

High School Co-operative Education Placement Description

Department/Program:	Men's Addiction Services Hamilton (MASH)	Location	Offsite – 595 Main St E.
Manager		Placement Supervisor	Anna Jenzio
Hours for Fall/Winter placement	PM	Dress code	Security ID Badge Professional Image Standard
Department/Program Description			
<p>Men's Addiction Services Hamilton is designed to assist men experiencing substance use issues with finding their own recovery.</p> <p>The population served is men 16 years of age or over. Men under 16 years of age for withdrawal management require consent of a legal guardian. Support is also provided to families of these men.</p> <p>Scope of service is withdrawal management service, day program, aftercare program, peer support, transitional programming.</p>			
Duties & Responsibilities		Learning Opportunities	
<ul style="list-style-type: none"> - Organize storage areas, donation room, staff offices and staff areas - Assist with drafted letters and correspondence to various organizations and other administrative duties as required - Assist with editing documents, updating forms and program material - Assist in event preparation and activities such as resume writing, reading comprehension, crafts etc. - Entering statistical data into database - Miscellaneous duties as required 		<ul style="list-style-type: none"> - Experience working in an environment with clients suffering from addiction - Gain a better understanding of diversity - Gain an understanding of client centered care - Gain valuable knowledge of community resources and operational practices within the agency - Opportunity to enhance computer skills and administrative duties 	
Desired Skills		Student Expectations	
<ul style="list-style-type: none"> - No active use of substances while on property - Solid boundaries, sound judgment, open mindedness and self-awareness - Respectful of individuals who have addiction problems - Resourcefulness, take initiative, mature - Ability to stay calm in a stressful environment - Excellent observational skills - High level of English (verbal and written) additional languages may be beneficial - Computer skills (Microsoft Word, PowerPoint, Excel) - Maturity to recognize need for sensitivity to the patients' privacy and to provide support for patients, families and visitors - Ability to work in a busy environment - Ability to follow directions - Attention to detail ensuring accuracy at all times 		<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 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 	

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<ul style="list-style-type: none"> - Comfortable with extended sitting, standing and walking - Strength to push food carts to assist with meals - Good hearing and visual acuity - 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"> 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 in various positions
- Occupational safety requirements in department

Week 2 Final week of term:

- Learn about processes and procedures for research and education
- Perform other duties as appropriate

Final week of placement:

- Reflection of placement

Approved By:		Date:	
Approved By:		Date:	