(SPECO) Student Practice Education 'Core' Orientation Checklist

All students/faculty/residents participating in practice education in a health authority must complete this checklist and maintain currency of all applicable pre-requisites.

As per the Practice Education Guidelines, **educational institutions are expected to maintain records of completion for each pre-requisite** identified below. Print this form and **submit with supporting documentation to your school** and retain a copy for your records. It is your responsibility to re-submit an updated checklist as required.

Legal last name:	Legal first name:
Your school domain email: *Use alumni.ubc.ca address*	Phone:
School:	Program: *UGME program*

Student: ☒	Program start date: *August 19, 2019*
Educator: ☐	Projected date of completion: *May 29, 2023*

Student Practice Education 'Core' Orientation (curriculum)

Introduction to Student Practice (valid for duration of your program) (Introduction, Privacy, Safety at Work, MSIP)	*Part of SPECO Online Modules*
Violence Prevention - 8 modules (valid for duration of your program)	*Part of SPECO Online Modules*
Violence Prevention Classroom Training May be required for high risk areas. Check with your schools and/or health authority website.	NA: ☐
Provincial Code Red – Fire Safety Training (Acute & Residential Facilities) (renew annually)	*Part of SPECO Online Modules*
Provincial Hand Hygiene Basics - PICNet	*Part of SPECO Online Modules*
Infection Prevention and Control Practices for Direct Clinical Care Providers (renew every 2 years)	*Part of SPECO Online Modules*
Waste Management Basics (valid for duration of your program)	*Part of SPECO Online Modules*
WHMIS 2015 Provincial Course (valid for duration of your program)	*Part of SPECO Online Modules*

Pre-requisites - all Health Authorities

Criminal Records Check (renew every 5 years, and upon any subsequent charge or conviction)	*Completed during CPSBC Licensing*
Immunizations (update as required by Practice Education Guidelines for BC)	*Orientation Checklist Item*
CPR (as required by your program, renew as per school requirements)	*Orientation Checklist Item* NA: ☐
Fit Testing (renew annually)	*Not required until Year 3* NA: ☐
Flu Shot (update annually)	*Annual flu shots in the fall - Date TBA*

Health Authority (HA) Specific Pre-requisites

It is your responsibility to complete Health Authority specific pre-requisites and a confidentiality form. Click the link below for more information.	
First Nations Health Authority (FNH)	*Not required until placements in FNH*
Fraser Health Authority (FH)	*Complete **Part 2: Confidentiality** only. **Note:** confidentiality form must be completed and mailed to FH*
Island Health Authority (IH)	*IMP: **CIM Code of Practice** required for September. Others: Not required until placements in IH*
Northern Health Authority (NH)	*Not required until placements in NH*
Providence Health Care (PHC)	*Under **Orientation/Mandatory**, complete Step 1 & 2 of **Part 2: Required Documents***
Provincial Health Services Authority (PHSA)	*Complete **Steps 1 & 2** of **Student Orientation.***
Vancouver Coastal Health Authority (VCH)	*Complete **Confidentiality Undertaking** and view **professional image guidelines**.*

I agree that by completing the checklist and signing this form I have met the mandatory pre-requisites and confidentiality form in preparation for my practice education placement. In addition, I am aware that each health authority and placement site/location will have specific policies and additional information that I must review and understand prior to commencing practice education activities.

_____   _____
Signature   Date

Faculty of Medicine

How to Complete the SPECO Modules and Health Authority Pre-requisites

Student Practice Education Core Orientation (SPECO)
via the Learning Hub

1.   Go to the [SPECO page on the Learning Hub](#).
2.   Choose "Sign Up" on the top right hand side of the page.
3.   Create an account using your UBC email address.
4.   From the email sent to you, activate your account and follow the [instructions](#) to complete the SPECO curriculum.
     a.   When asked which health organization you work with, select "My health organization is not listed," then enter "UBC".
     b.   For "Student Role," enter "Student".
5.   There are 15 sections to complete. It should take about 8 hours to finish.
6.   Remember to **keep your certificate on completion of the course**. This is valid for 7 years. It is your professional responsibility to retain this certificate.

PHSA
via PHSA Student Practice Education page and the Learning Hub

1.   Go to the [PHSA Student Practice Education](#) page.
2.   Go to Step 2 - "Orientation for PHSA" and select "PHSA Student Orientation"
3.   Complete both Step 1 - Read the PHSA policies, and Step 2 - Complete the privacy module. You will need to login to the Learning Hub to complete Step 2.

To complete it you **must**:

   a.   Review the module.
   b.   Complete the quiz.
   c.   "Accept" PHSA Confidentiality to successfully complete the module This will be PHSA's record of your agreement. It is your professional responsibility to retain proof you have accepted the agreement.

You must retain proof of completion for both modules.

Faculty of Medicine

Fraser Health
via FH Student Practice Education page

1. Go to the [Fraser Health Student Practice Education](#) page.
2. Under "Part 2: Confidentiality" - complete all 3 steps. To complete step 2, you must fill out the Confidentiality Acknowledgement Form and **mail** it to Fraser Health. You will also need to login to the Learning Hub to complete step 3. Once logged in, to access the course:
   a. Go to "My Profile" (down arrow at top right)
   b. Select "Add another health organization"
   c. Select "Fraser Health" and "Student"
   d. Fill in necessary fields
   e. Ensure the "Fraser Health" profile is active (it can be accessed via the "switch profile" tab via arrow at top right) when starting the course
3. It is your professional responsibility to retain proof you have accepted the agreement.

Providence Health
via the Providence Health Student Orientation page

1. Go to the [Providence Health Student Orientation](#) page.
2. Click the "Orientation" tab, then the "Mandatory" star icon.
3. Under "Part 2: Required Documents," complete Step 1 and 2.
4. It is your professional responsibility to retain proof you have accepted the agreement.

Vancouver Coastal Health
via the Vancouver Coastal Health Student Orientation page

1. Go to the [Vancouver Coastal Health Student Orientation](#) page.
2. Under "Mandatory steps for all students" heading and "Confidentiality Undertaking" subheading, complete the "[Confidentiality Undertaking](#)".
3. Under the "Requirements for all students" tab, view the "[VCH professional image guidelines](#)".
4. It is your professional responsibility to retain proof you have accepted the agreement.