

# Student Placements

## Frequently Asked Questions

### Placement Pre-Requisites

All students must complete the [following prerequisites](#) before starting a placement with AHS:

1. Request a placement with your school
2. Review our immunization recommendations
3. Obtain a criminal record check and/or vulnerable sector check if required
4. Complete confidentiality training
5. Complete harassment and violence prevention training

Click the links below for more information on each topic as it relates to AHS' student placement requirements:

1. Requesting a Placement
  - o [Post-Secondary Placement Agreement](#)
  - o [Personal Information Disclosure Agreement](#)
  - o [AHS policies and bylaws](#)
  - o [Students studying within Canada](#)
  - o [Out-of-country students](#)
2. [Immunization Recommendations](#)
3. [Criminal Record Check or Vulnerable Sector Search](#)
4. [Confidentiality Training](#)
5. [Harassment and Violence Training](#)

### Prior to Starting Placement

- General placement questions including:
  - o [Difference between clinical and non-clinical placement](#)
  - o [Living arrangements and expense support](#)
  - o [Placements in a facility new to you](#)
- [CPR certification and fit testing](#)
- [Fitness to practice](#)
- [HCA curriculum changes](#)
- [HSPnet](#)
- [Insurance and Workers Compensation coverage](#)

### Placement

- [Computer Access](#)
- [ID Badge and Dress Code](#)
- [Parking and Travel](#)
- Safety and reporting questions including:
  - o [Audio/visual recordings](#)
  - o [Injuries during a placement](#)
  - o [Outbreaks](#)
  - o [Safety Reporting](#)
  - o [Witnessing or experiencing disrespectful behaviours](#)
- [Signing clinical documentation](#)

# Placement Pre-requisite Questions

## Post-Secondary Placement Agreement

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### 1. What is a Post-Secondary Placement Agreement (PSPA)?

The Post-Secondary Placement Agreement (PSPA) 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.

### 2. How do I know if my educational institution has a PSPA with AHS?

AHS has established PSPAs with all publicly funded programs in Alberta and many private schools. Please contact [student.strategies@ahs.ca](mailto:student.strategies@ahs.ca) if you are wondering if your school has a PSPA with AHS.

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

## Personal Information Disclosure Agreement

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### 3. What is a Personal Information Disclosure Agreement? Why do I sign one with my Educational Institution?

Your educational institution is required to collect personal information from you to determine whether you meet the requirements set by AHS to participate in a placement. 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.

## AHS Policies and Bylaws

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### 4. 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 on [AHS Clinical policies and procedures](#). Further policies may exist at the site/program level; please discuss any specific information with your preceptor or instructor.

## Students studying within Canada

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### 5. What are AHS's placement requirements for students studying in Canada?

- The educational institution is required to have a [Post-Secondary Placement Agreement \(PSPA\)](#) with AHS.
- The placement must be a requirement of the program.
- The educational institution may require a signed [Permission to Disclose Personal Information Agreement](#) to share any confidential student information with AHS to coordinate the placement.
- The student must be [Fit to Practice](#).
- The student must provide a [Criminal Record Check](#) to the educational institution. A Vulnerable Sector Search is also required if the student will be in a position of trust or authority with AHS patients or clients at any time.
- The student must meet the [AHS immunization standard](#) and provide an immunization record to the educational institution.
- The student must complete [confidentiality training](#) and submit the signed "AHS Confidentiality and User Agreement" to the educational Institution.
- The student must review the [AHS Policies and Bylaws](#) that apply during the placement.
- The student may be required to provide proof of [CPR certification](#) and/or [N95 Respirator Fit Testing](#).
- IT access must be requested 8 weeks in advance of placement start date.

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**6. What are the requirements for undergraduate/refresher out-of-province and out-of-country nursing, paramedic, health care aide (HCA) and unit clerk (UC) students?**

- The student must be an AHS employee.
- The educational institution must have a Post-Secondary Placement Agreement (PSPA) with AHS.
- Placement requests will only be considered for sites in the North Zone, Central Zone, and South Zone.
- IT access must be requested by the educational institution a minimum of 8 weeks in advance of the placement start date.

An undergraduate student is defined as a student completing the first level of university in pursuit of a degree.

**7. What are the requirements for graduate nursing students from out-of-province and out-of-country educational institutions?**

- The student must be an AHS employee or Alberta resident.
- The educational institution must have a Post-Secondary Placement Agreement (PSPA) 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 of Registered Nurses of Alberta (CRNA) is required.

A graduate student is defined as a student pursuing an advanced degree (e.g. Master's or PhD) after having earned an undergraduate degree.

**Please Note:** Student placement requests for other student disciplines will be considered on an individual basis.

## Out-of-country students

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**8. What are the AHS placement requirements for out-of-country students?**

Out-of-country students should review each category (category 1, 2 or 3) for placement requirements.

Please note: some out-of-country educational institutions do not support students who wish to enter an Individual Student Placement Agreement with AHS.

Out-of-country student placement requests will be considered on an individual basis depending on student discipline and student placement capacity.

**To avoid delays, students should initiate the process for placement six (6) months prior to the expected start date.**

**(a) Category 1 – Canadian Students at out-of-country post-secondary institution** (outside Canada)

Initiating a placement request for students in this category may be initiated by students or the post-secondary institution by contacting the AHS Student Placement Team.

Once a placement has been identified by the AHS Student Placement Team and a student has received written confirmation of the same, the student must sign an Individual Student Placement Agreement with AHS that must be pre-approved by a student's post-secondary institution. Students should note that not all out-of-country post-secondary institutions support student placements with AHS. Students should review their post-secondary school requirements carefully.

Before a placement can start AHS must also receive:

- At the student's own expense, they are required to obtain and provide a "Certificate of Insurance" that covers both Commercial General Liability and Professional Liability in the amount of five million Canadian dollars per occurrence. (NOTE: AHS does not sign Post-Secondary Placement Agreements (PSPA) with out-of-country post-secondary institutions, so students are required to secure and provide proof of the foregoing insurance requirements.)

- Clear criminal record check and vulnerable sector search that is dated less than 90 days from the date that the placement is to start. The checks need to be provided from the student's home country.
- Confirmation that all other AHS requirements (see [Student Placement Prerequisites](#)) have been met.

**(b) Category 2 – Non-Canadian students at out-of-country post-secondary institution**

Initiating a placement request in this category can be initiated by students or the post-secondary institution by contacting the AHS student placement team.

Once a placement has been identified by the AHS Student Placement Team and a student has received written confirmation of the same, the student must sign an Individual Student Placement Agreement with AHS that must be pre-approved by a student's post-secondary institution. Students should note that not all out-of-country post-secondary institutions support student placements with AHS. Students should review their post-secondary school requirements carefully.

Before a placement can start AHS must also receive:

- At the student's own expense, they are required to obtain and provide a "Certificate of Insurance" that covers both Commercial General Liability and Professional Liability in the amount of five million Canadian dollars per occurrence. (NOTE: AHS does not sign Post-Secondary Placement Agreements (PSPA) with out-of-country post-secondary institutions, so students are required to secure and provide proof of the foregoing insurance requirements.)

The requirements set out herein are AHS requirements and additional requirements may be placed on students by:

- (i) The applicable post-secondary institution (e.g., immigration medical, a letter from the applicable regulatory body approving the placement, etc.); and
- (ii) Canada Border Services (who have different requirements depending on the length of the placement and whose requirements may include an immigration medical, a letter from the student's post-secondary institution stating that the student is completing a clinical or short-term practicum and setting out the expected duration of the placement, and a letter or email from AHS Talent Solutions Human Resources, confirming a student's acceptance for the period of training). AHS will check Canada Border Service requirements prior to the placement start.

Students are encouraged to check with their post-secondary institution for additional requirements and, in the case of Canada Border Services, students should [review the requirements](#) listed on the Government of Canada website.

**(c) Category 3 – Non-Canadian student at Canadian post-secondary institution**

Placements for students in this category are typically arranged by the student's post-secondary institution.

Once a placement has been identified and it is confirmed that a Post-Secondary Placement Agreement (PSPA) exists between AHS and the applicable post-secondary institution before a placement can start AHS requires confirmation of a clear criminal record check and vulnerable sector search dated less than 90 days from the date that the placement is to start. The checks need to be provided from the student's home country.

AHS requires confirmation that all other AHS requirements (see [Student Placement Prerequisites](#)) have been met.

**(d) Category 4 – International Exchange Student Registered with a Canadian post-secondary institution registering for a semester or a course**

Placements for exchange students are typically arranged by the student's post-secondary institution.

Once a placement has been identified and it is confirmed that a Post-Secondary Placement Agreement (PSPA) exists between AHS and the applicable post-secondary institution before a placement can start

AHS requires confirmation of a clear criminal record check and vulnerable sector search dated less than 90 days from the date that the placement is to start. The checks need to be provided from the student's home country.

AHS requires confirmation that all other AHS requirements (see [Student Placement Prerequisites](#)) have been met.

### 9. What are the requirements for graduate nursing students from out-of-country educational institutions?

- The student must be an AHS employee or Alberta resident.
- The student must have an **Individual Student Placement Agreement** with AHS.
- Placement requests will be considered for rural or urban sites.
- IT access must be requested by the manager accepting the placement a minimum of eight weeks in advance of the placement start date.
- License with the College of Registered Nurses of Alberta (CRNA) is required.

## Immunization Recommendations

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### 10. Why should I consider being 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 encounter.

### 11. What immunizations are recommended?

Please refer to the list of [Immunizations Recommended for Students](#).

AHS reserves the right to pause placements in the event of an outbreak.

### 12. 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.

### 13. 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.

## Criminal Record Check and Vulnerable Sector Search

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### 14. 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](#).

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## Confidentiality Training

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### 15. 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 student's complete confidentiality training and sign a confidentiality agreement prior to the beginning of their placement.

### 16. 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.

### 17. 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.

### 18. 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](mailto: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.

## Respectful Workplaces & Prevention of Harassment and Violence Policy Course

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### 19. Is this a new course?

The [Respectful Workplaces and the Prevention of Harassment and Violence Policy course](#) is designed to support a safe workplace by helping workers understand the [Respectful Workplaces and Prevention of Harassment and Violence Policy suite](#) and provides key information on how to prevent and safely respond to worker-to-worker and patient-to-worker harassment and violence. It also helps meet the OHS legislative requirement to ensure workers are trained on AHS' policy and procedures for preventing and responding to harassment and violence.

### 20. What is the course about?

The course addresses how to be safe at work, with a specific focus on disrespect, harassment and violence. Topics include:

- Why disrespect, harassment and violence happen and examples of what they look like.
- How psychologically safe environments help us prevent and respond.
- Worker and manager roles and responsibilities outlined in the policy.
- How to respond to the different types of harassment and violence.
- How to report incidents and what to expect when you report.

### 21. How do I access the course?

Visit [Safe Care, Together - Training & Reporting](#) to access the course.

We recommend you complete this course while logged into an AHS computer or while accessing the AHS intranet from a personal device once you receive your AHS network login credentials. To learn how to log into AHS from a non-AHS computer, refer to the [How To Log Into AHS from a Non-AHS Computer](#).

### 22. Are all students and instructors required to complete this course?

Yes, both clinical and non-clinical students and nursing instructors are required to complete this course.

Students and nursing instructors who are entering a placement with AHS in fall 2023 must complete this course before their placement begins. Students and instructors in a current placement must complete this course before the end of their placement or by September 1, 2023, whichever comes first.

Post-secondary institutions are responsible for ensuring all students and instructors have met the required prerequisites before approving a placement with AHS. These prerequisites help ensure every student and instructor has met the requirements to work in our facilities and are informed of the standards, practices and protocols that support a safe work environment.

### 23. Why do I have to complete this course now?

Workplace safety and the safety of all our people is a key priority for AHS. As the level one policy course for non-crisis violence prevention, this course provides the skills, tools and resources for prevention and safe response. By taking this training, students and instructors will be better able to prevent incidents of harassment and violence, address risks and respond safely when incidents do happen.

### 24. What happens if I do not complete the course?

This course supports you to be safe in the workplace and must be completed by all students and instructors before starting a placement. Post-secondary institutions are responsible for ensuring all students and instructors have met the required prerequisites before approving a placement with AHS. AHS reserves the right to refuse placements to students who do not meet all [pre-requisites](#).

### 25. I am a current AHS employee or student and have already taken this course. Do I have to take this course again?

If you are a current AHS employee or student who is starting a student placement and have already taken the [Respectful Workplace and Harassment and Violence Prevention Policy course](#) as a Required Organizational Learning, then you do not need to retake this course. Instead, please submit your learner completion record to your student placement coordinator. To access your learner record, visit the Completed Course tab on MyLearningLink and print the completion certificate.

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**26. How long is the course?**

This course takes approximately 45 minutes to complete.

**27. How do I provide proof of course completion?**

To submit your course completion record, print the certificate of completion and submit it to your post-secondary placing coordinator.

**28. Is there other violence prevention training available in addition to this course?**

Yes. In addition to the [Respectful Workplaces and the Prevention of Harassment and Violence Policy](#) course, there are two other levels of training that may be offered to you based on your position. Please speak with your coordinator to determine what other training you require or contact [student.placements@ahs.ca](mailto:student.placements@ahs.ca).

**29. Where can I find more information about harassment and violence?**

Visit [Safe Care, Together](#) to access more harassment and violence information.

- [Respectful Workplaces and the Prevention of Harassment and Violence Policy](#)
- [Procedure: Respectful Workplaces and the Prevention of Harassment and Violence: Type II \(Patient-to-Worker\)](#)

Students and instructors who have current AHS credentials can access additional information and resources about harassment and violence prevention on Insite. To learn how to access Insite by logging into AHS from a non-AHS computer, refer to the [How To Log Into AHS from a Non-AHS Computer](#).

- Visit [Respectful Workplaces](#) for more information on worker-to-worker harassment and violence.
- Visit [Prevention of Harassment and Violence](#) for more information on patient-to-worker harassment and violence.

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## Prior to Placement

### General Placement Questions

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**30. 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](mailto:student.placements@ahs.ca).

**31. Can I approach AHS front-line staff or managers directly to ask for a placement?**

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](mailto:student.placements@ahs.ca). Non-clinical placement requests should be directed to [student.strategies@ahs.ca](mailto:student.strategies@ahs.ca).

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

Attending a student placement in your regular place of work presents a conflict of interest (COI). You must complete a Conflict-of-Interest Declaration providing the details of the COI and submit to your manager. There must be a clear delineation between your AHS employee responsibilities and your student responsibilities. The manager reviews the completed Conflict of Interest Declaration to determine whether the AHS employee's conflict of interest can be operationally supported. Additional conditions include:



- You cannot be paid for your student placement hours.
- You must not be “working” during student placement hours.
- You must not be engaged in student placement activities during work hours.
- The person supervising your student placement must not be your AHS supervisor.

**33. 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.

**34. 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 hometown. All requests for placements must come from your post-secondary institution representative.

**35. Are living arrangements made for me during a placement?**

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

**36. 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.

**37. 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.

## CPR Certification and Fit Testing

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**38. 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 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).

**39. 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](mailto:student.placements@ahs.ca).

## Fitness to Practice

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### 40. 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.

### 41. 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 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.

## HCA Curriculum

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### 42. What Government of Alberta Health Care Aide (HCA) Curriculum changes apply to my HCA student placement?

Changes to the Government of Alberta Health Care Aide (HCA) Curriculum have placed responsibility of the student's evaluation on Post-Secondary Institution (PSI) instructors.

- All placements in the new curriculum are instructor led by a regulated nurse from the post-secondary institution.
- The HCA curriculum consists of 3 placements.
- The first HCA student placement consists of 2 weeks (80 hours) of instructor led placement.
- The second HCA student placement consists of 4 weeks (160 hours) of instructor led placement.
- The third and final HCA student placement consists of 2 weeks (80 hours) of instructor led at a distance placement. (Remote supervision)
- The new HCA curriculum is designed so that the regulated nurse that is supervising the HCA students is employed by the post-secondary institution.
- The HCA students may continue to work collaboratively with HCAs while supervised by the Instructor from the post-secondary institution.
- HCA students may be paired in a "buddy ship" with an HCA who is required to have 2 years' experience or 3000 HCA hours. (Maximum of 2 students per HCA).
- HCA student placements hours may not occur from 2300 to 0600.
- The HCA will be assigned in the "preceptor" field in [HSPnet](#). A precedent does exist to adding a non-regulated health care provider in the supervisor section in HSPnet for a non-regulated health care provider.
- Managers are required to identify an AHS regulated nurse to be available to the HCA and student.
- The post-secondary institution instructor will collect feedback from the regulated nurse and the "HCA buddy" regarding the HCA student's performance.
- The AHS regulated nurse will be responsible for the assignment of care of the HCA student.
- The Alberta HCA licensure agreement states that only nurses who are regulated in Alberta may assess and document achievement of the skills performed by an HCA student.
- Instructor led HCA group placements may be requested by the post-secondary institution in acute care areas.

### 43. 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](mailto: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](#).

## Insurance and Workers Compensation Coverage

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### 44. 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.

### 45. Do I need to obtain liability insurance?

Students enrolled in Canadian programs: Students enrolled in Canadian post-secondary educational institutions are covered via the Post-Secondary Placement Agreement (PSPA) 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 Post-Secondary Placement Agreement (PSPA) with out-of-country educational institutions (even those with campuses in Canada), AHS will not recognize your school's insurance while you are on placement with us. Out-of-country students are required to provide their own General and professional liability insurance in the amount of five (5) million Canadian dollars.

### 46. 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. Out-of-country 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.

# Placement

## Computer Access

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### 47. Will I need computer access?

IT systems vary across the province. 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 username and password. Students may not access IT systems (including electronic health record information) using their preceptor's username and password.

### 48. Can I use my personal computer while completing a clinical placement to receive and forward AHS information?

When students are acting in a representative capacity for AHS, it is always best practice to use AHS devices for AHS business.

In order to ensure compliance with the Health Information Act (HIA) and the Freedom of Information and Protection of Privacy Act (FOIP) and to support the expected InfoCare behaviors of AHS people when handling information, health, personal, and business information, including educational resources in the custody or control of AHS is not to be collected, accessed, transmitted, or stored on personal devices unless the device meets the information security requirements outlined in the [Information Technology \(IT\) Acceptable Use Policy](#) and other applicable AHS policies, procedures, and standards.

It is the responsibility of AHS people (including students) to ensure the safety of the information that we are entrusted with. AHS representatives (including students) are accountable for the records that they create, and all records may be requested for formally. All records, including educational resources should be documented, stored, managed, and disposed of in accordance with approved AHS retention schedules; The use a non-approved personal device for AHS business increases the potential risk for a policy violation, security and or privacy breach and the User and or the AHS representative that authorized the use of the personal device will be personally accountable, should there be a security and or privacy issue.

## ID Badge and Dress Code

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### 49. 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 always visible 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.

### 50. 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 dress code requirements or considerations at that site.

### 51. 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 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.

## Parking and Travel

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### 52. 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.

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

Yes, students can drive AHS Fleet Vehicles (where they exist) during their placements. 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.

### 54. 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.

### 55. 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](mailto:insurance@ahs.ca))
- The police.
- The student is required to notify the educational institution.

### 56. 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.

### 57. 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.

April 28, 2025

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Student Placements, Health Professions Strategy and Practice  
Talent Acquisition, Human Resources

- 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.

**58. 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](mailto:insurance@ahs.ca))
- The student is required to notify the educational institution.

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

## Safety and Reporting

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

Under review.

**60. 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 the Workers Compensation Board (where appropriate).

**61. What happens if there is an outbreak of a disease (e.g. H1N1) 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 you faculty of any interruptions to your placement.

**62. What is a workplace incident?**

A workplace incident is defined as a:

- Work related injury or illness.
- Blood and body fluid exposure.
- Communicable disease exposure/outbreak.
- Motor vehicle incident.
- Damage to AHS property/equipment.
- Spill or chemical release.

April 28, 2025

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 Student Placements, Health Professions Strategy and Practice  
 Talent Acquisition, Human Resources

- Co-worker aggression, harassment, or violence.
- Near miss / hazard / observation.

**63. How are workplace incidents reported in an AHS facility?**

All incidents are reported following either the Human Resources process for reporting and investigation (Type III – worker-to-worker) or the Workplace Health and Safety **incident management process** (Type I – external party, Type II – patient-to-worker, Type IV – Domestic/personal). Incidents are reported to MySafetyNet for investigation, documentation and/or corrective action documentation.

**Note:** A non-employee reporting process exists in MySafetyNet for students.

It is required that students contact the educational institution to determine reporting requirements by the educational institution.

**64. How are adverse events, close calls and hazards which compromise patient safety reported in an AHS facility?**

You will find the AHS Reporting & Learning System for Patient Safety (RLS) icon by looking on the right-hand column of the Insite Homepage.

- Click 'Submit a Report' if you wish to report an adverse event, close call or hazard.
- Once on this page, you can also access the RLS Education & Training resources via a quick link on the left-hand side.

**65. 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.

**66. 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.

**67. What should I do if I experience or witness disrespectful behavior including racism, discrimination, harassment, violence or a privacy breach in an AHS facility during my placement?**

Please check with your educational institution for any reporting requirements of your school and refer to the AHS Policy [Respectful Workplaces and the Prevention of Harassment and Violence](#).

**68. What is a privacy breach?**

A privacy breach involves any incident of, suspected or confirmed, unauthorized collection, use, access, disclosure or disposal of health or personal information. A privacy incident may be caused by human error (deliberate or unintentional) or technical error, resulting in failure to comply with AHS policies, procedures, or the Health Information Act (HIA) or the Freedom of Information and Privacy (FOIP) legislation.

**Health information** includes, but is not limited to, patient name, date of birth, personal health number, healthcare provider, diagnostic, and treatment information.

**Personal information** includes, but is not limited to, employee demographics, benefits, payroll, employment and education history, and unique identifiers (i.e., social insurance number, driver's license, employee ID).

**69. How are privacy breaches reported in an AHS facility?**

Under the Health Information Act (HIA), anyone at AHS who becomes aware of a privacy incident/breach involving health or personal information is required to inform their manager and take immediate action to reduce the risk of further harm.

Privacy breaches must be reported by completing the on-line privacy breach form located on Insite.

Please send related documents or emails supporting the privacy breach report to [privacy@ahs.ca](mailto:privacy@ahs.ca) with the subject line 'Supporting Documents' immediately upon submitting the report.

## Signing Clinical Documentation

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### 70. 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.