

High School Co-operative Education Placement Description

Department/Program:	Anxiety Treatment and Research Centre (ATRC)	Location	West 5 th
Manager		Placement Supervisor	Judy Odom Lisa Di Nardo
Hours for Fall/Winter placement	AM	Dress code	Security ID Badge, Personal Alarm, Professional Image Standard
Department/Program Description			
<p>The ATRC is staffed by clinical psychologists, psychiatrists, social workers and other professionals, as well as students and trainees from these disciplines.</p> <p>Patients referred to the clinic first undergo a thorough assessment. A typical assessment involves a detailed diagnostic interview to help clarify the diagnosis, to assess anxiety problems in particular, and to examine psychological functioning. Psychiatric consultations may also be offered to provide further clarification of the problem and to help rule out medical causes that may be contributing to a person's anxiety. Based on these assessments, staff make recommendations, which may include treatment at the ATRC, by the referring doctor, at another clinic or agency, or no treatment at all.</p> <p>The ATRC offers both medical and psychological treatments, as well as combination of these approaches. Medical treatments include medications that have been shown to be useful for the treatment of anxiety. Our psychological treatment programs are based primarily on a form of treatment called cognitive behaviour therapy (CBT). CBT has been proven in numerous clinical trials to be an effective method of reducing anxiety, fear and avoidance. In treatment, the therapist and client work together to identify and change anxious thoughts and behaviours that help to maintain a person's anxiety and related difficulties (eg. Avoidance of feared situations, compulsive rituals). The treatment we offer is short-term, usually lasting 10 to 15 sessions.</p> <p>The ATRC is also one of Canada's most productive centres for education and research in the area of anxiety disorders, and it is internally known for this work.</p>			
Duties & Responsibilities		Learning Opportunities	
<ul style="list-style-type: none"> - Filing, photocopying, collection and distribution of mail - Various duties as required for assistance with research projects - Assist with charts (eg. Setting up files, pulling charts as needed) - Organize pre-assessment packages that are sent to patients prior to assessment - Attend weekly clinical team meetings where patient diagnoses and treatment plans are discussed (depending on student schedule) - Attend weekly rounds that focus on both clinical and research issues (depending on student's schedule) - Other miscellaneous duties 		<ul style="list-style-type: none"> - Experience working in an outpatient mental health clinic - Observation of administrative and clinical staff - Learn about patient referrals and the various stages leading to treatment - Learn about the creation and management of patient charts, including confidentiality and consent - Attend clinical team meetings, staff rounds if deemed appropriate by staff 	
Desired Skills		Student Expectations	
<ul style="list-style-type: none"> - Mature and responsible attitude. Students need to recognize the importance of respecting patient confidentiality and the high 		<ul style="list-style-type: none"> - Complete and submit organization's immunization form by the given deadline. If form is not submitted on time, placement start date is delayed 	

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<ul style="list-style-type: none"> - level of distress experienced by many of the patients who seek treatment at the ATRC - High level of English (verbal and written) additional languages may be beneficial - Ability to work in a busy environment - Attention to detail ensuring accuracy at all times - Good organizational skills - Commitment to maintaining confidentiality, regardless of whether confidentiality information arises during the course of the student's direct duties or while overhearing information discussed while at placement - Able to function with minimal supervision at times - Comfortable with extended sitting, standing and walking - Good hearing and visual acuity - Maintains professional /mature behaviours (i.e., no texting or use of personal or program computers) - Experience using Microsoft word 	<ul style="list-style-type: none"> - Attend and participate in a general hospital orientation prior to the beginning of your co-op placement - Review and sign a confidentiality agreement. Ensure that you are upholding the confidentiality of our patients, visitors and family. - Complete the Unpaid Learner Safety & Training Compliance Record and return to Co-op Coordinator within 5 days of start of placement - Follow proper hand hygiene protocols and practices while at placement - Be aware of emergency response plans. Be a part of code drills as well as be aware of emergency preparedness procedures of your unit/clinic/ placement - Follow directions given by co-op coordinator and placement supervisor, asking for clarification when needed - Do not give advice regarding treatment or care - Follow policies and procedures outlined in Co-op Reference Guide, given through email before the orientation - Follow corporate professional image standard - Arrive on time ready to begin and leave at the end of allotted placement time - Take full advantage of learning opportunities while completing placement - The intent of co-op placements is to provide students interested in careers in healthcare with an opportunity to learn about a wide variety of careers and therefore are not intended to replace staff.
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Learning Map (Subject to change throughout placement)

Week 1 – Orientation:

- Tour, code instructions
- Specific information regarding privacy of information and patients' rights, for example, introducing student as a high school co-op student and asking the patient for permission before proceeding with actions
- Infection control measures
- Schedule for placement – start/finish/break times
- Absence, accident, incident process
- Appearance requirements, policies (scent, footwear, etc)
- Roles of staff, learners and volunteers at ATRC
- Occupational safety requirements within the clinic

Week 2 to End of term:

- Hands on/Experiential observation (administrative support, organizing and preparing for next group etc.)

Final week of placement:

- Reflection of placement

Approved By:		Date:	
Approved By:		Date:	

