



# Practicum Student Handbook

Undergraduate Public Health Program

PUBH 4550

Faculty of Health Science



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## Introduction

This handbook provides information and guidance for students planning to go on a practicum.

Public Health majors may choose to complete a full-time, 13-week practicum placement (15 credit hours) as credit toward their degree. The practicum is the consolidated practical course in the Faculty of Health Sciences, Public Health degree. During the practicum, students will engage in an experiential learning placement in a public health practice setting completing 487.5 practicum hours under the direction of a preceptor (or shared preceptorship within a team).

A practicum is a unique opportunity for students to integrate and apply skills and knowledge gained through coursework and prior experiences in a variety of public health work environments. It provides an opportunity for students to gain experience, while developing their skills and competencies for public health practice. The optional practicum is highly recommended. The practicum process is competitive, with a limited selection of students allowed to attend practicum. Students must express interest at least 6 months prior to intended practicum placement. Due to increased interest in practicum placement, student candidates will go through a short-listing process if there are more students than available spots for placement; please see section 'Shortlisting Candidates for Practicum' for more information on this process.

PUBH 4550 is a pass/fail course. In order to be successful, students must meet all course learning objectives, as well as demonstrate progress in the development of core competencies for public health (*Public Health Agency of Canada, 2008*).

## Practicum Planning

Consult the Internship Specialist to discuss opportunities for completing a 13-week practicum placement. Students are encouraged to contact the Internship Specialist 1 year prior to a practicum placement to begin planning, as a placement application will not be accepted later than 6 months prior to a practicum (see Appendix I: Pre-Practicum Request Form). For example, if you are interested in doing a practicum placement in the fall of your last year, you would contact the Internship Specialist in the fall of your Third year.

Students who are unsuccessful in the practicum may request to repeat the course. Such requests will be reviewed by a committee of the Faculty of Health Sciences. Repeat requests are subject to availability of placements and meeting pre-placement requirements.

All students registered in PUBH 4550 are required to meet and maintain certain requirements to participate in a practicum placement during the program. Students may be excluded from a practicum placement if all requirements are not met or maintained.

## Shortlisting Candidates for Practicum

Due to the increased student interest in practicum, the faculty in consultation with the dean have determined that there will be a maximum number of 10 (ten) students that will be accepted for practicum placement each semester unless communicated otherwise.

The program coordinator and internship specialist will determine who will be selected for practicum placement by going through a short-listing process. The short-listing process is designed to be as fair and as transparent as possible; the decision will be determined by weighing student qualifications (via student documents): 60% based on GPA, 20% on CV, 20% on experience. Students must submit documents (a working copy of transcript as well as a CV 6 months prior to placement) to be considered for the short-listing process.

The following criteria will determine the decision on the successful short-list applicants:

- GPA – a student’s last 20 courses will be used to determine GPA. The GPA will then be converted into a score out of 50.
- Documents – a student’s CV will be considered (professionalism, formatting, readability, number of grammatical errors, etc.). If a student is interested in Health Promotion, how does the student tie in their experiences to that interest, is the student’s interest demonstrated in the CV? Students will receive a grade out of 20 on their CV.
- Experience - work experience or volunteering will be considered. Students will be graded on their experience, which is weighted in quarterly intervals – 5 points for 3 months of experience, 10 points for 6 months, etc. Students will receive a score out of 20 on their experience (as demonstrated in their CV).

At the end of the weighting of qualifications, all students in consideration will have a score out of 100. The top 10 candidates with the highest weighted score out of 100 will be the successfully short-listed candidates for practicum placement.

## Timelines for Practicum Planning

Please note that placement application will not be accepted less than 6 months prior to practicum. At least 6-12 months in advance of your intended practicum semester, indicate *your intent for practicum and potential areas of interest* by submitting to the internship specialist:

- Pre-Practicum Request Form (Appendix I: Pre-Practicum Request Form). If you need help filling out the Pre-practicum Request Form, see the Internship Specialist.
- CV
- Working copy of transcript

Students interested in an *international practicum placement* must contact the Internship Specialist at least 12 months in advance of the placement and must meet the eligibility requirements listed in the **International Practicum Placement Criteria**. Proposed placement options will be assessed by the Internship Specialist and Program Coordinator.

International students must obtain appropriate work permit to go on practicum placement. Since practicum is optional in the public health programs, international students may not be eligible for it. We strongly recommend international students to see [International Student Services](#).

## International Practicum Placement Criteria

An international practicum placement refers to a placement with a preceptor in a setting outside of Canada with distance supervision from a faculty advisor. Students are responsible for the cost of their

tuition fees, travel, travel insurance, travel immunizations, living expenses and any additional fees associated with an international practicum placement. Students may apply for a Public Health Travel Award (see Section: *Scholarships*).

Students interested in an international practicum placement should speak to the Internship Specialist **at least 12 months prior** to a placement. Although international placements are supported, students are required to independently identify a suitable placement and provide contact information to the Internship Specialist for follow up to determine appropriateness of the setting. They are also required to meet all pre-placement requirements and International Practicum Placement Criteria. Students will be considered for an international practicum placement subject to meeting the following criteria:

- Minimum cumulative GPA of 3.0
- A Letter of Intent written by the student outlining
  - Their interest in the experience
  - Any previous experience (special skills, previous international travel) that may have helped prepare them for an international placement
  - How this experience will benefit their personal and educational goals
  - How this experience meets three selected core competencies for public health
  - Their understanding of international/cultural issues related to the specific program of study.
- Three letters of reference, including two from Health Sciences faculty or community professionals (i.e. supervisors, employers, faculty, clergy)
- Interview with a panel of the following faculty members
  - Public Health Program Coordinator
  - Public Health Internship Specialist
  - Facilitator/instructor assigned to be the student advisor
  - External faculty with international experience
- Guidelines for interview may include:
  - Academic role of student
  - Strong interpersonal skills & group work skills
  - Health care and self-care skills
  - Cultural competency and respect for diversity
- Identify three Core Competencies for Public Health of interest and describe in writing your learning goals for this International Practicum Placement.

## Scholarships

The Public Health Travel Award (<http://www.uleth.ca/healthsciences/travel>) is available to Public Health majors registered in Public Health 4550 (Practicum). Students must be in academic good standing as measured by the Faculty of Health Sciences and have a confirmed practicum placement located outside of a 500 km commuting distance from Lethbridge. Students cannot receive this award more than once

and recipients will be selected by the Faculty of Health Sciences. Submit applications for the Public Health Travel Award to the Faculty of Health Sciences office M3083 one month prior to an approved practicum placement.

Speak to Scholarships and Student Finance (AH115) or visit their website

(<https://www.uleth.ca/ross/student-finance>) to inquire about other scholarships available for qualified Public Health students.

## Prerequisites for Practicum

Prior to registering for practicum (PUBH 4550), students must have met the following course requirements:

- Minimum GPA of 2.7 AND Anthropology 1000 AND Health Sciences 2310 AND Health Sciences 2400 AND Health Sciences 2700/Sociology 2700 AND Health Sciences 3002 AND Health Sciences 3450/Psychology 3450 AND Health Sciences 3500/Management 3825 AND Health Sciences 3510 AND Public Health 2100 AND Public Health 3000 AND Public Health 3100 AND Public Health 4000

OR

- Minimum GPA of 2.7 AND PUBH 4000 AND Admission to the Public Health major in the post-diploma B.H.Sc program

Post-diploma students who do not meet certain prerequisites because any of the above courses are not listed in their program planning guide are encouraged to submit [pre-requisite waiver request form](#). Please see your academic advisor if you have any questions.

## Pre-Placement Requirements for Practicum

Students **are required to submit** the following documentation at least **one month prior to the start of a practicum**:

- a completed Immunization History Form (Appendix: III) **or** an Acknowledgement of Risk and Consent to Decline Immunizations Form is required if the requirements listed on the Immunization Follow-up Form are not met
- immunization record
- written notification of changes in immunization status
- current Standard First Aid certificate
- current CPR (minimum Level C) certificate
- a recent police information check (including a Vulnerable Persons check) – reduced cost form available from the Internship Specialist
- a security check prior to certain placements
- certificate of completion of FOIP Training from the Government of Alberta ([On-line](#))
- completed Consent for Collecting & Disclosing Student Information and Acknowledgement of Procedures for Practicum Placement form (Appendix: IV)
- DocuSign Documents (UofL Informed Consent for Activities during COVID-19, UofL Informed

Consent Risk and Indemnity Agreement, UofL Hazard Assessment, Faculty of Health Sciences Work Integrated Learning Form)

- confirmation that student has reviewed the U of Lethbridge Dress (Appendix: V) and Attendance Policy (Appendix: VI)
- completed HSPnet Consent Form (Appendix: VII) if required
- any additional agency specific documentation requirements

Submit all documentation for these practicum requirements to the Internship Specialist at least **one month prior** to a practicum placement. It is recommended that students begin to gather this documentation as soon as they are confirmed eligible for practicum as one of the short-listed candidates. Use Appendix II: Public Health Degree – Practicum Checklist (final preparations) for reference. See below for more information about some of the requirements.

#### a) Health Requirements (Immunization History Form)

Students are required to complete the Immunization History Form (Appendix III). This is particularly important prior to a practicum placement.

It is recommended that all Public Health students review and maintain an up-to-date immunization status. Immunizations protect both the student and those they will encounter during classes, course assignments or a practicum placement. An annual influenza vaccination is recommended for all Public Health students. An Influenza vaccine is usually available in the fall of each year and can be obtained from the Health Centre at the University of Lethbridge (SU020) or at immunization clinics on or off campus during the season.

Prior to practicum placements, students are required to review their immunization status with a nurse/healthcare professional (based on the immunization standards and recommendations for Health Care Professionals as defined by Alberta Health Services [AHS]) and submit all completed immunization forms to the Internship Specialist at least one month prior to a practicum placement.

The following steps for completion of immunization forms:

- Book an appointment for immunizations to be reviewed by a nurse/healthcare professional (2 – 3 months prior)<sup>1</sup>
- Complete any recommended immunization updates
- Submit all relevant completed forms (e.g. Immunization History Form as well as a copy(ies) of your AHS immunization record) **or** submit the Acknowledgement of Risks and Consent to Decline Immunizations Form (available at the Faculty of Health Sciences office, M3083).

It is important to note that students who fail to complete the recommended immunizations (the AHS immunization standards) may not be eligible for certain practicum placements or may be excluded from practicum during an outbreak of communicable disease. This may place the student at risk for not being able to complete course requirements during a term.

<sup>1</sup>If students are unable to make an appointment with a local Health Unit (due to being out of province student or other issue) please contact the Internship Specialist for assistance.

#### b) Standard First Aid & Cardiopulmonary Resuscitation (CPR) Certification

Prior to a practicum placement, all public health majors are expected to hold current Standard First Aid and CPR certification (e.g., St John Ambulance, Red Cross, Heart and Stroke Foundation of Canada, etc.). Students in public health are expected to be citizens capable of providing emergency assistance to others in a community setting. CPR certification is valid for one calendar year only regardless of any other expiration dates listed on documentation. Students should have minimum Level C CPR. However, if a practicum agency has additional requirements, students are required to complete them prior to initiating placement. Students will be **excluded** from all practicum settings if they do not have a valid First Aid and CPR certification. If current CPR certification is due to expire during the time of the practicum placement, students are encouraged to submit proof of renewed certification one month prior to the expiry date.

#### c) Police Information Check

All students are required to submit a police information check (including a Vulnerable Persons check) to the Internship Specialist within 90 days of the date of the Police Information Check. Students will be advised by the Internship Specialist if additional security checks are required for a practicum placement. To reduce the cost of a police record check, a reduced cost form is available from the Internship Specialist, faculty front desk staff or from the [Health Sciences Website](#). The form is not valid until signed by the Internship Specialist.

#### d) Security Check

Practicum placements with a child service focus may require an additional child security check, while a national security check is required for placements with federal government agencies (e.g., Health Canada or Public Health Agency of Canada). If required, complete **three months** prior to a practicum placement.

#### e) Student Dress Policy and Attendance Policy

Public Health students participating in a practicum are required to sign off on having reviewed these university policies (Appendix V and VI) prior to beginning a practicum placement.

## Roles and Responsibilities

The practicum is a collaborative process that involves the **student, Internship Specialist, Preceptor** and the student's **Faculty Advisor**. Each party has its own roles and responsibilities to create a successful practicum experience.

### Student

It is the student's responsibility to find a practicum placement that best suits their interests, skills and public health goals. Students are not permitted to do a practicum placement at an organization for



which they already work and under their existing job description and supervisor. The student is expected to:

- Do research into prospective agencies for potential practicum placement and indicate those choices to the Internship Specialist.
- Stay with their choice of practicum site after acceptance of placement offer, students will not be permitted to switch placements.
- Take responsibility for their own learning and be self-directed by seeking opportunities to meet their learning objectives in the practice setting.
- Complete all Pre-Practicum requirements.
- Prepare a CV/resume to share with a potential preceptor and the Internship Specialist at least six months prior to the start of a practicum.
- Contact the preceptor to confirm workplace expectations for the practicum (work hours, parking, appropriate dress, etc.), prior to the first day of practicum start. Preceptor contact information will be provided to the student before the start of term.
- Obtain contact numbers for after-hours notifications of their Preceptor and Faculty Advisor (for notifications of any absences).
- Notify your preceptor and faculty advisor if you are unable to attend scheduled practicum placement dates for any reason (at least one hour prior to the start of the practicum day).
- Develop a Practicum Guide to guide their learning experiences based on course goals, personal learning objectives and opportunities to develop selected core competencies for public health and/or health promotion.
- Develop strategies to support their learning.
- Develop observable and realistic measures to evaluate learning goals, a scholarly project assignment and core competencies for public health (see assignments in the course syllabus).
- Review the section on ethical public health practice and conduct in this handbook. Be prepared and punctual for your practicum experience.
- Complete two critical reflection assignments are completed by reflecting on: (a) practicum experiences and changes in the students' understanding of a practice issue, or (b) an ethical issue in public health practice, or (c) a challenging public health issue and how practice-based strategies could be improved and guided by evidence and/or theory. \*This assignment is submitted directly to Faculty Advisor. Students may or may not wish to share this with the preceptor.
- Initiate the interim and final evaluation meetings with the Preceptor and Faculty Advisor
- Seek regular verbal feedback from the Preceptor and Faculty Advisor about their performance the development of selected core competencies.
- Provide feedback to the Preceptor and Faculty Advisor about their practicum experience.
- Complete a self-evaluation of reflecting on their achievement of course requirements:
  - Course objectives
  - Personal objectives/Practicum Guide targets and
  - Developing Core Competencies for public health practice.
- Use your Practicum Guide and the Evaluation Tool (in Moodle) to evaluate your progress.
- Write a summary of your experience to share with your current and future classmates.

Prior to attending practicum, students must attend the practicum orientation scheduled on the first day of the semester. Important information regarding the practicum will be discussed at orientation by the faculty liaison and is mandatory for all students attending placement. Students cannot attend placement without attending orientation. Students who are unable to attend orientation in person will have the

option to attend virtually. Students are free to attend placement after completing the orientation and should communicate with their preceptor when they should be on site for the start of their placement.

## Ethical Conduct for Public Health Practice

Public Health faculty members are committed to maintaining freedom of thought, belief, opinion, and expression among teachers and learners. We have the responsibility to foster academic freedom within the context of standards for ethical conduct. We are also committed to supporting your knowledge and skill development in the field of public health. Students are expected to *review the principles of ethical practice of public health* prior to a practicum placement as listed below<sup>1</sup>. A breach of ethical conduct may result in dismissal from a practicum and the Public Health major.

- Promoting and protecting the public's health, preventing disease and preventing adverse outcomes.
- Promoting population health in ways that respect the rights of individuals and communities (the common good and human rights).
- Engaging the public in the creation of healthy public policies, programs, and priorities (participation).
- Advocating for the empowerment of disenfranchised community members (health equity, social inclusion and social justice).
- Collaborating to address the social determinants of health (collaboration).
- Seeking the information needed to implement effective policies and programs.
- Creating accessible information to support individual and community decision-making (autonomy and self-determination).
- Taking timely action to prevent harm and promote health with available information (precautionary principle).
- Maintaining the public trust and informing the public of potential harm/risk (duty to inform).
- Anticipating and respecting the dignity of each person, diverse values, beliefs, and cultures in the community (human dignity and diversity).
- Acting to enhance and protect the physical and social environment (sustainable development).
- Protecting the confidentiality of individual information while acting to protect the public from significant harm (confidentiality and do no harm).
- Promoting competency and excellence in public health practice.

The following standards describe the characteristics for **ethical public health practice** that should be visible to instructors, patients, and colleagues in your behaviours as a student in all classroom and practicum interactions.

- Act in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, age, ancestry, physical characteristics, or place of origin.
- Treat clients, peers, and personnel in agencies and faculty with dignity and respect and be considerate of their circumstances.
- Act in a responsible manner that includes being punctual, dependable, trustworthy, consistent, and reliable.
- Demonstrate empathy for others by showing concern for and understanding of others'

- feelings and/or ideas.
- Respond to feedback by listening, evaluating and responding to suggestions.
  - Maintain positive interpersonal relationships by contributing, cooperating, participating and working with others in a flexible and adaptable way.
  - Show maturity and sound judgment.
  - Show enthusiasm and initiative by being actively involved as a participant while encouraging the involvement and participation of others.
  - Respect the confidentiality of information about clients and their families, agency personnel, peers, or faculty that has been received in confidence in the course of public health practice.
  - Apprise your public health advisor and preceptor at an agency practicum site in advance of unavoidable absences in recognition that **attendance** at all hours of assigned practicum experiences is **expected conduct for ethical public health practice**.
  - Report unethical conduct (e.g., risk of harm to others in a practicum setting) through appropriate channels.

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<sup>1</sup> Public Health Leadership Society (2002). *Principles of the ethical practice of public health*. Retrieved from: <http://phls.org/CMSuploads/Principles-of-the-Ethical-Practice-of-PH-Version-2.2-68496.pdf>

## Appendix I: PUBH 4550 Pre-Practicum Request Form

Student's name: \_\_\_\_\_ ID # \_\_\_\_\_

Student University of Lethbridge email: \_\_\_\_\_

Student phone: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Province of Provincial Health Insurance: \_\_\_\_\_ (AB, BC, etc.)

Has met with Academic Advising to confirm meeting prerequisites: \_\_\_\_\_ (yes/no)

1. Consent for Collecting and Disclosing Student Information (signed) \_\_\_\_\_ (yes attached)
2. Planned Term for Practicum Placement \_\_\_\_\_
3. Core Competency to focus placement (Choose up to 3):
  1. Public Health Sciences
  2. Assessment and Analysis
  3. Policy, Planning, Implementation and Evaluation
  4. Partnerships, Collaboration and Advocacy
  5. Diversity and Inclusiveness
  6. Communication
  7. Leadership
4. Top three preferred areas of focus (epidemiology, disease prevention, population health promotion, health protection & communicable disease control, health surveillance, healthy public policy, community development, public health leadership, environmental health, global health etc.)
 

Choice 1: \_\_\_\_\_

Choice 2: \_\_\_\_\_

Choice 3: \_\_\_\_\_
5. Preferred area of practicum placement (ex. Lethbridge, Medicine Hat, Red Deer, Edmonton, Calgary, Grand Prairie, or a rural placement, etc.)
  - 5.1 In Province Request
 

Choice 1: \_\_\_\_\_

Choice 2: \_\_\_\_\_

Choice 3: \_\_\_\_\_
  - 5.2 Out of Province Request: \_\_\_\_\_ (yes) \_\_\_\_\_ (no)
  - 5.3 International Placement Request: \_\_\_\_\_ (yes) \_\_\_\_\_ (no)
    - a) Meets timelines for request (1 year or more in advance)
 

\_\_\_\_\_ (yes) \_\_\_\_\_ (no)
    - b) Meets GPA requirements – as per the Public Health Student handbook policy)
 

\_\_\_\_\_ (yes) \_\_\_\_\_ (no)

## Appendix II: Public Health Degree – Practicum Checklist (Final Preparations)

**All the below forms should be submitted to the Internship Specialist.**

### **One Year Prior to Practicum (Submit at least 6 months prior to the start of practicum)**

- \_\_\_\_\_ Meet with Internship Specialist 6 month to 1 year prior to practicum term to plan a placement
- \_\_\_\_\_ Consent for Collecting & Disclosing Student Information and Acknowledgement of Procedures for practicum placement
- \_\_\_\_\_ Resume/CV
- \_\_\_\_\_ Working copy of transcript (if required for shortlisting)
- \_\_\_\_\_ HSPnet consent form (if required)

### **Government of Canada – National Security Check (Only required for federal government placements)<sup>2</sup>**

- \_\_\_\_\_ Done if applicable – National Security Check – completed  $\geq 3$  months prior to the start of practicum

### **Pre-Practicum Requirements (Submit at least one (1) month prior to the start of your practicum term)<sup>3</sup>**

- \_\_\_\_\_ Standard First Aid (valid over duration of placement)
- \_\_\_\_\_ CPR - Minimum Level C (valid over duration of placement)
- \_\_\_\_\_ Public Health Immunization History Form or Acknowledgement of Risks Form (complete all immunizations/screening well in advance of the start of practicum)<sup>1</sup>
- \_\_\_\_\_ Police Information Check (submit to the Internship Specialist within 90 days of the check) (can take up to two months to obtain). Reduce Cost Forms are available on the [Health Sciences Website](#).
- \_\_\_\_\_ DocuSign Forms - (sent out by Internship Specialist) 2 weeks prior to placement, includes the following forms:
  - a. UofL Informed Consent for Activities during COVID-19
  - b. UofL Informed Consent Risk and Indemnity Agreement
  - c. UofL Hazard Assessment
- \_\_\_\_\_ Confirmation that student has reviewed the U of Lethbridge Dress and Attendance Policy
- \_\_\_\_\_ Moodle Module “The Practicum Student Orientation” found [here](#). Submit certificate upon course completion
- \_\_\_\_\_ Government of Alberta [FOIP Training Certificate \(On-line\)](#)
- \_\_\_\_\_ U of L Public Health Student name tag (arranged by Internship Specialist)

### **Alberta Health Services (AHS) Pre-Practicum Requirements**

- \_\_\_\_\_ AHS Non-Clinical Student Placement Request
- \_\_\_\_\_ [AHS General Student Orientation](#) (submit certificate of completion)
- \_\_\_\_\_ [AHS Security & Confidentiality video and on-line training](#) (1-2 months prior to practicum) – AHS Oath of Confidentiality form completed at the end of this module (submit upon completion)

Students may be required to complete additional paperwork based on the agency requirements. See the Internship Specialist for additional agency-specific requirements.

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### **Submit your Checklist and All Documentation One Month Prior to the Start of Practicum**

I confirm that all requirements checked have been completed and documentation has been submitted prior to the start date for my practicum.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

<sup>1</sup> Contact AHS Train Station site for an appointment (403-388-6666) for Adult Immunization Clinic (expect 2-months delay for an appointment). Complete records transfer requests prior to your immunization appointment (for out-of-area records).

<sup>2</sup> Failure to meet this requirement will exclude students from this practicum placement opportunity.

<sup>3</sup> Failure to submit required documentation by deadlines may result in a delay in the start of practicum.

## Appendix III: Public Health Immunization History Form

DISEASE	IMMUNIZATION STANDARD	IMMUNIZATION STATUS	
Tetanus, Diphtheria	Primary series completed and booster every 10 years	<input type="checkbox"/> Met Provide date of last vaccine in series or booster: _____	<input type="checkbox"/> Not Met
Pertussis	One dose of acellular pertussis containing vaccine (dTdap) as adolescent or adult regardless of interval since last dose of Td	<input type="checkbox"/> Met Provide date of dtap: _____	<input type="checkbox"/> Not Met
Polio	Not currently required for post-secondary student placements	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Measles	If born in 1970 or later, 2 documented doses of measles containing vaccine after 12 months of age <u>OR</u> If born before 1970, 1 documented dose of measles containing vaccine after 12 months of age	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Mumps	If born in 1970 or later, 2 documented doses of mumps containing vaccine after 12 months of age <u>OR</u> If born before 1970, 1 documented dose of mumps containing vaccine after 12 months of age	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Rubella	<b>**Legislated requirement**</b> Serological evidence of immunity (rubella IgG positive) <u>OR</u> One dose of rubella containing vaccine after 12 months of age	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Varicella (Chicken Pox)	Laboratory evidence of immunity <u>OR</u> 2 documented doses of varicella vaccine <u>OR</u> Physician diagnosed shingles disease <u>OR</u> Self-reported history or physician diagnosed varicella disease in Canada prior to a routine immunization program	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Influenza	One dose annually during flu season  (Vaccine available each fall at various influenza clinics in the South Zone)	<input type="checkbox"/> Met Provide date of vaccine: _____	<input type="checkbox"/> Not Met

DISEASE	IMMUNIZATION STANDARD	IMMUNIZATION STATUS	
Hepatitis B	Laboratory evidence of immunity <u>OR</u> Documentation of a complete hepatitis B vaccine series	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Tuberculosis	A one-step tuberculin skin test (TST) with results <10 mm within the last year <u>OR</u> Chest X-ray if TST results are >10 mm or history of BCG	<input type="checkbox"/> Met Provide date of last TST: _____ <u>OR</u> Provide date of chest X-ray: _____	<input type="checkbox"/> Not Met
COVID-19	One or more doses of vaccine as recommended by vaccine type	<input type="checkbox"/> Met Provide date of completed vaccination/series: _____  Provide date of last booster (if applicable): _____	<input type="checkbox"/> Not Met

Initial review of the current immunization status of the above mentioned individual was completed by:

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Agency/Health Unit: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**ATTENTION STUDENT/FACULTY:**

**Bring photocopy of this form to the Academic Practicum Supervisor once completed and signed by Health Care Professional**

The personal information requested in this form is collected under the authority of the Post-Secondary Learning Act (section 65.a), Section 33.c of FOIPP Act, and Sections 27 and 20.b of the Health Information Act. Certain personal information may be made available to federal and provincial government department authorities and agencies under appropriate legislative authority. Personal information is protected under the Alberta FOIPP Act, the Health Information Act and in conformance with the University records retention policies. Questions can be directed to the Internship Specialist, Faculty of Health Sciences, University of Lethbridge (403.329.2576).

To the best of my knowledge, the above information is true and accurate. Any falsification of information may result in disciplinary action. I understand that failure to meet immunization requirements may result in my practicum placements not being facilitated.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

For more information on recommended or required immunizations see:

<https://www.albertahealthservices.ca/assets/info/hp/cdc/if-hp-cdc-ipism-imm-recomm-hcs-high-risk-occ-prg-appdx-a-08-302.pdf> & <http://www.phac-aspc.gc.ca/im/ic-ci/index-eng.php>



## Appendix IV: Consent for Collecting and Disclosing Student Information and Acknowledgment of Procedures for Practicum Placement

This consent form outlines the process for collecting and sharing personal student information within the Faculty of Health Sciences as well as with prospective practicum agencies. Any questions about this form can be directed to the Internship Specialist (403-329-2576).

Last Name	First Name	Middle Initial
University of Lethbridge Student ID Number		

**PLEASE READ THE FOLLOWING  
BEFORE SIGNING BELOW**

**Regarding collection and disclosure of my personal information, by signing this form:**

- I authorize the Faculty of Health Sciences to collect and disclose information about me with administration, faculty, and support staff, practicum site administration, teaching and support staff, and others as appropriate. Types of information may be information about my name, practicum placement requirements, learning needs and goals, and other information, as appropriate, for my success in the program.
- I understand that this consent is valid for the period leading up to practicum placement, and placement process.

**Regarding acknowledgement of procedures, by signing this form:**

- I acknowledge my receipt and understanding of the terms and conditions of the major as outlined in the Student Handbook, Course Syllabi, and University of Lethbridge Calendar.
- Further, I understand that failure to meet requirements (e.g., health requirements, police information check, current First Aid and CPR, or any additional documentation that is required by program/agency) for practicum placement may result in my practicum placements not being facilitated.

Student Signature			
DATE OF SIGNING	MONTH:	DAY:	YEAR:

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act ("Act") and will be protected under Part 2 of the Act. The information is collected for the purpose of practicum placement processes. If you have any inquiries in regards to the collection of your personal information, please direct those inquiries to: FOIP Coordinator, University of Lethbridge, 4401 University Dr. West, Lethbridge, Alberta T1K 3M4, telephone: 403-332-4620, email: foip@uleth.ca.





## Appendix V: POLICY - Student Dress

### *Ethical Principles Underlying Expected Student Dress for Practicum Placement*

Students are responsible for presenting themselves appropriately during a practicum placement. Principles include:

- Do no harm – It is the responsibility of students to comply with the dress code in order to minimize harm to the public (including preventing the spread of infection).
- Respect for persons – It is the responsibility of students to respect the dignity of each person. Student personal attire should not offend clients (e.g., no low cut, revealing clothing; need to cover extensive tattoos).
- Diversity – It is the responsibility of students to respect client diversity (e.g., related to gender, culture, age, and sexuality).
- Autonomy – It is the student's responsibility to be appropriately attired for the practice setting. Student self-determination and self-expression must be balanced against the ethical principles of doing no harm, and respect for the dignity and diversity of all persons.

#### *Principles for the Regulations of the Dress Code*

- Complies with Occupational Health and Safety standards
- Complies with No Scent Policy<sup>1</sup> (applicable in some organizations)
- Complies with the standards set by the applicable organization for each practicum.

#### *Requirements for appropriate dress include:*

- A Faculty of Health Sciences name tag must be worn by all public health students.
- Students must carry appropriate identification (e.g., U of L student ID).
- Students are expected to abide by the dress codes of the organizations in which they are placed for a practicum.

Check with your faculty advisor about expected dress for your practicum setting. Settings for practicum placement will vary and may include community organizations and health care facilities.



## Appendix VI: POLICY - Attendance

Attendance for all assigned practicum days is mandatory. Students are strongly encouraged to maintain excellent attendance in all public health courses.

Absence means a student is unable to be physically present to engage in the scheduled/assigned practice activities for a course.

Mandatory means that attendance is compulsory, obligatory, as well as morally and legally binding.

It is the responsibility of the student to notify their faculty advisor of any absence from scheduled practicum placement hours. At the discretion of the faculty advisor, additional documentation of absence(s) may be required (e.g., a note from a health care professional or other documentation). Travel, social, and recreational activities will not be accepted as valid or justifiable reasons for absence from scheduled practicum hours. Students are expected to be on time and attend all scheduled hours of a practicum placement.

Absence from required practicum hours that impact a student's ability to meet course objectives/outcomes or demonstrates violation of the principles of accountability and integrity for a public health practitioner may result in subsequent failure of the course. Student conduct is expected to comply with the principles of ethical practice in public health. It is also the student's responsibility to not attend practicum when they are unfit for practice (e.g., an illness with fever or a cough). The student must notify their faculty advisor and preceptor of an absence at least 30 minutes before the start of a scheduled practicum day. In the event of an illness or injury during a practicum day, the student is required to notify their faculty advisor as soon as possible.

If an absence interferes with the student's progression through the course and/or program, the student may be asked to meet with their faculty advisor and the Internship Specialist. Students are cautioned that even under extenuating circumstances additional practicum hours are usually not available during the term. Unapproved absences may result in a student being required to withdraw from the practicum.

### **Student Athletics Participation**

The Faculty of Health Sciences acknowledges that some students are members of official athletic teams, and may have obligations to these teams in order to maintain scholarships. Students should attempt to register for courses so that their athletic commitments have the minimum impact on their academic commitments. All members of a University of Lethbridge athletic team, who anticipate absence from a Public Health course or a practicum related to their participation on a university team, should discuss this with their faculty advisor/instructor at the initiation of the course to determine if these planned absences can be accommodated without impacting the student's ability to attain the course outcomes and required practicum hours. Please note that students on athletic teams should also meet with the academic advisor to assist with course planning each semester.

### **Student Conference Attendance**

Official student delegates for conferences (related to the Health Sciences Students Association or a Public Health Association) may be granted permission to attend official conferences/meetings during a Public Health course or practicum as long as participation in these activities will not adversely impact their achievement of course objectives. Student delegates should discuss a potential absence with faculty at their earliest convenience to determine if permission to attend these events can be granted. Permission to attend conferences will not be granted for any student that is not demonstrating an appropriate level of practice in a practicum setting or is not maintaining the GPA standards set for the Public Health major.

## Appendix VII: HSPnet Consent Form



### Consent Form for Use and Disclosure of Student Information

Student Number: \_\_\_\_\_ Educational Program: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

#### 1. Permission to Use and Disclose Your Student Related Personal Information and Personal Health Information

By signing this consent, you authorize your educational Program \_\_\_\_\_ to:

- Collect, use and/or disclose your personal information (name and student profile information that is under the custody and control of your Program) to authorized staff of Receiving Agencies for the purpose of locating and coordinating an appropriate placement experience (e.g. clinical practice, fieldwork, or preceptorship) as required by your educational program;
- Use your student related personal information and personal health information relating to placement prerequisites, for the purpose of tracking your compliance against Receiving Agency safety and infection control prerequisites for accepting students. Placement prerequisites that may be tracked include personal information such as CPR certification or criminal records check status, and personal health information such as immunity/immunization status of vaccine-preventable diseases. Placement prerequisite information is used only by staff involved with your educational program, and is never disclosed to users external to your educational program.
- Disclose your personal information to the owner and administrator of the HSPnet system, namely Provincial Health Services Authority British Columbia (PHSA), to allow PHSA to indirectly collect your personal information to provide HSPnet student placement services.

#### 2. Consent Period

This consent is effective immediately and shall remain valid for up to six years, or shall be voided upon your completion of the Program, your formal withdrawal from the Program, or upon written request as described below.

#### 3. Your Rights With Respect to This Consent

- 3.1 Right to Refuse Consent** - You have the right to refuse to sign this consent, and if you refuse your placement will be processed manually at the earliest convenience of the Program and Receiving Agency.
- 3.2 Right to Review Privacy & Security Policies** - A copy of the document entitled *Identified Purposes and Handling of Personal Information in HSPnet*, which summarizes Privacy and Security policies relating to how we may use and disclose your personal information via HSPnet, is distributed with this Consent Form. You may wish to review the complete Privacy and Security Policies for HSPnet before signing this consent. The Privacy and Security Policies may be amended from time to time, and you may obtain an updated copy by contacting [privacy@hspcanada.net](mailto:privacy@hspcanada.net).
- 3.3 Right to Request Restrictions on Use/Disclosure** – You have the right to request that we restrict how we use and/or disclose your personal information or personal health information via HSPnet for the purpose of locating and coordinating a suitable placement experience. Such requests must be made in writing to the placement coordinator for your Program. If we agree to a restriction you have requested, we must restrict our use and/or disclosure of your personal information in the manner described in your request. If this restriction precludes our ability to coordinate your placement via HSPnet, then your placement will be processed manually at the earliest convenience of the placement coordinator and receiving agency.
- 3.4 Right to Revoke Consent** - You have the right to revoke this consent at any time. Your revocation of this consent must be in writing to the placement coordinator for your Program. Note that your revocation of this consent, or the voiding of this consent upon your completion or withdrawal from the Program, would not be retroactive and would not affect uses or disclosures we have already made according to your prior consent.
- 3.5 Right to Receive a Copy of This Consent Form** - You may request a copy of your signed consent form.

Collection of your personal information is done under the authority of the privacy legislation that applies to educational institutions in your province. For more information visit [www.hspcanada.net/privacy/index.asp](http://www.hspcanada.net/privacy/index.asp).

*I hereby authorize my educational Program to use and/or disclose my personal information via HSPnet for the purpose of locating and coordinating appropriate student placement(s) as required by the curriculum.*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Student Consent Basic - Form A - NO TRANSFER – June 20, 2011

### Background

The Health Sciences Placement Network (HSPnet) is a secure web-based system that is used by several provinces in Canada. The HSPnet system contains information about students in clinical placements within health agencies and other placement sites. Students authorize their educational program to use and disclose their Personal Information (name, student profile) and to use (but not disclose) their Personal Health Information via HSPnet for the purpose of locating and coordinating placements as required for their educational program. This document provides a summary of the national HSPnet Policies relating to the protection of student information within HSPnet. The full Policies can be viewed on the HSPnet website at [www.hspcanada.net](http://www.hspcanada.net).

### Collection, Use, and Disclosure of Personal Information and Personal Health Information in HSPnet

HSPnet policies ensure that Personal Information and Personal Health Information in HSPnet:

- Are collected, used, and disclosed only for purposes consistent with identifying and coordinating a student's clinical placements;
- Cannot be used or disclosed without the consent of the student whose Personal Information or Personal Health Information is to be collected; and
- Are used by or disclosed on need-to-know basis only, and accessed by those involved in student placements from an educational program or placement site. Personal Health Information is not disclosed to users outside of the student's educational program.

Personal Information Collected <i>May include any or all of:</i>	Uses of Personal Information <i>BY authorized users in the student's educational program</i>	Disclosure of Personal Information <i>TO authorized users at the placement site</i>
<ul style="list-style-type: none"> <li>• Student name</li> <li>• Student home address, phone numbers, email addresses</li> <li>• Student number</li> <li>• Student photograph</li> <li>• Placement Preferences (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices if offered)</li> <li>• Student gender</li> <li>• Student certification ID with registering body for their discipline (e.g. RN Association, College of Physicians and Surgeons)</li> <li>• Date of Birth: DD/MM (excludes year)</li> </ul>	<ul style="list-style-type: none"> <li>• To contact students regarding placement needs or status, or regarding urgent issues such as labour disruption at the placement destination</li> <li>• To generate class placement lists, confirmation notices and schedules</li> <li>• To maintain a student history of placements</li> </ul>	<p><b>Student name</b> is disclosed after a placement is accepted by the site and confirmed by the educational program, to facilitate arrangements (such as orientation and preceptor assignment) and as a record of placements. Name may be disclosed prior to acceptance if the site has a reasonable justification (e.g. to arrange a student interview).</p> <p><b>Student email address</b> (issued by the educational program) may be released to support administration of computer access at the site.</p> <p><b>Student certification ID</b> may be released to sites if needed to coordinate placement arrangements such as computer access.</p> <p><b>Student gender</b> may be disclosed in the following limited situations:</p> <ul style="list-style-type: none"> <li>• For allocation of change rooms and lockers at the site</li> <li>• For matching the gender of the student and supervisor (e.g. for homecare visits where the client may specify a preference)</li> </ul> <p><b>Date of Birth (DD/MM)</b> may be released to sites if needed to coordinate placement arrangements such as computer access.</p>

Student prerequisite status as required by placement sites (e.g. criminal records check, CPR or other certifications)	To track student compliance with each site's published requirements for criminal records check, CPR certification, etc.	Not disclosed
Student profile of educational or work history relevant to placement requests	To facilitate a good fit between the student and the placement Site, learning experiences offered, and supervisor/preceptor to be assigned.	
Personal Health Information Collected <i>May include any or all of:</i>	Uses of Personal Health Information <i>BY authorized users in the student's educational program</i>	Disclosure of Personal Health Information <i>TO authorized users at the placement site</i>
Status of compliance with site requirements for safety and/or infection control: <ul style="list-style-type: none"> <li>• Information on a student's immunity or immunization status for vaccine-preventable diseases such as Varicella, Diphtheria/Tetanus, Influenza, and Measles/Mumps or Rubella</li> <li>• Information on Tuberculosis status including TB test and/or chest X-ray results</li> </ul>	To track status of a student's eligibility according to the requirements of placement sites	Not disclosed

### Safeguards

- The accuracy and completeness of personal information within HSPnet is maintained through the use of system tools such as mandatory fields and formatting rules, and through periodic reviews of data quality to identify the need for interventions such as user training or system modifications.
- HSPnet data is physically and logically secured in accordance with industry standards and best practices, including enforcement of strict rules for physical security and backups, password protection at all points of access, and use of anti-virus software, firewall protection, and data encryption.
- Periodic audits of HSPnet transactions are carried out to ensure there are no problems and/or gaps in the user interface that might permit inappropriate access to or update of data.
- Personal information on each student, along with their placement history, is retained until the student's completion of or withdrawal from the educational program as recorded on their HSPnet profile, or after the consent expiry period of six years, whichever occurs first. A copy of their Personal Information is available to a student upon request to their jurisdiction's Privacy Officer or the national HSPnet Privacy Officer.

### Openness, Access, and Challenging Compliance

- An individual can access their own information as well as a complete description of the type of Personal Information or Personal Health Information used/disclosed and the purposes for using or disclosing the information. Such requests can be made in writing by the student to the national HSPnet Privacy Officer and/or to the local Privacy Officer within the student's jurisdiction (contact information for each province or jurisdiction is available on the HSPnet website at <https://hspcanada.net/privacy-officers/>).
- An individual may request changes to their Personal Information or Personal Health Information contained in HSPnet, or may register a complaint or challenge regarding the handling of their information in HSPnet, by submitting a request in writing to the national HSPnet Privacy Officer or local Privacy Officer within their jurisdiction.