

Policy: Supplemental Work-Integrated Learning Experiences

PURPOSE:

The purpose of this policy is to provide direction for securing a Supplemental work-integrated learning (WIL) experience to enhance students' learning during their assigned WIL placement (i.e. practicum or preceptorship).

DEFINITIONS:

Supplemental work-integrated learning (WIL) experience: Any practice experience in an area that is not part of, but is related to, the students' assigned WIL placement is considered a supplemental WIL experience.

POLICY SCOPE:

This policy applies to all supplemental WIL experiences for students across the program. The WIL experience must include all students within one WIL student group (excluding NURS 4750).

POLICY STATEMENT(S):

Due to potential issues with risk and liability when students engage in supplemental WIL experiences; it is necessary for the program to know where students are during WIL hours. A clearly documented process is required to ensure equity of learning opportunities and to avoid learner collision with other students and programs. This documentation is also required to meet affiliation agreements (e.g. AHS Student Placement Agreement) with health care agencies (e.g. Alberta Health Services, Covenant Health, Good Samaritans, etc.) that require students be supervised at all times by either a program instructor or designated agency staff member.

The supplemental WIL experience must be relevant to the context of the WIL placement and support students in meeting course outcomes. All students in the WIL student group must have an equal opportunity to participate in the supplemental WIL experience.

SPECIFICS OF THE POLICY:

The following steps must be completed prior to the commencement of the supplemental WIL experience:

1. The instructor or faculty advisor contacts the Practice Coordinator (LC) or Assistant Dean - Nursing (U of L) for processing of the request prior to contacting the unit/site manager. This

is to ensure the equity and availability of the supplemental WIL experience and avoid learner collision at the proposed location.

Included in this request are the following:

- a. Program name
 - b. Instructor name
 - c. Course name and section number
 - d. Date and time of experience
 - e. Site location
 - f. Manager name
 - g. Purpose for seeking the experience
2. The instructor or faculty advisor will be notified by the Practice Coordinator (LC)/Assistant Dean – Nursing (U of L) when to proceed with contacting the unit/site manager to make the request.
 3. If the unit/site manager approves the request, the manager provides the name of the individual(s) who will be responsible for the student(s) during the time they are in that practice area (if it is not the instructor).
 4. The instructor sends an email to the Practice Coordinator/Assistant Dean – Nursing (U of L), who advises the WIL Office for tracking and documentation (e.g. HSPnet). The instructor also emails the unit/site manager confirming the experience. The following information must be included in both communications:
 - a. Name of student(s)
 - b. The nature of the experience (e.g. tour, shadow, etc.)
 - c. Date(s) and time(s) of the experience(s)
 - d. The approving manager
 - e. Name of the responsible staff member
 5. Travel issues (e.g. risk management) are addressed at an institutional level and dependent upon the approved activity

APPENDIX:

Supplemental Work-Integrated Learning Experience: Approval & Communication Form

RELATED POLICIES/ASSOCIATED GUIDELINES:

N/A

REFERENCES:

N/A

****NOTE: NESAs 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 NESAs policies are found to differ from such policies and agreements, it is important to note that such policies/agreements will take precedence over NESAs program policies.***

Revised By/date:	Approved by/date:
Policy Review Committee: April 2018	NESA Joint Faculty Council: May 2018
Policy Review Committee: April 2019	Not Required: editorial changes; addition of "Approval Form"
Policy Review Committee: April 2020	Not Required: no change
Policy Review Committee: January 2021	Not Required: editorial changes
Policy Review Committee: April 2022	Not Required: editorial changes (change to WIL language)