

Work Experience 15-25-35 FAQ for Off Campus Coordinators & Parents

(August 2013)

1. [Glossary of Terms](#)
2. [How is an AHS mentor identified?](#)
3. [Why does AHS have its own Off Campus Education Agreement? Can we use the agreement template designated by our school/school division?](#)
4. [Who can sign the Off Campus Education Agreement on behalf of the School?](#)
5. [What is the difference between a criminal record check and a vulnerable sector search? Why are these required for this Work Experience?](#)
6. [What can be done if a criminal record check or vulnerable sector search are deemed 'non-clear'?](#)
7. [Who is responsible for collecting and protecting the student information?](#)
8. [Is the school division required to send a Liability Insurance Certificate for every student?](#)
9. [What are some possible risks associated with a Healthcare Work Experience?](#)
10. [Which immunizations are required and/or recommended for students entering into a Work Experience with AHS?](#)
11. [What information needs to be determined or collected before a Work Experience can be commence?](#)
12. [Are there any prerequisites the student must complete prior to the Work Experience?](#)

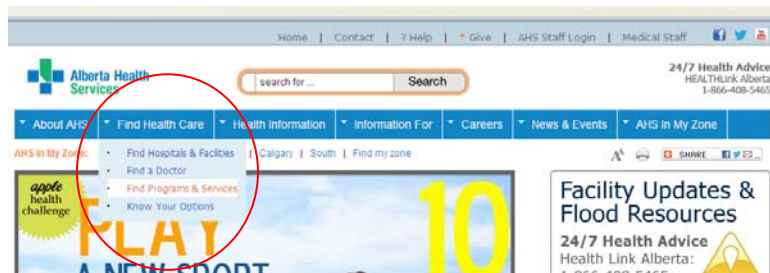
1. Glossary of Terms

- **Off Campus Education Agreement Cover Letter:** this document explains the need for an Off Campus Education Agreement which addresses AHS's specific needs. Many of the existing agreement templates used by the schools do not address specific issues related to healthcare, privacy and current legislative responsibilities.
- **Off Campus Agreement:** this document is specific to the Work Experience of each student. It provides details about the particular placement being undertaken.
- **Off Campus Coordinator:** the certified teacher who is assigned the responsibility of supervising, monitoring and assessing students in any off-campus education activity. This term replaces 'Work study teacher'. The Off Campus Education Handbook ^{© 2010} is developed by the Government of Alberta and provides additional details for Off Campus Coordinators about this program (<http://education.alberta.ca/teachers/program/off-campus.aspx>).
- **AHS Mentor:** an AHS employee who is responsible for the direct supervision of a student participating in a Work Experience.

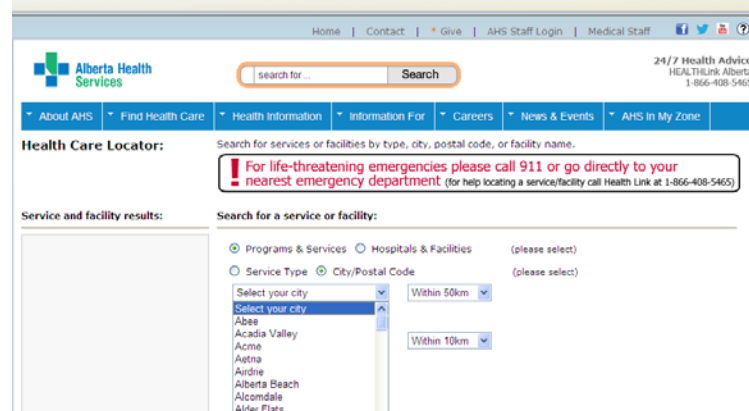
- **Work Experience 15-25-35:** Work Experience 15, 25 & 35 are courses offered at the high school level which give students credit for ‘real world’ work experience. The number of credits available depends on the amount of time the student plans to commit to the work experience. Each credit is worth 25 hours and each course is worth between 3 and 10 credits.

2. How is an AHS mentor identified?

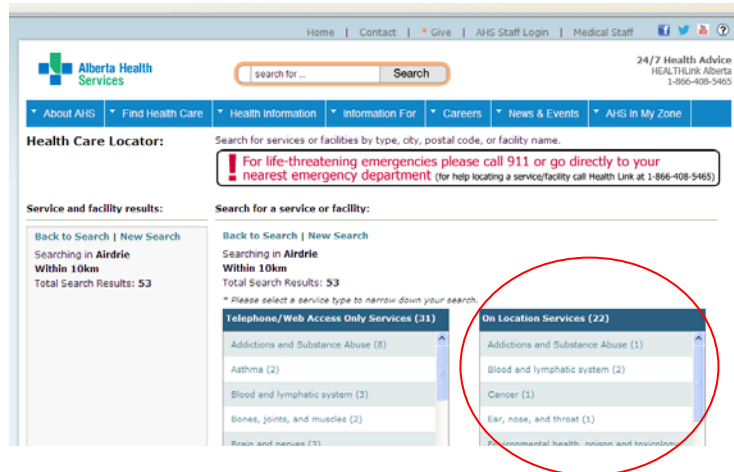
- Work experience is a program that has been running in AHS facilities for many years. As such, a school often already has an existing relationship with an individual willing to be an AHS mentor. A Work Experience mentor does not need to have any special qualifications, title or training, only a willingness to teach and the ability to supervise a student.
- If you do not already know an AHS Mentor, we recommend that the student or Off Campus Coordinator use the tools available on the AHS website (www.albertahealthservices.ca) to search for an appropriate individual.
 - Use the ‘Find Healthcare’ menu to locate facilities and services in your area:



- Select ‘Programs & Services’ then enter your search parameters:



- Search the ‘On Location Services’ for facility contacts.



- If this search does not yield a satisfactory response, contact Student.Strategies@albertahealthservices.ca for assistance. Please note - some specialties may not be available in all locations.

3. Why does AHS have its own Off Campus Education Agreement? Can we use the agreement template designated by our school/school division?

- The AHS Off Campus Education Agreement is designed to address unique and specific conditions within the AHS environment - particularly, it addresses obligations required by current legislation. Generic agreements that the school divisions are currently using may not meet all the current requirements for AHS. We strongly encourage the use of the AHS Off Campus Education Agreement. If the School Authority indicates that their agreement must be used, please ask the AHS Mentor to contact Student Engagement & Employment at Student.Strategies@albertahealthservices.ca. Depending on the nature of the Work Experience and the terms within the school's agreement, our Legal department may be able to approve the use of an alternative agreement. The AHS Legal review may take some time to complete, especially if there are specific revisions and/or caveats required. This may delay the commencement of the work experience.

4. Who can sign the Off Campus Education Agreement on behalf of the School?

- The AHS Off Campus Education Agreement must be signed by an individual with the authority to make contractual obligations on behalf of the School Board.

5. What is the difference between a criminal record check and a vulnerable sector search? Why are these required for this Work Experience?

- A criminal record check includes a search for criminal convictions, outstanding charges and other local police information, such as court records and withdrawn charges. All AHS employees, members of the medical and midwifery staffs, students, volunteers and other persons acting on behalf of AHS (including contracted service providers as necessary) require a criminal record check.

- A vulnerable sector search includes a search of pardoned sexual offences and helps to reduce risk to vulnerable persons. *'A vulnerable person is defined in section 6.3 of the Criminal Records Act, as a person who, because of age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.'* – *excerpt from Government of Canada.*
- **All staff, volunteers and students within AHS** must have a clear criminal record check. Individuals with direct patient contact are required to submit a clear vulnerable sector search.

6. What can be done if a criminal record check or vulnerable sector search are deemed 'non-clear'?

- A non-clear result means that some information has been identified by the agency conducting the check; it is then up to AHS to review that information to determine whether it impacts the individual's suitability for the position sought and whether any other measures are warranted.
- In the event that there is a 'non-clear' check, please send all relevant materials to StudentPIC@albertahealthservices.ca for assessment.

7. Who is responsible for collecting and protecting the student information?

- The Off Campus Coordinator is responsible for ensuring that the school board collects and maintains the following records:
 - criminal record check
 - vulnerable sector search
 - immunization records (Rubella is the only mandatory vaccination required)
- These records must be maintained by the school board for a minimum of 11 years.
- The AHS High School Work Experience 15-25-35 Planning Tool asks for a signature from the Off Campus Coordinator which verifies that these have been collected and reviewed.

8. Is the school division required to send a Liability Insurance Certificate for every student?

- No. The school division is required to send one (1) Liability Insurance Certificate for the duration of the insurance policy. If the school has already sent a copy of the certificate to AHS, then the Mentor or the Off Campus Coordinator can contact Student.Strategies@albertahealthservices.ca to confirm. Once it is confirmed, please **add the confirmation e-mail in place of the certificate** to the package that is mailed to the AHS Mentor (with the Off Campus Education Agreement & signed first page of the Work Experience Planning Tool). This will help to ensure the file is complete and the work experience can commence in a timely manner.

9. What are some possible risks associated with a Healthcare Work Experience?

- The AHS Mentor and Off Campus Coordinator will work together to create a work environment that is safe & appropriate for the student, however, there are some inherent risks in working in a healthcare environment. These may include (but are not limited to):
 - Exposure to contagious illnesses
 - Witnessing physical trauma
 - Contact with biohazard materials, medications & other chemicals
 - Witnessing mental illness
 - Experiencing personal psychological trauma
- The Off Campus Coordinator, Parents and Student should discuss these potential risks prior to initiating a work experience. The AHS Mentor will be able to provide a realistic projection of likely and/or potential risks in the specific work environment.
- In the event of a contagious outbreak, the student (as with all staff and volunteers in the area) may be required to be sent home early, or participate in quarantine or other safeguarding procedures. The AHS Mentor/Manager will notify the Off Campus Coordinator & parents as soon as it is safe to do so.
- As per the AHS Off Campus Education Agreement, AHS may remove or suspend a Student at any time without prior notice if AHS determines in its sole discretion that such action is required in order to preserve the health and safety of its patients and all others or for the protection of its property.

10. Which immunizations are required and/or recommended for students entering into a Work Experience with AHS?

- Immunization programs continue to be a valuable tool to reduce vaccine-preventable disease in Alberta. Routine immunization in Alberta is voluntary and is not mandatory for parents to have their children immunized. Parents or guardians and individuals must make a choice whether or not to immunize or be immunized. They must give consent before vaccines are administered. *The only exception is a Rubella (German Measles) vaccine, which is COMPULSORY for all staff of daycare facilities and persons with face-to-face contact with patients in a health care facility.*
- AHS also strongly recommends the following vaccinations:
 - Tetanus & Diphtheria
 - Measles
 - Mumps
 - Polio
 - Hepatitis B
 - Varicella (Chicken Pox)
 - Seasonal Influenza
 - Tuberculosis test
- More information on immunizations is available through the following links:
 - General Immunization Info: <http://www.health.alberta.ca/health-info/immunization.html>
 - Policy/Guidelines Web Content: <http://www.health.alberta.ca/professionals/immunization-policy.html>
 - Policy/Guidelines Document: <http://www.health.alberta.ca/documents/AIP-General-Guidelines.pdf>

11. What information needs to be determined or collected before a Work Experience can be commence?

- The AHS Work Experience Planning Tool will help to ensure that all the required information is collected at the appropriate time and by the appropriate party.

12. Are there any prerequisites the student must complete prior to the Work Experience?

- [HCS3000 Workplace Safety Systems](#) must be completed prior to the commencement of the student's first Work Experience (Alberta Education Guidelines). It is the Off Campus Coordinator's responsibility to ensure this has been completed.
- The AHS mentor must ensure that the student completes the following required learning (available on the external AHS website at <http://www.albertahealthservices.ca/3962.asp>):
 - a. The Information & Privacy and IT Security & Awareness Video
 - b. Information & Privacy and IT Security & Awareness online learning module
 - c. Confidentiality & User Agreement (must be signed and sent to Student Engagement & Employment)