

Student Practice Education Core Orientation - Preparation Checklist

All students/faculty/residents participating in practice education must complete this checklist and maintain currency of all applicable pre-requisites. Submit this form **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 email: use @student.ubc.ca address	Phone:	Date:
School:	Program: UGME Program	
Health Authority Network ID (if known):		

1. Pre-requisites - all students/residents*

The following are administered and tracked by your school:	Renewal Period	Direct Care** & Non-clinical
Vaccinations:		
• COVID Vaccination (per PHO Order)	<i>Orientation Checklist Item</i>	
• Influenza Vaccination (Flu Shot) <i>Shots in Fall, Date TBA</i>	Annual	
• Immunizations (per Communicable Disease Prevention Guideline)	<i>Orientation Checklist Item</i>	
Criminal Records Check <i>Completed during CPSBC licensing</i>	5 years (Or upon any subsequent charge or conviction)	
Fit Testing / Respiratory Protection <i>Not required until Year 3</i>	Annual (as required)	
CPR (as required by your program)	<i>Orientation Checklist Item</i>	

2. Student Practice Education Core Orientation ([SPECO](#))

Online modules on LearningHub Quick Reference Guide for account set-up	Course Code	Renewal Period	Date completed	Direct Care** & Non-clinical
Introduction to Student Practice - Introduction, Information Privacy, Safety at Work, MSIP	8558	---		
Violence Prevention (Modules 1 – 8)	7317 , 7318 , 7321 , 7323 , 7324 , 7327 , 7328 , 7329	---		
Violence Prevention Classroom Training - May be required for high risk areas. Check schools/health authority websites.	<i>Not required for UGME students</i>		Annual	
Provincial Code Red – Fire Safety Training (Acute & LTC Facilities)	10853	Annual		
Infection Prevention and Control Practices – complete one of the options - for Direct/Clinical Care Providers** <i>Complete this option</i> - for Health Care Personnel Not Involved in Direct Clinical Care <i>N/A</i>	24610	2 years		
Waste Management Basics	9114	---		
WHMIS Provincial Course	6941	3 years		

As per the [Practice Education Guideline: Orientation](#), educational institutions are expected to maintain records of completion for pre-requisites identified above.

***Exceptions:**

Health organization employees participating in practice education at any health organization (including their own) are required to provide completion record of above courses or equivalent to school.

Off site students completing their practicum experience at non-health organization site (eg. at school campus or remotely), are required to comply with BC Public Health Order: [COVID Vaccination Status & Preventive Measures](#), have current Criminal Records Check and meet relevant Confidentiality requirements (see list below).

****Direct care** is anyone who comes within 2 metres of patients, regardless of role.
(per Health Care Worker All Hazard Personal Protection Training Framework, BC Ministry of Health, April 2016)

3. Health organization specific pre-requisites - all students/residents - each Health Authority or organization may require additional pre-requisites, including e-learning for clinical systems access. Confidentiality requirements must be met at each Health Authority you attend.

Websites	Confidentiality links
First Nations Health Authority	
Fraser Health Authority <i>All students</i>	FHA Privacy & Confidentiality training
Interior Health Authority <i>SMP only</i>	Confidentiality Undertaking for Student Placement
Island Health <i>IMP only</i>	Island Health Student Practice Curriculum
Northern Health Authority <i>NHA only</i>	NHA Acknowledgement form
Providence Health Care <i>All students</i>	PHC Privacy & Confidentiality Undertaking
Provincial Health Services Authority <i>All students</i>	PHSA Privacy & Confidentiality training
Vancouver Coastal Health <i>All students</i>	VCH Confidentiality

4. Health organization specific COVID-19 requirements - all students/residents - each Health Authority or organization may require additional **COVID-19 requirements** be met before beginning practicum or clinical practice. Please look for these requirements on the websites above or [here](#).

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

Any requirements not met or completed may result in the cancellation or suspension of your practicum. Ensure records are maintained and accurate. "The HCO may cancel practice education experience if there is evidence that the student has not met the pre-requisites or orientation requirements." ([PEG: Orientation - Students](#))

Signature _____

Date _____

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

Student Practice Education Core Orientation (SPECO)

1. See SPECO [Quick Reference Guide](#) for LearningHub account set up.
2. Register for [SPECO Curriculum](#).
3. Complete all requirements for direct/clinical care providers.
4. Complete all Health Authority specific pre-requisites.
5. It is your professional responsibility to retain proof of completion.

Health Authority Pre-requisites for All Students

PHSA

1. Go to the [PHSA Prepare for your Practicum](#) page.
2. Go to Step 2 - complete the [PHSA Privacy Module](#) and the [Hazardous Drugs Safety Awareness Module](#) on the LearningHub.
3. Complete Step 3 - read the PHSA Core Policies.

Fraser Health

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 Acknowledgment 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.

Vancouver Coastal Health

1. Complete the VCH [Confidentiality Undertaking](#).
2. View the VCH [professional image guidelines](#).

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Providence Health

1. Go to the [Providence Health Student Orientation](#) page.
2. Click the "Mandatory Orientation" star icon.
3. Under "Part 2: PHC-Specific Prerequisites," complete Step 1 and 2. Note there is a new online [Confidentiality Undertaking](#) course which you can take rather than printing and signing the form.

Health-Authority Specific COVID-19 Requirements

1. Go to the [SPE Orientation and Preparation site](#).
2. Scroll down to the additional learning requirements for COVID-19.
3. All students complete the listed COVID-19 learning modules for Fraser Health and Vancouver Coastal Health.
 - a. For Fraser Health, [review guidelines](#)
 - b. For Vancouver Coastal, [complete 3 modules](#)
4. Additionally, NMP students are recommended to complete the [Northern Health module](#).

Health Authority Pre-requisites for IMP, NMP, and SMP students only

Vancouver Island Health - For IMP Students Only

1. Complete the [Island Health Student Practice Curriculum](#) on the LearningHub.

Northern Health - For NMP Students Only

1. Complete the [Acknowledgment of Confidentiality and Privacy Form](#).

Interior Health - For SMP Students Only

1. Complete the [Confidentiality Undertaking for Student Placement](#).