

## **Policy: Pre-Placement Requirements**

### **PURPOSE:**

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The purpose of this policy is to inform students and faculty of the NESA BN Programs of the requirements and processes that must be completed prior to student placement in the practice setting.

### **DEFINITIONS:**

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N/A

### **POLICY SCOPE:**

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This policy applies to all students currently enrolled in the NESA BN Programs.

### **POLICY STATEMENT(S):**

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1. The pre-placement requirements are in place to protect students and patients in the practice setting and to meet the policy requirements of our practice partners.
2. The placement of students in the practice learning environment is facilitated by consistent, standardized, timely communication and documentation of pre-placement requirements.
3. Pre-placement requirements include: recommended and required immunizations, health screening tests (e.g., Mantoux Skin test for Tuberculosis), BLS-HCP Certification, Criminal Record Check, OHS requirements (e.g., Fire Safety, WHMIS, Mask Fit-testing, etc.), and others.
4. It is important to note that pre-placement requirements are subject to change.
5. Students are responsible to remain current on all pre-placement requirements for the duration of any practice experience (e.g. certifications that have an annual expiration) and provide documentation of same to the appropriate office/department as stipulated in the appendix.
6. Students who do not meet the pre-placement requirements may be held/removed from the practice setting.

### **SPECIFICS OF THE POLICY:**

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1. The School of Health Sciences Work-Integrated Learning (WIL) Coordinator (Lethbridge College), or designate, will update the pre-placement requirements annually, or as required, in consultation with practice partners and affiliated agencies (e.g. AHS communicable disease experts, local policing agencies, CPR providers, etc.).
2. Pre-placement requirements are clearly communicated to students prior to commencement of the program. Incoming students will receive information on pre-placement requirements from the

School of Health Sciences WIL Office (Lethbridge College) via Canada Post mail once the Lethbridge College Registrar receives notification from the University of Lethbridge Registrar of accepted students.

3. Current students will be advised of any changes or additions to pre-placement requirements within a given academic calendar year via the most appropriate communication modality (e.g. Canvas/Moodle, e-mail, circulated memo, etc.).
4. Necessary consent forms (e.g. HSPnet consent, NESA consent form) are distributed to incoming students during Orientation sessions. Students will be provided adequate time (24 hours) to return the completed consent form and, if applicable, will receive a copy.
5. Students enrolled at Lethbridge College will submit any specified documentation (e.g. Immunization records, Police Information Check, BLS certificate, Security & Confidentiality forms, Health Requirement Form, consent form, etc.) to the School of Health Sciences WIL Office. Students enrolled at University of Lethbridge will submit this documentation to their Faculty of Health Sciences Department for collection, monitoring, and reporting purposes.
6. Informed consent is obtained, and information is collected in accordance with the province of Alberta's FOIP (Freedom of Information & Protection of Privacy Act) legislation (Province of Alberta, 2020).

**APPENDIX:**

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N/A

**RELATED POLICIES/ASSOCIATED GUIDELINES:**

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Guideline: Supporting Competence in Medication Administration

**REFERENCES:**

Province of Alberta. (2020). *Freedom of Information and Protection of Privacy Act*. Retrieved from [http://www.qp.alberta.ca/1266.cfm?page=F25.cfm&leg\\_type=Acts&isbncln=9780779762071](http://www.qp.alberta.ca/1266.cfm?page=F25.cfm&leg_type=Acts&isbncln=9780779762071)

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***\*NOTE: NESA Policies exist within organizational frameworks of policy for Lethbridge College and the University of Lethbridge, and within agreements established with practice partner organizations. If and when NESA policies are found to differ from such policies and agreements, it is important to note that such policies/agreements will take precedence over NESA program policies.***

<b>Revised By/Date:</b>	<b>Approved by/date:</b> NESA BN Programs
Policy Review Committee: March 2012	NESA Joint Faculty Council: April 18, 2012

Policy Review Committee: April 2014	Not Required: formatting and editorial
Policy Review Committee: March 2015	Not Required: editorial and formatting
Policy Review Committee: December 2015	Not Required: no change
Policy Review Committee: December 2016	Not Required: editorial and formatting
Policy Review Committee: January 2018	Not Required: editorial changes
Policy Review Committee: January 2019	Not Required: editorial changes
Policy Review Committee: February 2020	Not Required: editorial changes/link update
Policy Review Committee: March 2021	Not Required: Updated process to current practice.
Policy Review Committee: April 2022	Not Required: editorial changes only