



CONESTOGA
Connect Life and Learning

HEALTH & LIFE SCIENCES

2024 Bachelor of Applied Health Information Sciences Field Placement

Information Package

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About the Bachelor of Applied Health Information Sciences Degree Program (BAHIS)

The Bachelor of Applied Health Information Science (Honours) program is a 4-year, full-time, co-op program. This program equips graduates with integrated knowledge and skills in Health Sciences (HSc), Information Technology (IT), Health Information Sciences (HIM) and Management Sciences (MS). Students also learn transferable skills to manage health care data, information and knowledge using appropriate information and communication technology. The students will develop the ability to become life-long learners and active participants in developing and implementing processes for decision support and system improvement.

Some universal skills covered in this program are: creative, critical, and systems thinking, ability to solve problems, conduct independent research, and communicate results, ability to work independently and in multidisciplinary teams, and the ability to provide leadership, manage projects and resolve conflicts.

BAHIS Program Outcomes

Successful completion of this program will enable the graduate to:

1. Solve problems in healthcare by applying systems analysis, data analysis, and modelling techniques to identify opportunities for process improvements.
2. Create health information management and decision support solutions by applying concepts from data management, information governance, privacy and security, and business intelligence.
3. Apply knowledge of information technology and programming to collect, extract, analyze, combine, aggregate and transfer data from hospital, primary care and community environments.
4. Utilize appropriate terminology and concepts while communicating ideas and interacting with inter-professional teams of clinicians, health information management professionals, technologists, business users and patients.

5. Discuss improvement opportunities to health delivery in Canada by using concepts from health informatics, health information management, human factors engineering, biomedical science, information technology, and computer programming.
6. Choose appropriate research methods and statistical approaches to measure the impact of healthcare solutions, process improvement and applied research programs.
7. Discuss the impact of trends and challenges facing the Canadian healthcare system and its governance structure by applying principles of finance, public health, management science and public policy.
8. Apply principles of healthcare governance and change management to effectively manage projects in the healthcare system.
9. Develop professional work competencies, ethical practices and lifelong learning plans by engaging work placements and community projects.

Field Studies Description

Student Field Studies expose students to the complexity of healthcare-related environments in which information systems are developed, implemented, or applied. It is an opportunity for students to gain vital work experience, develop professional contacts within the industry, and enhance their resume while studying. Students will be able to apply the theory and practice gained during their academic studies in a real-life working context during their placements. Another purpose of the field placement is to help the students prepare for their co-op placements the following year. The placement gives the students new skills and experiences to enhance their resume and secure co-op positions they can then discuss during their co-op interviews. Students are expected to provide professional and meaningful deliverables to their field placement organizations. In return, field Placement Organizations are expected to support students in achieving their career development goals by exposing them to a realistic and professional work environment.

Timing and Duration

The field placement is a one-month unpaid placement that will take place in **April or May 2024**. The Field Placement is a mandatory requirement of the Bachelor of Applied Health Information Science degree program. Undergraduates complete their placement in their second year of study. Students will be expected to work regular business hours specified by the preceptor's organization (8 am-4 pm, 9 am-5 pm, etc.). It is the responsibility of the student to arrange transportation to and from their placement. Students will already have all of the appropriate forms completed upon arriving at their Field Placement. This includes WSIB forms, Health & Safety Passport requirement forms and Police vulnerability check forms.

Sample Completed Health & Safety Passport:

Current Activity

Bachelor of Applied Health Information Science (Honours) (1131C) - Year 2 (2017)

Document	Current Status	
Vulnerable Sector Police Check	Complete	✓
MMR	Complete	✓
Tetanus, Diphtheria, Pertussis (Adult Tdap)	Complete	✓
Varicella	Complete	✓
Hepatitis B	Complete	✓
Tuberculin Skin Test (2-Step Skin Test)	Complete	✓
Flu Shot	Complete	✓

Current Status: Complete

[Print Health & Safety Passport](#)

Consent Forms

myConestoga

Document	Current Status	
Acknowledgement of Safety Training and Responsibilities	Complete	✓
Professional Standards	Complete	✓

Safety in the Workplace Course Consents (eConestoga)

Document	Current Status	
Privacy Statement	Incomplete	✓
Record of Completion	Incomplete	✓
Student Acknowledgement of Responsibility	Incomplete	✓
Student WSIB Sign-Off	Incomplete	✓

Participating Organization Benefits

Participating in the Field Placement Program has multiple benefits for organizations as well. Organizations will have the satisfaction of contributing to the personal and professional development of students. Organizations may also be exposed to students with specialized skills and knowledge who can bring new ideas and work methods to their workplace. Furthermore, this program creates a cost-effective solution for short-term hiring needs and developing the organization's pool of potential employees. It is not rare for organizations to take on students during field studies to hire them once the student graduates.

Interviews

Participating Field Placement organizations are not required to formally interview Field Placement students unless otherwise stated by the organization. Typically, organizations informally meet and talk to the students who are hoping to be placed in that organization for their Field Placement duration. If the participating organization decides they would like to interview students formally, this needs to be communicated to the Conestoga College Field Placement contact ahead of time.

Site Visits

The Conestoga College Field Placement contact will not be engaging in Field Placement site visits unless requested by either the student's preceptor or the student.

Example Student Assignments and Projects

Field placements should provide the student with challenging opportunities to apply and extend their knowledge and practice and refine their skills acquired in the Health Information Science program. As mentioned above, the BAHIS program provides students with a wide array of new skills and abilities. The type of work that the students are assigned while on field placements will drastically vary based on the organization. In general, students on Field Studies must be working in a healthcare-related environment and are dealing with healthcare-related data. Below are some example responsibilities/assignments that students have been given while on Field Placement in the past.

- Assist in the preparation of research papers, presentations, reports
- Provide user training and support with admin and clinical information systems
- Diagnose/troubleshoot software/hardware issues for users
- Assist in the analysis of business processes
- Assist in documenting online and printed user manuals and system documentation
- Gather and analyze data and information requirements
- Job shadowing or working with Business Analysts and Project Manager
- Work in Information Builders Business Intelligence Tool creating innovative dashboards

Previous Position Titles:

- Business Intelligence Student
- Junior Decision Support Analysis
- Inventory Management
- Implementation Assistant
- IT Team Lead
- Implementation Specialist
- Epidemiology and Health Analytics
- Web Development
- IT Support
- Systems Review Assistant

Please contact the Conestoga College Field Placement coordinator if you are concerned about the work you have planned for field placement students.

Employer and Student Expectations

Employer Expectations

- Assign the student to a member of staff who is willing to serve as their preceptor.
- Assign tasks within the range of the student's capabilities.
- Provide a safe and secure work environment, including safe work practices.
- Inform the student of company policy, rules, and regulations, including occupational health and safety procedures.
- Ensure the completion and return of the Preceptor Evaluation form.
- To inform your Conestoga College Contact of the circumstances surrounding disciplinary action whenever necessary.
- To inform your Conestoga College Field Placement Contact in the event of any change in the organization's ability to take on a student.

Student Expectations

- Approach Field Placement with the attitude of one who is eager to learn, willing to cooperate and ready to work.
- Comply with the code of professional and ethical conduct required by the workforce or profession.

- Familiarize oneself with, and comply with, the employers, the employer's policies, rules, and regulations.
- Work in a safe and healthy manner.
- Maintain regular attendance and be punctual.
- Remain for the full duration of the field placement.
- Prepare written field placement reports weekly.
- Maintain employer confidentiality at all times.
- Accept feedback and suggestions for improvement positively.

Student Outcomes

Course Outcomes

Successful completion of this course will enable the student to:

1. Demonstrate responsibility and accountability for all actions taken and work produced during practicum.
2. Demonstrate appropriate professional attitudes and conduct.
3. Analyze the practical application of the material taught in the courses.
4. Complete major practicum research or administrative projects, including assessments and evaluations.
5. Conduct self-evaluation of performance against documented standards to ascertain and articulate whether more knowledge, skills, and experience are required.
6. Integrate privacy, confidentiality, and professional ethics during practicum.
7. Participate effectively and cooperatively on a team, project or committee.
8. Demonstrate time management and problem-solving skills.
9. Demonstrate willingness and ability to learn and use new technology.

10. Demonstrate verbal and written communication skills.
11. Conduct presentations related to the application of health informatics and health information management in healthcare settings.
12. Develop professional goals and a career strategy.

Preceptor Evaluation Example

The following is an example of the preceptor evaluation that will have to be completed at the end of the student's placement. This will be emailed out to all preceptors during the last week of placements.

Field Studies Evaluation Form - Preceptor

Please evaluate the student based on the following scale:

L1	Lacking
D2	Developing
S3	Acceptable
A4	Accomplished
E5	Exemplary
NA	There is not enough information to assess the student in this area.

Preceptors:

Please note that your honest feedback is essential in our improvement of the program. This form will be kept confidential and will not be shown to the student.

Please return this form to the Field Studies Supervisor, Amisha Prajapati, through e-mail at aprajapati@conestogac.on.ca

Evaluation Categories	Performance Criteria	L (1)	D (2)	S (3)	A (4)	E (5)	N/A	Comments
Professionalism	Demonstrates responsibility and accountability for all actions are taken and work produced during practicum.							
	Demonstrates appropriate professional attitudes and conduct during the practicum.							

	Demonstrates verbal and written communication skills consistent with professional standards at the organization.							
	Acts ethically in relation to privacy and confidentiality of customers/patients/client s during the practicum.							
Evaluation Categories	Performance Criteria	L (1)	D (2)	S (3)	A (4)	E (5)	N/A	Comments
Work Ethic	Applied concepts from the Applied Health Information Science degree to the practicum organization.							
	Completed assigned work, such as research or administrative project.							
	Assessed and evaluated a problem or project plan during the practicum.							
Work Ethic	Participated effectively and cooperatively on a team, project or committee.							
	Demonstrated time management and problem-solving skills.							
	Demonstrated willingness and ability to learn and use new technology.							

Overall Please provide an overall assessment of the student's performance while placed with your organization.							
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Would you consider being a reference for this student?

Yes ____ Maybe ____ No ____

Would you consider hiring this student as a Co-op in **summer 2023**?

Yes ____ Maybe ____ No ____

Would you consider hiring this student full-time after graduation?

Yes ____ Maybe ____ No ____

THANK YOU!

Finally, I would like to thank you for inquiring and potentially taking on BAHIS students for their Field Placement. Our students greatly benefit from having hands-on health care experiences during their studies. If you have any additional questions or comments, please contact Patricia Saab at psaab@conestogac.on.ca or 647-267-1233.