our best to support students coming to us for placement. If you have a physical, emotional, or mental conditions that may affect your placement, please disclose to faculty so we can work together proactively to support you to the best of our ability.

a. What if I have a condition (physical, emotional or mental) that could prevent completion or cause difficulties for me during my placement?

You should discuss any condition that may affect your fitness to practice with your educational institution placement coordinator in order to ensure that your needs can be accommodated. Your educational institution is responsible for initiating a fitness to practice occupational health assessment based on your specific condition and the specific AHS environment where you will be placed.

AHS and your educational institution will try to accommodate most disabilities but may need to modify, restrict or decline placement experience if the condition causes undue hardship to accommodate or poses high risks to AHS patients or property.

9. What AHS Policies and Bylaws apply to my placement?

A list of corporate policies and bylaws that are applicable to students can be accessed on our [Student Orientation](#) page. If you're completing a placement with AHS, you must comply with these documents.

Clinical policies are also available from the [AHS Clinical policies and procedures](#) page.

Further policies may exist at the site/program level; please discuss any specific

information with your preceptor or instructor.

If you have further questions please contact student.placements@ahs.ca.

10. What should I know regarding CPR certification when completing a practicum within AHS?

Proof of current Cardio-Pulmonary Resuscitation (CPR) may be required of clinical students completing a practicum with AHS.

Contact the manager of the confirmed placement if you are unsure whether or not CPR certification is a requirement.

Cardio-pulmonary Resuscitation (CPR) is synonymous with Basic Life Support (BLS).

AHS highly recommends all new employees are hired with the Heart and Stroke Foundation Basic Life Support (BLS).

11. Do I need to be fit tested?

Students coming to AHS for a clinical placement should be fit tested for N95 respirators prior to their placement. Fit testing is coordinated by the post-secondary institution. AHS does not provide fit testing services for students.

Students who have not completed N95 respirator fit testing may be limited in the number and types of patients involved in their learning experience. In the case of a communicable disease outbreak in which N95 respirators are part of the required Personal Protective Equipment (PPE), students who have not been fit tested may have their placement suspended.

Please refer to zone/site/program specific practices for further information or contact student.placements@ahs.ca.

12. Will I need computer access?

Students will be given the IT access they need to function in their role.

Many of our clinical application systems require training before a student will be given their own user name and password. Students may not access IT systems (including electronic health record information) using their preceptor's username and password.

IT systems vary across the province.

For specific questions please contact student.placements@ahs.ca.

13. Do I need to obtain liability insurance?

Students enrolled in Canadian programs: Students enrolled in Canadian post-secondary

educational institutions are covered via the Student Placement Agreement (SPA) by their school's insurance policies and are not required to obtain their own liability insurance.

Students enrolled in educational institutions outside Canada: Because AHS can't enter into a Student Placement Agreement with international educational institutions (even those with campuses in Canada), AHS will not recognize your school's insurance while you are on placement with us. International students are required to provide their own General and professional liability insurance in the amount of five (5) million Canadian dollars.

a. What is general and professional liability insurance?

General liability insurance covers: bodily injury & property damage, personal & advertising injury, medical payments or tenants' legal liability but does not cover these if caused by negligence while providing or failing to provide any professional service.

Professional liability insurance covers: Bodily injury other than "incidental medical malpractice injury", property damage or personal injury specifically due to negligence while providing or failing to provide any professional service. Professional liability coverage is also referred to as errors & omissions liability or malpractice liability.

14. Do I need workers' compensation coverage?

Students registered in and attending an Alberta post-secondary institution, completing a placement at AHS as a required as part of their course of study, are considered workers of the Government of Alberta and are covered by the Government of Alberta's WCB.

Students registered in post-secondary institutions in other Canadian provinces may be covered by their home province's WCB. If provincial coverage has been denied, and the student is a Canadian Citizen the student will be considered a worker of the Government of Alberta, and covered by the Government of Alberta's WCB.

International students coming for placement will be considered on a case-by-case basis.

When there is a reportable incident, students covered by the Government of Alberta's WCB must report the incident to AHS and complete the WCB ["Worker Report of Injury"](#) process
AHS will complete the ["Employer Report of Injury"](#) form.

General Questions

15. Why can't I approach AHS front-line staff or managers directly to ask for a placement?

In order to be considered legitimate and to ensure all placement prerequisites have been met, all requests for placements must be submitted to AHS from faculty at your

educational institution.

Requests for clinical placements should be directed to student.placements@ahs.ca.

Non-clinical placement requests should be directed to student.strategies@ahs.ca.

16. What is the difference between a clinical and a non-clinical placement?

A clinical placement is one where the individual is in a position that will be directly involved with patient care or directly provide patient care. For example: nurses, therapists, geneticists, dieticians, counselors, emergency medical technicians, opticians, and pharmacists.

A non-clinical placement is one where the individual will not have direct contact with a patient and will not provide care or support for their care. Examples include human resources professionals, finance, maintenance staff, secretaries or administrative assistants.

If you have any questions regarding your placement classification you may contact student.placements@ahs.ca.

17. Can I choose a placement in my hometown?

Placement availability is based on the capacity of the departments and availability of a preceptor. You can request a placement in your home town. All requests for placements must come from your post-secondary institution representative.

18. What is HSPnet?

Health Sciences Placement Network (HSPnet) is a web-enabled database that is a communication and coordination tool used to track student placement in AHS.

If your educational program or institution does not use HSPnet Alberta, faculty must complete the [HSPnet Placement Request Form](#) and submit it to student.placements@ahs.ca.

You will also be asked to complete the [HSPnet Consent Form](#) so that we can enter your name and other personal information relevant to the placement into HSPnet for the purpose of coordinating your placement.

For further information visit [HSPnet](#).

19. Are living arrangements made for me during a placement?

AHS does not organize nor pay for living arrangement for students.

20. I have never been to the location where I will be completing my placement. How do I learn about the facility I will be placed in?

Use the AHS [Healthcare Locator](#) to find basic information about the health care centre where you may be placed.

The program hosting your placement or your preceptor will be able to answer any specific questions you may have.

When you start your placement you will be provided with an orientation of the facility.

21. Where will I park?

On-site parking may or may not be available for students. Space is an issue at some of our large urban centres with staff waiting lists for parking. Fortunately, these centres are well serviced by public transit in the event that no parking is available. Students are responsible for all expenses related to parking during their placements with AHS.

22. Will I need an ID Badge?

All students must display photo ID that identifies them as a student while on placement with AHS. Identification must be visible at all times while on AHS premises as this supports security and safety for patients, staff, students and guests. Either valid AHS or educational institution photo identification is acceptable

At many sites you will require swipe card access to enter the facility or locked units, in this situation an AHS photo ID will be provided. AHS identification badges and swipe cards issued to you must be returned to the site security office at the conclusion of the placement or the end of your program.

23. Can an AHS employee drive a student between worksites during a student placement?

An AHS employee who drives a personally owned vehicle for business purposes is required to contact their automobile insurer to discuss how the vehicle is used and the type of passenger being transported on behalf of their employment with AHS.

AHS does not have a policy in place that precludes AHS employees from transporting students in their personal vehicle. Many educational institutions have policies in place which do not permit students to travel with staff. Students are required to follow the direction of their educational institution.

a. What is the process when an AHS employee within the scope of employment is involved in a motor vehicle accident while transporting a student in their personal vehicle or rental vehicle?

The AHS employee and the student are required to contact:

- AHS Workplace Health and Safety.
- The motor vehicle insurer. (Primary for coverage.)
- WCB if there are injuries to the AHS employee or the student.
- AHS insurance. (insurance@ahs.ca)
- The police.
- The student is required to notify the educational institution.

b. What is the process if an AHS employee transports a student operating a personal vehicle or rental vehicle to lunch or home at the end of the day?

An AHS employee who drives a personally owned vehicle for business purposes is required to contact their automobile insurer to discuss how the vehicle is used and the type of passenger being transported on behalf of their employment with AHS.

AHS does not have a policy in place that precludes AHS employees from transporting students in their personal vehicle. Many educational institutions have policies in place which do not permit students to travel with staff. Students are required to follow the direction of their educational institution.

WCB coverage would not apply if WCB determines that the AHS employee was not acting within the scope of employment at the time of the motor vehicle accident. Some no-fault benefits exist that are available under the automobile policy which are subject to policy conditions. Additional compensation may be available under the liability insurance policy of the responsible party.

c. What is the process when a student operates their personal vehicle between AHS sites during a placement with AHS while transporting an AHS employee, post-secondary institution instructor or another student?

A student who drives a personally owned vehicle for business purposes is required to contact their automobile insurer to discuss how the vehicle is used and the type of passenger being transported. Students are required to follow the direction of their educational institution. The student and passenger are required to report a motor vehicle accident where injuries are sustained to:

- AHS Workplace Health and Safety.
- The motor vehicle insurer. (Primary for coverage.)
- The police.
- WCB if there are injuries the student or passenger.
- The student is required to notify the educational institution.

d. What is the process if a student is operating a rental vehicle rented in the name of AHS and injuries are sustained?

The student and passenger are required to report a motor vehicle accident where injuries are sustained to:

- AHS Workplace Health and Safety.
- The police if injuries. If no injuries but damages are over \$2000.00 the police must be notified.
- WCB if there are injuries to the student or passenger.
- AHS insurance. (insurance@ahs.ca)
- The student is required to notify the educational institution.

Please note: The AHS Travel Policy is currently under review.

24. Are there any funding opportunities that I can apply for to help with expenses incurred during a placement?

Students are responsible for all expenses (living, transportation, mileage etc.) incurred during a placement.

AHS works in partnership with a variety of external persons, groups or agencies to offer professional development Funding Opportunities including those related to placements in hard to recruit locations. Please visit [Bursaries, Scholarships and Financial Aid](#) for information on funding programs.

25. What happens if I am injured during my placement?

If you are injured during your placement, inform your preceptor or AHS representative, your educational institution representative and [WCB](#) (where appropriate). See WCB information above.

26. What if I experience abusive behavior or harassment during my placement?

[AHS Workplace Abuse and Harassment](#) Policy outlines the procedures and processes for reporting and response to Abuse and Harassment.

Please check with your educational institution for any reporting requirements of your school.

27. What happens if there is an outbreak of a disease (e.g. H1N1 or similar flu) during my placement?

Students should generally not be excluded from participating in outbreak/pandemic situations unless there are safety issues to be considered.

Students will be offered the same protection, as the clinical site's employees during an outbreak.

To reduce your risk of exposure, you should always use appropriate [personal protective equipment \(PPE\)](#) and follow routine Workplace Health and Safety practices.

If you have not been properly [fit tested](#), you will be restricted from situations where N95 masks are required PPE.

If you are not [immunized](#) against the communicable disease, your ability to participate in your placement may be affected (this may include circumstances where there is a seasonal flu or vaccine preventable pandemic situation).

If at any time you pose symptoms consistent with the disease outbreak, you are required to follow AHS recommendations to stay away from your placement until you are symptom free. If your preceptor or instructor is showing symptoms they will be required to stay away from work which may affect your placement.

Please ensure that you inform your faculty of any interruptions to your placement.

28. Can I video/audio record myself or my clients during my placement?

Under review.

29. Does my preceptor need to co-sign my clinical documentation?

Some professions are required by their professional governing bodies to co-sign clinical documentation in specific circumstances while many professions do not require co-signing or counter-signing student documentation. Please refer to profession specific regulations, standards and the AHS Medical Staff and Midwifery Staff Bylaws and Rules for specific documentation requirements. It is important to comply with your profession's requirement and AHS' Policies when such a direction exists.

All health care providers, including students, are accountable for documenting the patient care they provide. Documentation on the health care record is about recording the provision of care from first-hand knowledge reflecting what care was provided by whom. It should record all interactions between members of the health care team (including communication/ collaboration between the student and preceptor regarding the patient). Students should indicate their student status in their documentation.

If a professional is required by their professional governing body or AHS policy to co-sign student documentation, they should document what their co-signature means – e.g., documentation is accurate and comprehensive, activity witnessed, concur with student documentation, etc.

30. I'm an AHS employee. Can I complete a placement in my regular place of work?

The general student placement process is the same whether or not you are currently an employee. Placements in your regular work place can become complicated. In urban centers AHS discourages students from completing placements in their work site given these issues, but recognize that options are more limited in rural areas.

There are some considerations for completing a placement in your current work setting:

- There must be a clear delineation between your job responsibilities and your student learning objectives.

- You should not be “working” during placement time, and you should not be engaged in placement activities during work time.
- Everyone involved (student, preceptor, manager, patients/clients) must be aware of when you’re acting in what capacity to avoid conflict of interest situations.
- The person supervising your student placement must not be the same person to whom you directly report to as part of your job.

31. Can I be paid while I do my placement?

Placements for students who are enrolled in a post-secondary program in which a placement is a required component should not be paid for the duration of their placement. In situations where a student receives a wage, the terms and conditions of the Student Placement Agreement no longer apply; meaning that there is no formal relationship between AHS and your school to cover your placement which poses a risk to you, AHS, and your school.

32. Can I drive an AHS Fleet Vehicle during my placement?

Yes, students can drive AHS Fleet Vehicles (where they exist) during their placements. In order to become authorized to drive a fleet vehicle, a request for Driving Authorization must be submitted by the manager of the program hosting your placement. You will need to provide a current 5 year driving abstract and a copy of your driver’s license. Your application will be reviewed by Fleet Management for approval to authorize you to operate AHS vehicles for the term of your placement.

33. Can I wear my kirpan during my placement?

AHS requests that you disclose that you will be wearing a kirpan. Reasonable safety restrictions and limitations may be imposed to limit risk in order to accommodate you.

AHS may request that the blade for the kirpan be blunted and be of reasonable size. The kirpan must be worn under clothing, not be visible, and be sufficiently secured so that removal would be rendered difficult. Alternatively, if acceptable to the holder of the belief, a small symbolic replica could be worn in lieu of a metal-bladed kirpan.

It may be appropriate to consult with AHS Occupational Health and Safety on a case-by-case basis to address safety and security concerns in certain high risk areas.

34. Does AHS have a dress code?

AHS doesn’t have a corporate dress code. Generally we expect that students are clean and appropriately dressed to complete the tasks and work expected of the placement safely and comfortably. Please ask the site hosting your placement if there are any particular dress code requirements or considerations at that site.

35. What do I need to know about safety reporting?

a. Where do I report work-related incidents, hazards, illnesses and injuries that involve me?

If you're involved in an incident, hazard, illness, or are injured during your placement, your preceptor or supervisor must sign into "MySafetyNet" to report the incident on your behalf.

You will also need report any relevant incidents to your Faculty Liaison and any reportable incidents to [WCB](#).

b. How do I report an incident involving a patient or client?

If you're involved in an incident involving a patient/client you must be report it through the Reporting and Learning System (RLS). RLS is the single province wide system for patient safety reporting. Consistent reporting of hazards, close calls and adverse events is encouraged for the purpose of learning about and improving patient safety throughout the health care system.