



Students

1. Policy

Providence Health Care recognizes that students may fall into one of two categories:

1. Students who are enrolled in an educational institution.
2. High School students who wish to function at Providence Health Care strictly in an observational capacity, such as job shadowing, on a short term basis.

Providence Health Care accepts students from institutions that have an affiliation agreement with the Corporation. Agreements are negotiated between the institution and the Risk Manager or his/her designate.

Students who do not wish to obtain clinical training (high school students) at Providence Health Care may function in an observational capacity. Each student must be accompanied by a designated employee, or preceptor. This designation must be approved by a Leader responsible for the area in which the student will function. These students must comply with the Providence Health Care Guidelines for Job Shadowing & Student Observers (Appendix A).

In the rare instance where an individual wishes to receive clinical training at Providence Health Care, and is not associated with an educational institution, these cases will be handled on an individual basis by the Leader of the appropriate area and the Risk Manager or his/her designate. These individuals must sign the Student Educational Experience Agreement (Appendix B).

2. Compliance

All staff members are responsible for adhering to this policy and monitoring their activities in accordance with the policy. Staff members may warn others if they observe a violation of this policy. Failure by staff to comply with this policy may result in disciplinary action up to and including termination of employment, services or privileges.

3. Supporting Documents

- [Contract Management Policy](#)
- [Information Privacy & Confidentiality Policy](#)
- Council of the College of Physicians & Surgeons of British Columbia; Notes from the Ethical Standards Committee (1998). College Quarterly, Spring.

4. Appendices

- Appendix A: Guidelines for Job Shadowing & Student Observers
- Appendix B: Student Educational Experience Agreement



Appendix A: GUIDELINES FOR JOB SHADOWING & STUDENT OBSERVERS

For consideration of observer status for students, whether or not they are affiliated with a high school, or a college or university program formally affiliated with Providence Health Care (PHC).

PHC acknowledges the importance of providing educational experiences for students, which may involve students being observers, or job shadowing.

There are rare instances where an individual wishes to receive training at Providence Health Care and is not associated with an educational institution.

The following guidelines are intended to provide information for managers, physicians, Team Leaders, and others who may be supervising students. These guidelines have been adapted from the notes of the Ethical Standards Committee of the College of Physicians and Surgeons of British Columbia.

Prerequisites

1. Students must display an appropriate level of maturity in order to take part in any observations.
2. Pre-counselling by the proposed supervisor is required regarding the absolute necessity for complete confidentiality.
3. Students must sign the attached oath of confidentiality, indicating the potential consequences of a breach of said oath.
4. Students must be informed of the list of requirements regarding dress, grooming and demeanor.
5. PHC strongly recommends that there should be an agreement with the educational institution sponsoring the student regarding insurance for students while on placement, **although this is not necessary**.
6. PHC reserves the right to dismiss any student for breaching the oath of confidentiality, or for any other reason deemed appropriate by PHC.

Guidelines

1. Students must not be exposed to any situations that may pose a risk of harm.
2. When being introduced, a student's identity must be clearly conveyed as being a high school or undergraduate student so as not to create a possible confusion with a medical student.
3. The presence of the student must not interfere with, or impede the doctor/patient/staff interaction. Therefore:
 - a. The student may not sit in on or observe the initial doctor/patient/staff consultation, nor the initial examination, unless the patient has given consent.
 - b. The patient must be asked for permission for the student to be present each and every time. The response must be noted in the patient's file.
 - c. The student may not observe any procedure, consultation, or examination that may result in embarrassment for the patient.
 - d. The student cannot have access to patient files.

Examples:

- i) The student with the patient's express permission may observe:
 - the suture of a laceration
 - examination of a knee



- listening to the chest of a male patient
 - a diet consultation with a dietitian
 - an immunization once the initial consultation and examination are complete
- ii) The student may not observe any examination or procedure that could be embarrassing for the patient, e.g.:
- pelvic, rectal, or genitalia examinations
 - labour and delivery
 - examinations such as colonoscopy, barium enema
4. The student could observe laboratory procedures, some diagnostic radiology procedures with the patient's express permission. If a student is interested in doing **volunteer services**, they must first register and be trained through the Volunteer Services Staff at Providence Health Care.
 5. The student must not accompany the physician/staff on initial ward rounds nor at initial patient contact in the emergency room. The student may observe with the patient's express permission some emergency procedures such as suturing, reduction of fractures, etc.
 6. Observation of surgical procedures is limited to **Ambulatory Surgery only**. No observations are permitted in an Operating Room.
 7. Observations in a Maternity Ward, Psychiatric Ward, ICU, or other critical care wards requires the patient's express permission.
 8. Students must comply with PHC's [Information Privacy & Confidentiality Policy](#)



Appendix B: Student Educational Experience Agreement

1. The student agrees to limit their activity within Providence Health Care to those areas and activities that are described in the attachments to this document.
2. The Student agrees to meet the standards of Providence Health Care with respect to qualifications, professional conduct, experience, health, Mission or any other matter (as attached, if required) deemed appropriate by Providence Health Care, which may at any time, require the Student to withdraw from the premises for failing to comply with or maintain such standards.
3. The Student agrees to abide by all policies, procedures, rules and regulations of Providence Health Care. The Student further agrees to abide by all limitations, rules or other arrangements which are mutually agreed to as part of the Educational Experience (the latter of which are attached, if any)
4. The Student agrees that while at Providence Health Care they shall be and remain an independent student and in no sense be considered an employee of Providence Health Care except where employment is agreed to separately.
5. The Student understands and agrees that Providence Health Care will not be responsible for providing Worker's Compensation benefits while the Student is in attendance at the premises.
6. The Student agrees to save harmless, Providence Health Care, its employees and agents from and against all losses, damages, actions, costs and expenses that Providence Health Care may sustain, incur suffer, or be put to, where they are based upon, arise out of, or occur directly or indirectly by reason of any act or omission of the Student, excepting as always, liability arising from the independent negligent acts of Providence Health Care.
7. The Student agrees to produce proof of professional liability insurance coverage upon request by ProvidenceHealth Care.
8. The Student agrees not to disclose any confidential information or records including, but not limited to patient information and medical records to which they may have access or learn about through attendance at Providence Health Care to anyone in any manner except as authorized by hospital policy or the *Freedom Of Information and Protection Of Privacy Act* of British Columbia. Nor will the student copy, alter, interfere with, destroy or take such information or records except upon authorization and in accordance with established hospital policy.
9. The Student agrees to assume all responsibility for the quality of instruction while at Providence Health Care and for ensuring that all curricula, supervisors and instructors meet the requirements of any program the Student may be pursuing.



10. The Student agrees that failure to maintain or comply with any of the above may result in immediate dismissal from Providence Health Care premises.

Signed,

(name of Student)

(signature of Student)

(date)

(name of Leader)

(signature of Leader)

(date)



Appendix C:

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