

High School Co-operative Education Placement Description

Department/Program:	Audiology	Location	Charlton
Manager	Linda Hollingham	Placement Supervisor	Tracey Hutter
Hours for Fall/Winter placement	AM	Dress code	Security ID Badge Professional Image Standard
Department/Program Description			
<p>The Audiology department, located on level 0 in the Bishop Dowling Wing has 4 Audiologists, 2 clerical staff and a Communications Disorders Assistant (CDA). The Audiologist provides consultation, assessment, and treatment related to hearing, hearing aids, assistive listening devices and communication deficits. Staff service 95% outpatient and 5% inpatient of all ages. There are often patients dropping in with hearing aid concerns. Information is also provided to their family members and/or friends.</p>			
Duties & Responsibilities		Learning Opportunities	
<p>The student will be exposed to the day to day operations of a busy outpatient clinic within the hospital and will be given the opportunity to perform the following duties and responsibilities within the clinic:</p> <ul style="list-style-type: none"> - Filing of reports to patient charts - Filing of Audiology and Dispensary charts - Faxing, logging and filing of outpatient referrals - Maintaining adequate supplies of forms in clinic areas - Calling of Audiology charts and preparation of charts for Health Records - Pulling and preparing charts for Audiology Clinics - Cleaning of probe tips as directed by staff - Receiving and recording supplies orders - Other miscellaneous duties - Student may be given the responsibility of assisting in special projects in the department 		<ul style="list-style-type: none"> - Experience working in a busy outpatient clinic - Clerical experience - Exposure to careers in Audiology - Experience interacting with patients and general public - Experience working in a healthcare setting 	
Desired Skills		Student Expectations	
<ul style="list-style-type: none"> - High level of English (verbal and written) additional languages may be beneficial - Ability to stay calm and work in a busy/stressful environment - Maturity to recognize need for sensitivity to the patients' privacy and to provide support for patients, families and visitors - Ability to follow directions - Attention to detail ensuring accuracy at all times - Comfortable with extended sitting, standing and walking - Good hearing and visual acuity - Patience when communicating with individuals 		<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 - 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 	

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<ul style="list-style-type: none">- with hearing impairments or hearing aids- Maintains professional /mature behaviours (i.e., no texting or use of personal or program computers)- Confidentiality is vital whether it be pertaining to the duties or overhearing personal information, treatment, care etc.	<ul style="list-style-type: none">- 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.		
Learning Map (Subject to change throughout placement)			
<u>Week 1 – Orientation:</u> <ul style="list-style-type: none">-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 in various positions-Occupational safety requirements in department <u>Week 2 Final week of term:</u> <ul style="list-style-type: none">-Learn about and perform daily tasks-Learn about various staff roles <u>Final week of placement:</u> <ul style="list-style-type: none">- Reflection of placement			
Approved By:		Date:	
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