**# ( Office use )**

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| **Placement Area/Program: \_\_Oncology** | **HOSPITAL SITE: JCC** |
| **STAFF REPRESENTATIVE/SUPERVISOR: Charissa Cordon** | **Location/Address: Juravinski Cancer Center 3-71** | **Ph. Ext.****64184** |

1. **Number of Students Requested: 1 or 2 Students: PM or AM**

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| **2.** | **Placement Title: Data entry** |  |

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| **3.** | **Please provide a brief description (a couple of sentences) of student placement and identify 5 primary tasks/duties/activities in order of importance to be observed/performed by the student(s).** |
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 | The primary purpose of the placement is to assist in data entry, and to complete process observations thus determining if teams are compliant with procedures* Enter data in spreadsheet
* Observe clinical process and fill out checklists
* Compile data
* Summarize findings (create charts, etc)
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| **4.** | **Work situation (e.g. on own, with equipment, with people):** |
|  | * Working independently and with clinical teams
* May include some patient interactions
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| **5.** | **Desired skills/attitudes.** |
|  | * Excellent communication skills (oral and written)
* Excellent interpersonal skills
* Ability to work independently and part of team
* Use of computer, excel, word, powerpoint
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| **6.** | **Type of student not appropriate for this placement.** |
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