

## High School Co-operative Education Placement Description

<b>Department/Program:</b>	Stay Well Program	<b>Location</b>	King
<b>Manager</b>	Heather Radman	<b>Placement Supervisor</b>	Sara Dishart
<b>Hours for Fall/Winter placement</b>	Monday – Thursday PM	<b>Dress code</b>	Security ID Badge Professional Image Standard
<b>Department/Program Description</b>			
<p>The Stay Well Program is a physical maintenance program to assist individuals in maintaining or increasing their current level of physical function and independence. There are recreational and social integration activities for clients within the Stay Well Program as well as special events.</p> <p>During a client's visit, assessments and therapy focusing on balance, cardiovascular endurance, muscular strength and endurance, flexibility, range of motion and health education sessions are performed by the exercise specialists. Since this is a very busy department, there are many opportunities for students to observe, interact and assist.</p>			
<b>Duties &amp; Responsibilities</b>		<b>Learning Opportunities</b>	
<ul style="list-style-type: none"> <li>- Provide directions for patients and assist, as requested, with preparation of the patient, for example, help remove coats, sweaters, be seated or other actions</li> <li>- Assist with charts, photocopying, faxing, filing</li> <li>- Shadowing staff when available</li> <li>- Assist with tidiness of department between clients</li> <li>- Prepare snack and clean up, assist with room set up</li> <li>- Distribution of exercise equipment such as weights and balls</li> <li>- Shadow/supervise, walk with patients intermittently with cognitive limitations</li> <li>- Assist in planning and implementation of recreational activities and/or special events</li> </ul>		<ul style="list-style-type: none"> <li>- Experience working in an up-to-date outpatient geriatric department</li> <li>- Observation of staff in varying roles</li> <li>- Learn about and observe patient care in an outpatient area from diagnosis to treatment and evaluation of treatment</li> <li>- Learn about patient charts, including confidentiality and legalities</li> <li>- Experience working as part of a team taking responsibilities for defined role</li> <li>- Learn about various age-related health issues and pathologies and their effect on physical functioning</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, especially Italian and Slavic languages</li> <li>- Strength to push wheelchairs</li> <li>- Comfortable with extended standing and walking</li> <li>- Mature, responsible, hardworking and ability to show initiative</li> <li>- Ability to stay calm and work in a busy/stressful environment</li> <li>- Excellent observational skills</li> <li>- Good hearing and visual acuity</li> <li>- Maturity to recognize need for sensitivity to the patients' privacy and to provide support for patients, families and visitors</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> <li>- Be aware of emergency response plans. Be a part of code drills as well as be aware of emergency</li> </ul>	

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<ul style="list-style-type: none"> <li>- Ability to follow directions and function with minimal supervision at all times</li> <li>- Attention to detail ensuring accuracy at all times</li> <li>- Maintains professional /mature behaviours (i.e., no texting or use of personal or program computers for MSN etc.)</li> <li>- Confidentiality is vital whether it be pertaining to the duties or overhearing personal information, treatment, care etc.</li> </ul>	<p>preparedness procedures of your unit/clinic/placement</p> <ul style="list-style-type: none"> <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>		
<p><b>Learning Map (Subject to change throughout placement)</b></p>			
<p><u>Week 1 – Orientation:</u></p> <ul style="list-style-type: none"> <li>-Tour, code instructions</li> <li>-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</li> <li>-Infection control measures</li> <li>-Schedule for placement – start/finish/break times</li> <li>-Absence, accident, incident process</li> <li>-Appearance requirements, policies (scent, footwear, etc)</li> <li>-Roles of staff in various positions</li> <li>-Occupation safety requirements in department</li> </ul> <p><u>Week 2 to end of term:</u></p> <ul style="list-style-type: none"> <li>-Learn about process and procedures</li> <li>-Assist clients as identified under duties &amp; responsibilities</li> <li>-Assist staff as identified under duties &amp; responsibilities</li> </ul> <p><u>Final Week of Placement:</u></p> <ul style="list-style-type: none"> <li>-Reflection of placement</li> </ul>			
<p>Approved By:</p>		<p>Date:</p>	
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