



CLINICAL PLACEMENT INFORMATION FORM

Please sign and submit this document together with the HSPnet Consent Form to the UBC School of Nursing, Clinical Practice Placement Unit by **Friday, July 31st, 2015**. Please send these documents via mail to T201-2211 Wesbrook Mall, Vancouver, BC V6T 2B5, via fax to 604-822-7466 or via e-mail to stu.docs@nursing.ubc.ca

The following information outlines requirements and guidelines used by the School of Nursing (SoN) in order to facilitate clinical placements effectively during your program. Please see the **SoN Clinical Practice Policy** for more information at: <http://www.nursing.ubc.ca/CurrentStudents/Policies.aspx>

- 1) Clinical placements are assigned throughout Metro Vancouver to enable access to variety of clinical experiences. Students are expected to make the arrangements required to attend their assigned clinical placements and are aware that this may involve evening/weekend shifts or commuting. If students are faced with a disability or special consideration that may hinder their ability to participate in a clinical placement, they are required to discuss this with their Course Leader.

“Students with conflicting responsibilities have a duty to arrange their course requirements [class, lab & clinical schedules] so as to avoid as much as possible any conflicts with course requirements. Students with such responsibilities are also required to discuss with their course instructor(s) at the start of each term, or as soon as a conflicting responsibility arises, any accommodation that may be requested. Instructors may not be able to comply with all such requests especially if the academic standards and integrity of the course or program could be compromised.” Retrieved from UBC-Vancouver Academic Calendar 2015/16
<http://www.calendar.ubc.ca/vancouver/?tree=3,48,0,0>

- 2) Please be aware that you will be required to disclose and provide documentation of ANY potential **conflicts of interest** in the health care facilities where you may be assigned.

A Conflict of Interest includes previous &/or current work/employment and any existing or past professional or personal relationships that could influence your clinical experience.

Please be prepared to provide further information or required documentation prior to every clinical practice placement assignment throughout program. We require this **Conflict of Interest** information only in the clinical area(s) (hospital, unit/department) where there is/are potential conflict(s) of interest.

- 3) The UBC School of Nursing utilizes the HSPnet Site Selector feature to determine and assign clinical placements. This provides students an opportunity to rank clinical placement preferences based on site, location, or schedule, but there are no guarantees that students will be assigned according to their indicated preferences. There are also no switches accommodated once a clinical placement assignment is confirmed.
- 4) All the clinical settings provide specific orientation requirements and criteria that must be met proper to start of each clinical placement in order to ensure privacy and confidentiality. Further instructions regarding clinical system orientation or training requirements will be provided prior to each placement where appropriate.
- 5) You **are required** to have and utilize a UBC alumni email address. All clinical placement correspondence will be sent exclusively to this email. Failure to do so could result in your inability to complete your clinical placement, meet practice requirements or access clinical computers for charting and other patient records. To ensure there is no interruption in your clinical experience, please sign up for your email at <https://it.ubc.ca/services/email-voice-internet/student-alumni-email-service>

Name (Print): _____

Signature: _____

UBC Alumni Email: _____

Date: _____



CLINICAL PRACTICE GUIDELINES

Clinical practice is defined as that experience in or through acute, extended and community care agencies in which the student is engaged in direct nursing care with individuals or groups or is involved in laboratory learning.

- The School of Nursing (SoN) can offer a range of clinical experiences across the lower mainland and utilize many institutional and community placements.
- If students have any disability that requires accommodation for clinical practice they must notify the UBC Access & Diversity Office (<http://www.students.ubc.ca/access/index.cfm>) and the SoN Clinical Placement Unit so that if possible, appropriate arrangements can be made. Please note If a student does not register with the UBC Disability Office, we cannot accommodate any requests for consideration of a disability.
- Students are responsible and accountable for finding their own means of transport to and from practice placements.
- Placements will be organized as much as is possible to give a variety of clinical experiences in different agencies.
- Faculty are responsible and accountable for selecting the best practice placement possible, and providing instructor support to best meet student learning needs. Faculty are therefore the final decision-makers regarding student placements.
- Clinical/practice placements will be assigned early in the course. If an individual student wishes to request a change their placement, s/he will need to try to find a student willing to change placements and get approval from the Clinical Placement Unit (and the Course Leader) before the start of the placement. Students are reminded that faculty, in considering a student's individual learning needs and practical limitations may not agree to requested placement changes, and will make the final decisions on placements).
- The School requires students to gain a range of clinical experiences including some weekends, and possibly night shifts.
- The School expects students to be in full/time engagement in the program and work all shifts arranged.
- The School expects students to be assessed by a variety of instructors, and will normally avoid placing students with the same clinical instructor in subsequent placements whenever possible.

Approved at SoN Faculty Caucus on 30th April 2009