

## Student Practice Education Core Orientation (SPECO) - 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.

**1**

Legal last name:	Legal first name:	
Your <b>school</b> email: use @student.ubc.ca address	Phone:	Date:
School:	Program: <b>UGME Program</b>	
Health Authority Network ID (if known):		

### **2** All students/residents\*

The following pre-requisites are administered and tracked by your school:	Renewal Period	Direct Care** & Non-clinical
<b>Vaccinations:</b>	<i>Orientation Checklist Item</i>	
• COVID Vaccination (per <a href="#">PHO Order</a> )		
• Influenza Vaccination (Flu Shot or mask in patient care areas) <i>Shots in Fall, Date TBA</i> Annual		
• Immunizations (per <a href="#">Communicable Disease Prevention</a> 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>	

### **3** Student Practice Education Core Orientation ([SPECO](#))

Online modules on LearningHub <a href="#">Quick Reference Guide</a> 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	<a href="#">8558</a>	---		
Violence Prevention (Modules 1 – 8)	<a href="#">7317</a> , <a href="#">7318</a> , <a href="#">7321</a> , <a href="#">7323</a> , <a href="#">7324</a> , <a href="#">7327</a> , <a href="#">7328</a> , <a href="#">7329</a>	---		
Violence Prevention Classroom Training <i>Not required from UGME students</i> - May be required for high risk areas. Check schools/health authority websites.		Annual		
Provincial Code Red – Fire Safety Training (Acute & LTC Facilities)	<a href="#">10853</a>	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>	<a href="#">24610</a>	2 years		
Waste Management Basics	<a href="#">9114</a>	---		
WHMIS Provincial Course	<a href="#">6941</a>	3 years		
Code Silver – Active Attacker	<a href="#">29687</a>	---		

As per the [Practice Education Guideline: Orientation](#), educational institutions maintain records of completion for the 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 (e.g. 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)*

**4 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. You **must** complete Confidentiality requirements at each Health Authority you attend.

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

**5 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. ([PEG: Orientation - Students](#))

**6** \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

## Faculty of Medicine

### 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 "Privacy and Confidentiality" - complete all 3 steps. To complete step 2, you must fill out the Confidentiality Acknowledgment Form attached to this guide. The form has a submit button that will prompt you to save the document for your records, then attach the document to an email that is pre-populated with necessary email address. 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 COVID-19 Response Resources site](#).
2. Read and follow the Provincial Guidelines and Additional Requirements for COVID-19.

### 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](#).