

High School Co-operative Education Placement Description

Department/Program:	Inspiration Place	Location	Offsite – 135 Rebecca St.
Manager	Dawwna Keith	Placement Supervisor	Lisa Wilson
Hours for Fall/Winter placement	AM or PM	Dress code	Security ID Badge Professional Image Standard
Department/Program Description			
<p>Schizophrenia and Community Integration Services (SCIS) – Centralized Rehabilitation Resource Clinic.</p> <p>Centralized Rehabilitation is comprised of a variety of programs designed to assist people with serious mental illnesses, living both in and out of hospital, to gain or regain valued roles through evidence based rehabilitation. Programs include: vocational counselling, therapeutic recreation, tobacco addiction recovery program (TARP), family education program for schizophrenia and inspiration place.</p> <p>Inspiration Place</p> <p>Using the “work ordered day” and transitional employee opportunities, clubhouse members can take an active and supported role in developing and running the clubhouse. The focus of the program is to improve the quality of life for members by creating opportunities to develop and enhance transferable vocational and life skills, and self-confidence while expanding their social network.</p>			
Duties & Responsibilities		Learning Opportunities	
<ul style="list-style-type: none"> - Provide tours for individuals to familiarize them with Inspiration Place - Assist with planning and implementing activities in the program’s various work units including the weekly recreational activities - Assist Inspiration Place members with developing/maintaining employment readiness skills. - Provide coaching and support to Inspiration Place members in the various work units (Food Service, Janitorial Services, Member Service and Computers) within the clubhouse with duties such as clerical skills, cell phone, food prep, cleaning, resume, interview planning, event planning, socializing, homework help - Other miscellaneous duties 		<ul style="list-style-type: none"> - Experience working with individuals who have a mental illness and are interested in returning to work, school or volunteering - Assist with coaching and supporting individuals with developing transferable vocational skills - Working in a variety of settings that support and provide a continuum of service amongst peer initiatives 	
Desired Skills		Student Expectations	
<ul style="list-style-type: none"> - Comfortable with extended standing and walking. Good hearing and visual acuity - Computer skills that include a variety of software applications (word, excel, PowerPoint) - Ability to stay calm and work in a busy/stressful environment - Excellent observational skills - Additional languages may be beneficial - Comfortable with extended standing and walking - Good hearing and visual acuity 		<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 	

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<ul style="list-style-type: none"> - Expectations include maturity to recognize need for sensitivity to the patients' privacy and to provide support for patients, families and visitors - Ability to follow directions and function with minimal supervision at all times - Attention to detail ensuring accuracy at all times - Maintains professional /mature behaviours (i.e., no texting or use of personal or program computers for MSN etc.) - Confidentiality is vital whether it be pertaining to the duties or overhearing personal information, treatment, care etc. 	<ul style="list-style-type: none"> - 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 of Inspiration Place:

- 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)
- Occupational safety requirements for the clubhouse

Week 2:

- Learn about process and procedures within Centralized Rehabilitation Resources Clinic in particular with regarding to Inspiration Place
- Getting to know staff and members, build rapport

Week 3 to 5:

- Work with staff and members to plan and implement activities in various work units
- Continue to develop independence in work units of Inspiration Place and to support individual members in daily activities

Week 5 to end of term:

- Review placement goals and adjust learning plan as needed

Final Week of Placement:

- Reflection of placement

Approved By:		Date:	
Approved By:		Date:	

