

High School Co-operative Education Placement Description

Department/Program:	Nursing Research	Location	West 5 th Campus
Manager		Placement Supervisor	Mary-Lou Martin
Hours for Fall/Winter placement	PM	Dress code	Security ID Badge Personal Alarm Professional Image Standard
Department/Program Description			
<p>Nursing Research is facilitated by a Clinical Nurse Specialist, who works with a variety of health disciplines from the clinical team as well as staff from other departments. The role of the Clinical Nurse Specialist includes practitioner, consultant, educator, researcher & leader.</p> <p>Students & trainees from a variety of disciplines may also be present for learning experiences.</p> <p>The scope of service would be focused on the Mental Health and Addiction Program.</p>			
Duties & Responsibilities		Learning Opportunities	
<p>It is a goal to make the placement interesting.</p> <p>Students are offered a variety of experiences</p> <p>Students are encouraged to meet with the clinical nurse specialist & others (registered nurse, registered practical nurse; social worker, psychologist, vocational counsellor, psychologist, physiotherapist, pharmacist, occupational therapist, chaplain, lawyer, physician, dietician etc.) from the multi-disciplinary team to discuss mental health issues, the role of various disciplines & potential career pathways.</p> <ul style="list-style-type: none"> - Filing, labelling, cataloguing - Organizing & distributing mail - Organizing materials - Photocopying, scanning, faxing, laminating - Emailing messages & materials - Receive telephone messages - Word processing - Various duties to assistance with projects - Various duties to assist with committee work - Change printer cartridges - Attend & observe meetings as appropriate - Provide customer service in Twice as Nice Store - Provide customer service in Book Nook Store - Provide service to the Museum - Literature search 		<ul style="list-style-type: none"> - Experience working with a clinical nurse specialist who engages in practice, consultation, education, research, & leadership activities - Learn about dissemination of research evidence - Observations & meetings with other volunteers, students, research participants, administrative and clinical staff - Learn about health care services, mental health system, & mental health issues, & mental health nursing - Learn about stigma, tobacco addiction, abuse/trauma, Schizophrenia, mood disorders, dementia, concurrent disorders, forensics, risk assessment, relaxation exercises, education strategies - Learn about community mental health services - Learn about clinical ethics - Learn about research ethics - Learn about patient confidentiality - Observe research and education in action, research team meetings, education planning meetings, project management & teleconferences - Learn about the roles of various members of the team - Develop poster &/or PowerPoint presentations - Develop Library & searching skills - Develop basic skills in analysis - Learn how to care for the self - Students are provided with opportunities to attend education sessions & utilize various education media related to relevant mental health issues. 	
Desired Skills		Student Expectations	
<ul style="list-style-type: none"> - High level of English (verbal & written); additional languages may be beneficial - Computer skills - Microsoft Word, PowerPoint, Excel 		<ul style="list-style-type: none"> - Complete & submit organization's immunization form by the given deadline. If form is not submitted on time, placement start date is delayed - Attend & participate in a general hospital orientation 	

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<ul style="list-style-type: none"> - Basic mathematical skills - Basic editing skills - Maturity to recognize need for sensitivity to others' privacy - Ability to work in a busy environment - Ability to follow directions - Attention to detail & accuracy - 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. - Good communication skills - Good interpersonal skills - Ability to work independently - Ability to follow instructions 	<p>prior to the beginning of the co-op placement</p> <ul style="list-style-type: none"> - Review & sign a confidentiality agreement; ensure that you are upholding the confidentiality of patients, visitors & family - Complete the Unpaid Learner Safety & Training Compliance Record & return to Co-op Coordinator within 5 days of start of placement - Follow proper hand hygiene protocols & 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 & placement supervisor, asking for clarification when needed - Do not give advice regarding treatment or care - Follow policies & procedures outlined in Co-op Reference Guide, given through email before the orientation - Follow corporate professional image standard - Arrive on time ready to begin & leave at the end of scheduled placement time - Take 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 & 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 & patients' rights
- 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 any relevant processes & procedures
- Perform other duties as appropriate

Final week of placement:

- Reflection of placement

Approved By:		Date:	
Approved By:		Date:	