

## High School Co-operative Education Placement Description

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| <b>Department/Program:</b>   | Financial Planning | <b>Location</b>   | Charlton   |
| <b>Manager</b>   | Maria Fontana      | <b>Placement Supervisor</b>   | Maria Fontana                                    |
| <b>Hours for Fall/Winter placement</b>   | AM or PM           | <b>Dress code</b>   | Security ID Badge<br>Professional Image Standard |
| <b>Department/Program Description</b>  |                    |   |  |
| <p>The finance department is located on the 7<sup>th</sup> level in the Fontbonne Building. This department is responsible for a variety of financial duties including: annual budget preparation, variance analysis, financial reporting, Ministry of Health/LHIN submissions, benchmarking analysis, and as needed, other financial requests. Financial Services has a staff of approximately 52 employees divided into departments specializing in different financial roles. This placement is within the Financial Planning &amp; Analysis department which includes Senior &amp; Intermediate Financial Analysts.</p>  |                    |   |  |
| <b>Duties &amp; Responsibilities</b>   |                    | <b>Learning Opportunities</b>   |  |
| <p>The student will work with the various departments within Finance and will need to ensure that they are consistently reliable, engaged, willing to learn and have a positive attitude.</p> <ul style="list-style-type: none"> <li>- Inputting data into Excel, PowerPoint and/or Access</li> <li>- Pulling Accounts Payable invoices and/or Payroll information as directed</li> <li>- Filling in Ministry of Health Templates, as directed</li> <li>- Data verification</li> <li>- Making phone calls, or setting up meetings as directed</li> <li>- Photocopying, faxing, scanning and filing</li> <li>- Assign with payroll timesheet, mail distribution, stocking supply cabinet</li> <li>- Looking up and/or printing information from the internet as directed</li> <li>- Other miscellaneous office/clerical duties</li> </ul> |                    | <ul style="list-style-type: none"> <li>- Experience working in a finance department responsible for a broad scope of activities</li> <li>- Exposure to the budget cycle and all the components that go into this, variance analysis and reporting, basic understanding of hospital finances</li> <li>- Exposure to business environment</li> <li>- Observation of staff in varying financial roles</li> <li>- Experience working as part of a team taking responsibilities for defined role</li> <li>- Exposure to Microsoft Office products</li> <li>- Develop proactive self-starting skills</li> <li>- Develop communication skills</li> <li>- Develop time management skills</li> <li>- Develop ability to work independently</li> <li>- Develop organizational skills</li> <li>- Develop business related computer skills</li> </ul> |  |
| <b>Desired Skills</b>  |                    | <b>Student Expectations</b>   |  |
| <ul style="list-style-type: none"> <li>- High level of English (verbal and written) additional languages may be beneficial</li> <li>- Ability to stay calm and work in a busy/stressful environment</li> <li>- Maturity to recognize need for sensitivity to the patients' privacy and to provide support for patients, families and visitors</li> <li>- Ability to follow directions</li> <li>- Attention to detail ensuring accuracy at all times</li> <li>- Good telephone manner and ethics in speaking to clients, staff and others</li> <li>- Comfortable with extended sitting, standing</li> </ul>   |                    | <ul style="list-style-type: none"> <li>- Complete and submit organization's immunization form by the given deadline. If form is not submitted on time, placement start date is delayed</li> <li>- Attend and participate in a general hospital orientation prior to the beginning of your co-op placement</li> <li>- Review and sign a confidentiality agreement. Ensure that you are upholding the confidentiality of our patients, visitors and family.</li> <li>- Complete the Unpaid Learner Safety &amp; Training Compliance Record and return to Co-op Coordinator within 5 days of start of placement</li> <li>- Follow proper hand hygiene protocols and practices while at placement</li> </ul>  |  |

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| <ul style="list-style-type: none"> <li>and walking</li> <li>- Good hearing and visual acuity</li> <li>- Maintains professional /mature behaviours (i.e., no texting or use of personal or program computers)</li> <li>- Confidentiality is vital whether it be pertaining to the duties or overhearing personal information, treatment, care etc.</li> </ul> | <ul style="list-style-type: none"> <li>- 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</li> <li>- Follow directions given by co-op coordinator and placement supervisor, asking for clarification when needed</li> <li>- Do not give advice regarding treatment or care</li> <li>- Follow policies and procedures outlined in Co-op Reference Guide, given through email before the orientation</li> <li>- Follow corporate professional image standard</li> <li>- Arrive on time ready to begin and leave at the end of allotted placement time</li> <li>- Take full advantage of learning opportunities while completing placement</li> <li>- <b>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.</b></li> </ul> |
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### Learning Map (Subject to change throughout placement)

#### Week 1 – Orientation:

- Tour, code instructions
- Specific information regarding privacy of information
- Infection control measures
- Schedule for placement – start/finish/break times
- Absence, accident, incident process
- Appearance requirements, policies (scent, footwear, etc)
- Answering phone and inquiries (greeting, process, limits)
- Roles of staff in various positions
- Occupational safety requirements in department

#### Week 2:

- Instructions for using computer
- As ability assed, additional duties will be added
- Tour and explanation of other financial areas

#### Week 3 to Final week of term:

- Continuous learning schedule to expand knowledge
- When possible and appropriate, attendance at staff meetings
- Role expanded based on interest and ability

#### Final week of placement:

- Reflection on placement and continuum of learning based on placement evaluation

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| Approved By: |  | Date: |  |
| Approved By: |  | Date: |  |