

High School Co-operative Education Placement Description

Department/Program:	Nephrology Research	Location	SJHH Charlton
Manager	Dr. Michael Walsh	Placement Supervisor	Andrea Mazzetti
Hours for Fall/Winter placement	Monday to Friday 1/2 day	Dress code	Security ID Badge Professional Image Standard
Department/Program Description			
The Nephrology Research department works on many research projects and clinical trials. A co-op student will report to the research manager, and work closely with students, research coordinators, data managers/statisticians and Principal Investigators to provide research support as needed.			
Duties & Responsibilities		Learning Opportunities	
<ul style="list-style-type: none"> - Assist in administrative tasks - Data Entry - Filing paperwork - Accompanying research staff for patient visits - Working with investigators and the study team to assist with any research related tasks 		<ul style="list-style-type: none"> - Exposure to a large variety of clinical trials in nephrology - Overview of research and ethics regulations in Canada - Time Management and multitasking 	
Desired Skills		Student Expectations	
<ul style="list-style-type: none"> - 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 - 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 - 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"> - 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 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 	

High School Co-operative Education Placement Description

	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)			
<p><u>Week 1 – Orientation:</u></p> <ul style="list-style-type: none"> - Reviewing good clinical practice regulations and receive certification to work in research. Our student will also review our standard operating procedures for the areas they will be working in. <p><u>Week 2 to end of term:</u></p> <ul style="list-style-type: none"> - This will be a chance to become more hands on. Our student will be given more responsibility with data entry, administrative tasks in the office, and accompanying study team members on patient visits. This will be a well-rounded view of research in nephrology. <p><u>Final Week of Placement:</u></p> <ul style="list-style-type: none"> - We will take this time to review what the student has learned in the time at our hospital. This will be presented to the study team and the student can share their experiences working in research. 			
Approved By:		Date:	
Approved By:		Date:	