**# ( 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).** |
| |  |  | | --- | --- | |  |  | | 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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