Pre-Practicum Student Handbook

Indigenous Health Program

INHL 4350

Faculty of Health Science

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Introduction

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

Indigenous Health majors are required to complete a full-time, paid or unpaid, 13-week practicum placement (15 credit hours) as credit toward their degree.

Students will be under the direction of a qualified preceptor in a rural or urban setting providing health services for Indigenous peoples, with the support of a faculty advisor. Students will have the opportunity to work collaboratively with Indigenous people, groups, organizations or a community to address selected health issues. The practicum is a unique opportunity for students to integrate and apply skills and knowledge gained through coursework in a real-world setting.

Practicum students will complete a Special Service Project focused on one health issue in a particular setting. To be successful on placement, students must meet all course learning objectives, complete all course assignments, and demonstrate progress in the development of core competencies for Indigenous Health.

Indigenous Health Values

The program's values are grounding in Indigenous values as identified at a collaborative planning session with Blackfoot and Inuit elders, Metis and community partners, faculty and staff (2016).

- Kimipiipitsin – a Blackfoot word for humility which encompasses compassion, acceptance, kindness, helping, respect and being in balance.
- Respect (which can also encompass other values)

  R – recognition of all things/everyone
  E – equity for all
  S – spirituality (recognize all)
  P – place/person (connection to)
  E – equality
  C – caring community
  T – truth (being honest in all things)

Key Program Initiatives

Key program initiatives include:

- Provide a decolonizing curriculum that honours two-eyed seeing and Indigenous ways of knowing about wellness.
- Deliver courses that are culturally safe.
- Ensure that students develop a core set of skills for work in diverse settings.
- Establish opportunities for student community engagement and learning.
- Establish and enhance internal and external relationships and partnerships.
- Inspire students to move through a learning journey that unfolds through a set of core themes in Indigenous health.
- Develop a rigorous evaluation strategy for the program.

Student Planning

Required Practicum

Indigenous Health majors are required to complete a full-time, unpaid 13-week practicum placement (37.5 hours/week; 450 hours total; 15 credit hours) as part of their degree (see below and see INHL 4350 – Practicum in Indigenous Health, U of L Academic Calendar, p. 432). This course provides students a placement with a preceptor in a community setting and the opportunity to gain skills and competencies for Indigenous health practice. INHL 4350 is a pass/fail course.

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

All Indigenous Health degree students registered in INHL 4350 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.

Faculty members who are supervising practice experiences may require a student to leave a practice setting at any time if, in the opinion of the faculty member, the student's practice threatens patient/client safety or is disruptive to patient/client care. The Dean will review the case in a timely fashion to determine whether, and under what conditions, the student may return to the practice setting.

Program Planning

Consult the Academic Advisor regarding selection of optional courses and career planning in relation to areas of Indigenous health practice or graduate studies. Students are encouraged to review and track progress in the Program Planning Guide. Advanced planning is recommended to support optimal progression through the degree requirements.

Academic Standing

To be in good standing, on academic probation or required to withdraw, a student must fall within the GPA ranges as indicated below:

Number of Completed Courses (includes transfer courses)[1]	Good Standing	Academic Probation	Required Withdrawal
0-5	1.70 or higher	0.00-1.69	-
6-10	1.70 or higher	1.50-1.69	Below 1.50
11-20	1.85 or higher	1.70-1.84	Below 1.70
21-30	2.00 or higher	1.85-1.99	Below 1.85
31-40	2.00 or higher	2.00	Below 2.00

[1]*The number of completed courses is based on a standard 3.0 credit hour course.*

Required Withdrawal: A student is required to withdraw from the Faculty of Health Sciences if any of the following occurs:

- the cumulative GPA falls below the required levels for two or more consecutive terms at the end of the spring term;
- the student fails a practicum course; or
- the student fails to meet the Standards of Professional Conduct (see p. 196, 2017/2018 Academic Calendar)

A student dismissed for academic reasons may apply for readmission by the appropriate deadline after a lapse of one full year. Readmission is not guaranteed. Students dismissed for a second time will not be

readmitted to the program. Students are advised to contact an academic advisor as early as possible to discuss the possibility of readmission. The Dean will review the case in a timely fashion to determine whether, and under what conditions, the student may return to the practice setting.

Student Support Services

Insurance

The University of Lethbridge maintains a liability insurance program, inclusive of Comprehensive General Liability, Errors & Omissions Liability and Professional Liability. These coverages extend to Indigenous health students enrolled in the program and while acting within the scope of their academic requirements and duties.

The insurance provides coverage for activities required for completion of the course of studies including home visits, field trips, and contracted affiliations at other agencies. (Note any activities performed outside of the student's academic program or independent of the student's academic requirements is not insured under the University's liability insurance program). The University provides proof of this coverage to affiliated organizations in line with the student placement contract terms.

The University of Lethbridge is not responsible for Indigenous Health students who are working as volunteers (with the exception of service learning or field schools completed as a part of a course requirement) or paid employees in other institutions. Students participating in functions for other agencies do so as private individuals unless there is a contractual agreement between the University and the agency.

The student is responsible for ensuring that they have their own primary health care and an extended health insurance plan in place prior to beginning the academic program.

Students registered PTE/FTE are automatically enrolled in the ULSU Student plan (unless the student has opted out). For more information on the student health and dental plan please visit web page: http://ulsu.ca/health-and-dental.

The student is further responsible for their own property insurance to cover off personal losses and for automobile insurance to cover use of private automobiles. The student should recognize their responsibility for their property and evaluate their need to bring it to a worksite and determine their need for insurance coverage in the event their property is lost, damaged or stolen. Students carpooling others are additionally required to complete a University driver agreement and carry a minimum of $1,000,000.00 Third Party Liability.

Workers' Compensation

Students, in accordance with part 7 of the Alberta Workers' Compensation regulation, may be eligible for benefits under the Workers' Compensation Board (WCB) for injuries/illnesses that occur while attending and participating in practicum learning experiences. In cases of an injury (any illness and injury that occurs at a worksite).

Non-Alberta resident students who are registered at the University and taking a required practicum and are placed with an employer outside of Alberta are not covered by the Alberta WCB program as criteria listed in Section 28 of the Alberta Workers Compensation Act are not satisfied. For more information on eligibility under a WCB/WSIB program please review the web page: http://www.uleth.ca/risk-and-safety-services/distant- learners. The University does not purchase worker's compensation coverage for distant learners and students in conjunction with the Faculty should locate a practicum site that will agree to:

i. Accept the student without worker's compensation coverage in order to complete the practical component of the educational program or
ii. Will agree to cover the student during the practicum at their expense and risk in order for the student to complete the educational practicum components required for the program; and/or

iii. Agrees to accept the student with proof of medical, dental and accidental death and dismemberment coverage.

For the benefit of registered distant learners who do not qualify for Alberta WCB coverage, the University participates in a Student Accident & Injury Coverage program. Students with questions relating to policy terms and exclusions should be directed to the Faculty advisor and then if further discussion is warranted please contact the department of Campus Safety, Insurance & Risk at: insurance.risk@uleth.ca or 403-329-2099.

Accident/Incident Reporting

For Wellness & WCB reporting, safety compliance and/or insurance purposes all incidents/accidents occurring in the course of the student's academic initiative that result in injury to the student and/or injury or property damage to others or that may have the potential to give rise to a claim against the student and/or the University, must be reported to the site supervisor, faculty liaison and University through the safety reporting system at: (https://www.uleth.ca/campus-safety/safety-reporting)

Should an injury incident occur, inform your faculty liaison as soon as possible (within 24 hours) especially if medical treatment is required and further advise the attending physician that the injury is work related.

Your faculty liaison will support you in reporting the incident/injury, completing forms and assuring appropriate medical follow-up or risk assessment.

Support Services for Indigenous Students in Health Sciences

The Faculty of Health Sciences provides personal and academic support services to self- declared First Nations, Inuit and Métis students who are interested in careers in the health sciences. An integrated approach involving incorporation of Elders, mentors and advisors is used. Assistance is also offered to help locate resources such as laptops, tutors, scholarships and bursaries. Social networking opportunities help students successfully adjust to student life and create peer support systems.

If you would like to access our services or have any questions, you're encouraged to contact the Learning Facilitator, Tara Froehlich at (403) 329-2649, or stop by her office, located in Markin Hall.

Scholarships

Speak to Scholarships and Student Finance (AH115) about other scholarships available for qualified Indigenous Health students.

University of Lethbridge & Community Resources

There are numerous support services not only on campus for students to get assistance, but in our community as well. Please see Appendix X for faculty resources, UofL resources and community resources students might find helpful.

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 is usually submitted no later than 6 months prior to a practicum (see Section 7, Practicum and Appendix II 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.

Timelines for Practicum Planning:

- Discuss your areas of interest with the Internship Specialist 6-12 months in advance or by the fall of 3rd year. Practicum requests made less than 6 months prior to placement start will not be accepted.
- Complete the Pre-Practicum Request Form (at least 6 months in advance)
- Students interested in an out-of-region practicum placement (> 500 km from Lethbridge) must provide contact information for a proposed agency placement at least 12 months in advance of the placement.
- Proposed placement options will be assessed by the Internship Specialist and Program Coordinator.

Prerequisites for Practicum

Prior to registering for Indigenous Health 4350 – Practicum in Indigenous Health, students must have met the following course requirements:

- All required Indigenous Health prerequisite courses (Indigenous Health 1000, 3300, 3310, Public Health 3420, Health Sciences 3510) and 25 university-level courses and a minimum of 75.0 credit hours.

Students should consult with the Academic Advisor to ensure they meet or are on track to meet all the prerequisite requirements before meeting with the Internship Specialist.

International students must confirm with the International Centre that they have the correct paperwork in place (visa) to complete practicum.

Virtual Practicum

The practicum is expected to be in person and follow the format that the site preceptor primarily works (i.e., if they provide in-person health services, students are expected to follow this same format). However, in some instances, it may be appropriate for a student to complete a virtual placement. For a student to qualify for a virtual practicum, the following pre-requisites must be met: Have a minimum of 5000 hours of paid work experience as a health practitioner in a healthcare related field (must provide proof of the hours worked in the role and that the experience used Indigenous health frameworks and Indigenous methods or processes – job description/employment letter or equivalent); have a minimum cumulative GPA of 3.3; 3 reference letters (1 from employer, 1 academic, 1 character reference letter); provide a letter of intent (i.e., why you are looking for a virtual placement versus in person); and have an interview with the Practicum Coordinator (if requested). Students must be able to demonstrate in-person experience in the field; at least 50% of their job utilizes Indigenous frameworks or epistemologies; be willing to have an interview with the internship coordinator to ensure course requirements can be met through the placement; and their normal/typical duties are virtual. As with any practicum, the student is expected to follow the hours and format the supervisor uses; thus, students cannot request a virtual placement from a supervisor who provides services in an in-person/hands-on format. A virtual placement means the supervisor already offers their services primarily in a virtual format. *Students looking to do a virtual placement must communicate this with the internship coordinator no less than 5 months in advance of their expected internship and provide the necessary documentation (i.e., letter of intent, reference letters, etc.) no later than 4 months prior to the expected start of the practicum.

Pre-Placement Requirements for Practicum

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

- a completed Immunization History Form, immunization records and Immunization Follow-up Form (if required) 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
- written notification of changes in immunization status
- 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 from the Internship Specialist
- standard First Aid (valid for duration of practicum placement)
- CPR (Minimum Level C) (valid for duration of practicum placement)
- a security check prior to certain placements
- completed Consent for Collecting & Disclosing Student Information and Acknowledgement of Procedures for Practicum Placement form (Appendix: IV)
- completed U of L Informed Consent, Risk Acknowledgement & Indemnity Agreement (The Internship Specialist will prepare the form once the placement is confirmed)
- completed Hazard Assessment and Control Report Form (The Internship Specialist will prepare the form once the placement is confirmed)
- confirmation that student has reviewed the U of Lethbridge Dress (Appendix: VIII) and Attendance Policy (Appendix: IX)
- completed HSPnet Consent Form (Appendix: VII)
- any additional agency specific documentation requirements.

Submit all documentation for these practicum requirements to the Internship Specialist, Faculty of Health Sciences (M3080) at least one month prior to a practicum placement. Use Appendix III: Indigenous Health Degree – Practicum Checklist (final preparations) for reference.

In the event that there is an influenza outbreak or pandemic affecting the facility/community agency in which the student is placed for a practicum, all unvaccinated students, or students for whom flu vaccination status is unknown, will be excluded from the practicum for the duration of the outbreak. Inability to access the practicum setting may subsequently contribute to failure to attain course outcomes and result in delays in program progression.

Health Requirements

Students are advised that certain health requirements need annual or periodic updates (see the Immunization History Form and the Immunization Follow-up Form Appendices VI & VII). This is particularly important prior to a practicum placement (see the pre-practicum check list).

It is strongly recommended that all Indigenous Health students review and maintain an up to date immunization status. Immunizations protect both the student and those they will come in contact with during classes, course assignments, or a practicum placement. An annual influenza vaccination is recommended for all Indigenous 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 October and November.

Students are required to review their immunization status with a nurse[1] (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, 3rd floor Markin Hall, office M3080 at least one month prior to a practicum placement (see Section 3).

The following are steps regarding your immunization forms:

1. Book an appointment for immunization review with a nurse (2 – 3 months prior)
2. Complete recommended immunization updates

3. Submit the completed Immunization History Form, (and the Immunization Follow-up Form if required) and a copy of your immunization records (at least one month prior). or
4. 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.

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[1]Immunization clinics are available at AHS community health sites. If you have difficulty making an appointment to get the Immunization History Form completed by a Nurse, please let the Internship Specialist know.

Police Information Check

Contact the Internship Specialist for a reduced cost form before requesting a police information check for practicum (a discount is available for students). A police information check is required prior to courses involving service learning activities, the required practicum (HLSC 4350), or an optional cooperative education work experience.

As per legislation and affiliation agreements, health care and community agencies (an outside agency) require police information checks of all students prior to participating in a service learning, practicum placement or work experience. The University of Lethbridge is authorized to collect this information on their behalf.

Students are required to submit an original police information check to the Internship Specialist within 90 days of the date on the police information check. Students are also advised to bring a photocopy of the police information check with them on the first day of their practicum placement. Inability to produce a copy of the police information check, if requested by the agency may result in a delay in starting your learning experience with an agency.

The initial police information check submission is usually sufficient for the duration of the program except in instances where an agency may require a more recent check. Students who leave the Indigenous Health major for one semester or longer will be required to submit a new police information check upon returning to the program. Students are obligated to inform the program of any changes to their Police Information check status while enrolled in the Indigenous Health major and most agencies require notification if there is a change that may affect your status during a learning experience with an outside agency. Failure to inform the Faculty of Health Sciences office of a change of status is considered a breach of ethical student conduct.

Additional Requirements

Standard First Aid & Health Care Provider Cardiopulmonary Resuscitation Certification

Prior to a practicum placement, all Indigenous health majors are expected to hold current Standard First Aid and CPR certification (e.g., St John Ambulance or Red Cross). Students in Indigenous 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 will be excluded from all practicum settings if they do not have valid 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. Students are expected to meet agency requirements for CPR and First Aid if they differ from the UofL practicum requirements.

Security Check

Practicum placements with a child service focus may require a 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.

Ethical Conduct for Indigenous Health Practice

Indigenous Health faculty members are committed to maintaining freedom of thought, belief, opinion, and expression among teachers and learners. We have the responsibility for fostering 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 Indigenous Health. The ethical conduct requirements outlined here reflect the application of key concepts from Indigenous Health practice.

Ethical standards expected of students and faculty of Indigenous Health include the following fundamental principles:

1. Respect for the dignity of persons
2. Not willfully harming others
3. Integrity in relationships
4. Responsible caring
5. Respect for the health and well-being of others

Serious violations of the standards of professional conduct may result in a student being disciplined, including being suspended or expelled from the program. A student disciplined in this way may appeal under Academic Regulations, Student Policies of the Academic Calendar.

Students are expected to review the principles of ethical practice prior to a practicum placement (as adapted below from the Public Health Leadership Society, 2002). A breach of ethical conduct may result in dismissal from a practicum and the Indigenous Health major. The general ethical principles guiding practice include:

- Promoting and protecting 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 Indigenous people and the public in the creation of healthy public policies, programs, and priorities (participation and empowerment).
- 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).
- 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 Indigenous health practice.
- Maintaining 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 (respect for human dignity and diversity).
- Acting to enhance and protect the physical and social environment and promote sustainable development.

Additional ethical principles guiding Indigenous Health practice include (see the Core Competencies for Aboriginal Health – Yanicki, 2017, available in the INHL 4350 Moodle website):

- Doing no harm and ensuring that actions/interventions to promote health and wellbeing are beneficial (non-maleficence and beneficence)[1]

- Demonstrating a commitment to:
    - health equity and social justice for all peoples[2]
    - human rights and Indigenous rights[3]
- Demonstrating respect for Frist Nations, Inuit and Metis peoples:
    - cultural integrity, continuity[4], and safety[4],
    - self-determination[4]

The following standards describe the characteristics for ethical practice that should be visible to instructors, patients, and colleagues in your behaviours as an Indigenous Health 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 Indigenous health practice.
- Apprise your faculty 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 Indigenous Health practice.
- Report unethical conduct (e.g., risk of harm to others in a practicum setting) through appropriate channels.

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[1] Dempsey, C., Barttel-Kirk, B., Barry, M. M., & CompHP Project Partners. (2011). *CoreHP Core Competencies Framework for Health Promotion.*

[2] Public Health Agency of Canada (2008). *Core competencies for public health in Canada*.

[3] Hunt, S. (2015). *Review of core competencies for public health: An Aboriginal public health perspective*.

[4] Chandler, M., & Proulx, T. (2006). Changing selves in changing worlds: youth suicide on the fault-lines of colliding cultures. *Archives of Suicide Research, 10*(2), 125-140.

Policies

The following policies apply to practicum placements (Indigenous Health & Public Health): http://www.uleth.ca/healthsciences/PHpolicies)

i) Attendance Policy
ii) Student Dress Policy

Indigenous Health students participating in a practicum are required to sign off on having reviewed these policies prior to beginning a practicum placement. See the Internship Specialist.

Appendix I: Core Competencies for Indigenous Health – Expectations

Graduates of the Indigenous Health major of the Bachelor of Health Sciences program will:[1]

1. **Demonstrate knowledge of the core theoretical foundations for Indigenous health including the social determinants of population health and principles of health promotion.**
    a. Attitudes reflect an orientation of respect, self-reflection and cultural humility.
    b. Demonstrates knowledge of the ethical principles and values guiding Indigenous health practice.
    c. Demonstrates knowledge of the history and effects of colonialism and historic trauma.
    d. Demonstrates knowledge of the determinants of Indigenous health and illness.
    e. Demonstrates knowledge of decolonizing, antiracist and culturally safe approaches to practice
    f. Demonstrates knowledge of key concepts: traditional health concepts and two-eyed seeing.
    g. Demonstrates an awareness of the Canadian health care system and multiple jurisdictions.
2. **Demonstrate knowledge of approaches to Indigenous health assessment and surveillance to support evidence-informed decision-making.**
    a. Recognizes and identifies Indigenous health issues and opportunities for promoting health, wellness and healing.
    b. Identifies relevant and applicable information, assets and resources.
    c. Collects, stores, retrieves and manages information on a health issue.
    d. Analyzes information to determine implications, uses, gaps, limitations and applicability to local contexts (with assistance).
    e. Participates in information analysis and interpretation (with assistance).
    f. Participates in engaging stakeholders in the assessment process.
3. **Demonstrate the ability to appraise information and evidence to guide planning, policy, implementation and evaluation.**
    a. Participates in planning and implementing programs in collaboration with partners including Indigenous people as partners)
    b. Adapts programs (and/or policies) for specific population groups (with assistance).
    c. Utilizes culturally appropriate evaluation strategies to monitor or evaluate services, programs and interventions.
    d. Evaluates an action, policy or program (e.g., for cultural safety, health outcomes and equity).
4. **Demonstrate the ability to collaborate with partners in addressing Indigenous health issues.**
    a. Establishes trusting relationships
    b. Identifies and collaborates with stakeholders and partners.
    c. Works effectively in teams/groups.
    d. Supports collective action with partners to support advocacy efforts.
    e. Identifies and mediates between differing interests (with assistance) to support health, wellbeing, healing and reconciliation.
5. **Demonstrate respect for diversity among peoples.**
    a. Recognizes how the determinants of health impact the health and wellbeing of specific population groups.
    b. Demonstrates an openness to learning from Elders and Indigenous peoples.
    c. Demonstrates cultural competences and cultural safety in interactions.
    d. Demonstrates respect for diversity and inclusive practices.
6. **Demonstrate effective communications (oral and written) in working with clients (individuals, groups and communities) in practice settings.**
    a. Demonstrates culturally safe communication (e.g., uses plain language [written & oral] and/or professional interpreters/translated materials as appropriate).
    b. Utilizes technology effectively to communicate with diverse audiences.
    c. Respects confidentiality and privacy.
    d. Facilitates discussions with groups, organizations and communities (e.g., with written questions).
7. **Demonstrate leadership and ethical practice in promoting the capacity of organization and communities to create healthy workplaces and environments.**
    a. Contributes to a shared vision.
    b. Contributes to a project, team or an organization.
    c. Demonstrates ethical practice (e.g., applies ethical principles to manage self, others, information and resources).
    d. Promotes capacity building by sharing knowledge, tools, and resources.
    e. Works independently and with supervision.

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[1] Adapted from the Public Health Agency of Canada (2008) and the core competencies for Aboriginal Health – developed for the Faculty of Health Sciences, University of Lethbridge (Yanicki, 2018).

Appendix II: 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. Indigenous 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)

Appendix III: Practicum Checklist (final preparations)

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

Term prior to Practicum

____Meet with *Internship Specialist* at least 6 months prior to practicum term to plan a placement
____Pre-Practicum Request form
____Resume/CV
____Consent for Collecting & Disclosing Student Information and Acknowledgement of Procedures for Practicum Placement form

Government of Canada – National Security Check (Only required for federal government placements – e.g. Health Canada, First Nations Inuit Health)[2]
_____Done if applicable – National Security Check to be completed ≥ 3 months prior to the start of practicum

Pre-Practicum Requirements (Submit at least one (1) month prior to start of placement)

_____*Standard First Aid (valid over placement duration)
_____*CPR (Minimum level C – valid over placement duration)
_____Indigenous Health Immunization History Form or Acknowledgement of Risks Form (complete all immunizations/screening well in advance of the start of practicum)[1]
_____Immunization Records
_____DocuSign Forms - (sent out by Internship Specialist) 2 weeks prior to placement, includes the following forms:
a. UofL Informed Consent Risk and Indemnity Agreement
b. UofL Hazard Assessment
_____Moodle Module "The Practicum Student Orientation" found here. Submit certificate upon course Completion
_____Police Information Check (submit to Internship Specialist within 90 days of check - can take up to two months to obtain) Reduce Cost Forms are available from the Internship Specialist.
_____Government of Alberta ATIA Training (On-line)–for all placement settings in Alberta
_____U of L Indigenous Health Student name tag – arranged by Internship Specialist

Alberta Health Services (AHS) Pre-Practicum Requirements

_____HSPnet application form – completed ≥ 6 months prior to AHS placement
_____AHS Non-Clinical Student Placement Request – done by Internship Specialist
_____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
_____AHS Orientation - send in certificate upon completion
_____AHS Harassment Training - send in certificate upon completion

***Agency Specific – if Agency does not require Standard First Aid & CPR this requirement is optional**

Confirmation - Checklist and all Documentation submitted 1-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**

1 Plan to book an appointment for immunizations at least 3-months prior to the start of practicum – contact AHS Train Station site for an appointment (403-388-6666) for Adult Immunization Clinic (*expect a 1-month delay for appointments). Complete records transfer requests prior to your immunization appointment (for out-of-area records).
2 Failure to meet this requirement will exclude students from this practicum placement opportunity.
3 Failure to submit required documentation by deadlines may result in a delay in the start of practicum

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.
- I acknowledge that I am required to have medical and dental insurance (such as the UofL Student Union Health and Dental Plan coverage) over and above any provincial health care coverage which must be valid over the duration of the placement.
- 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 collected on this form is for practicum purposes. This collection is authorized by section 4(c) of the Alberta Protection of Privacy Act (POPA). The University of Lethbridge uses automated systems to generate content and make decisions, recommendations and predictions. The personal information collected may be included in these automated systems. For questions about the collection of personal information, contact the Privacy Officer, University of Lethbridge, 4401 University Drive West, Lethbridge, Alberta, T1K 3M4, privacy@uleth.ca, or 403-332-4620.

Appendix V: Immunization History Form

University of Lethbridge

INDIGENOUS HEALTH - IMMUNIZATION HISTORY FORM

Name: _____ Date of Birth: _____

Student ID#: _____ Provincial Health Care #: _____

ATTENTION: PUBLIC HEALTH NURSE (or other Health Care Professional)

The purpose of this form is to **provide a one-time snapshot of the current immunization status** of the above mentioned individual. Please indicate either "Met" or "Not Met" as per the immunization standard. These standards are based on the *Alberta Health Services Immunization Program Standard #08.302* (dated February 4, 2019). If standard is met, please check the "Met" box and provide the information requested if applicable (e.g. date of vaccine). **If standard is "Not Met', please check the "Not Met" box. Please ensure you have checked either "Met" or "Not Met" for each immunization standard, i.e. do not leave any blank.**

These immunizations are strongly recommended **(exception is rubella- legislated requirement)** for students planning to complete a practicum placement in an undergraduate Indigenous Health program. **Submit *a copy*** of the completed form to **the *Internship Specialist* (required 2-3 months prior a practicum placement).**

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

PLEASE TURN OVER …… MORE IMMUNIZATION HISTORY ON BACK OF THIS PAGE

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

Protection of Privacy - The personal information collected on this form is for practicum purposes. This collection is authorized by section 4(c) of the Alberta Protection of Privacy Act (POPA). The University of Lethbridge uses automated systems to generate content and make decisions, recommendations and predictions. The personal information collected may be included in these automated systems. For questions about the collection of personal information, contact the Privacy Officer, University of Lethbridge, 4401 University Drive West, Lethbridge, Alberta, T1K 3M4, privacy@uleth.ca, or 403-332-4620. 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-ipsm-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 VI: Immunization Follow-up Form

University of Lethbridge

INDIGENOUS HEALTH - IMMUNIZATION FOLLOW-UP FORM

Name:_____ Date of Birth: _____

Student ID#:_____ Provincial Health Care #: _____

ATTENTION: PUBLIC HEALTH NURSE (or other Health Care Professional)

The purpose of this form is to identify and facilitate necessary immunization follow-up. Student to submit copy of this form to the Health Sciences Office once an immunization has been verified as met by a PHN.

IMMUNIZATION FOLLOW-UP (check and initial if required)	FOR HEALTH OFFICE USE ONLY	IMMUNIZATION STANDARD MET (Based on Immunization History Form)
Tetanus, Diphtheria ☐ Initial		☐ Met Date: Signature:
Pertussis ☐ Initial		☐ Met Date:_____ Signature:
Measles ☐ Initial		☐ Met Date:_____ Signature:
Mumps ☐ Initial		☐ Met Date:_____ Signature:
Rubella ☐ Initial		☐ Met Date:_____ Signature:
Varicella (Chicken Pox) ☐ Initial		☐ Met Date:_____ Signature:
Influenza ☐ Initial		☐ Met Date:_____ Signature:
Hepatitis B ☐ Initial		☐ Met Date:_____ Signature:
Tuberculosis ☐ Initial		☐ Met Date:_____ Signature:

Appendix VII: HSPnet Consent Form

Health Sciences Placement Network
Réseau de gestion des stages en sciences de la santé

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.

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.

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

HSPnet
Health Sciences Placement Network
Réseau de gestion des stages en sciences de la santé

Identified Purposes and Handling of Personal Information and Personal Health Information in HSPnet
Updated: July 9, 2019

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.

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 *May include any or all of:*	**Uses of Personal Information** *BY authorized users in the student's educational program*	**Disclosure of Personal Information** *TO authorized users at the placement site*
• Student name • Student home address, phone numbers, email addresses • Student number • Student photograph • Placement Preferences (1st, 2nd and 3rd choices if offered) • Student gender • Student certification ID with registering body for their discipline (e.g. RN Association, College of Physicians and Surgeons) • Date of Birth: DD/MM (excludes year)	• To contact students regarding placement needs or status, or regarding urgent issues such as labour disruption at the placement destination • To generate class placement lists, confirmation notices and schedules • To maintain a student history of placements	**Student name** 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). **Student email address** (issued by the educational program) may be released to support administration of computer access at the site. **Student certification ID** may be released to sites if needed to coordinate placement arrangements such as computer access. **Student gender** may be disclosed in the following limited situations: • For allocation of change rooms and lockers at the site • For matching the gender of the student and supervisor (e.g. for homecare visits where the client **may** specify a preference) **Date of Birth (DD/MM)** may be released to sites if needed to coordinate placement arrangements such as computer access.

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 *May include any or all of:*	**Uses of Personal Health Information** *BY authorized users in the student's educational program*	**Disclosure of Personal Health Information** *TO authorized users at the placement site*
Status of compliance with site requirements for safety and/or infection control: • Information on a student's immunity or immunization status for vaccine-preventable diseases such as Varicella, Diptheria/Tetanus, Influenza, and Measles/Mumps or Rubella • Information on Tuberculosis status including TB test and/or chest X-ray results	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.

Appendix VIII: Policy - Student Dress Policy

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 (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 Indigenous 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 agency supervisor and 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 IX: Policy - Attendance

Attendance for all assigned practicum days is mandatory. Students are strongly encouraged to maintain excellent attendance in all 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 health practitioner may result in subsequent failure of the course. Student conduct is expected to comply with the principles of ethical practice in indigenous 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 Indigenous 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) may be granted permission to attend official conferences/meetings during 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 Indigenous Health major.

Appendix X: On and Off Campus Support Services for Students

INDIGENOUS HEALTH FACULTY DIRECTORY		
Office	**Name/Title**	**Phone/Email**
M3090	Jon Doan, Dean, Faculty of Health Sciences	403.329.2676
M3092	Pam Smith, Administrative Manager & Executive Assistant to the Dean	403.329.2676 pamela.smith4@uleth.ca
M3088	Julia Brassolotto, Associate Dean	403.329.2432 julia.brassolotto@uleth.ca
M3098	Shawna Martinez, Administrative Assistant & Executive Assistant to the Associate Dean	403.382.7152 shawna.martinez@uleth.ca
Indigenous Health Faculty		
M3064	Melissa Shouting, Instructor & Program Chair	403. 317.2889 melissa.shouting@uleth.ca
M3065	Janice Victor, Assistant Professor	403.317.2861 janice.victor@uleth.ca
Public Health Faculty		
M3063	Julia Brassolotto, Associate Dean, Assistant Professor	403.332.4097 julia.brassolotto@uleth.ca
M3064	Silvia Koso, Instructor	403.332.4088 silvia.koso@uleth.ca
M3049	Richard Larouche, Assistant Professor	403.332.4439 richard.larouche@uleth.ca
M3057	Brenda Leung, Assistant Professor	403.329.2366 brenda.leung@uleth.ca
M3054	Nimesh Patel, Instructor	403.329.2299 nimesh.patel@uleth.ca
Other Faculty		
M3059	Olu Awosoga, Assistant Professor, Health Sciences	403.332.4058 olu.awosoga@uleth.ca
Support Staff		
Office	**Name/Title**	**Phone/Email**
M3080	Marina Christman, Internship Specialist	403.329.2576 marina.christman@uleth.ca
	Graduate Advisor	403.329.2419 graduate.health@uleth.ca
M3074	Janelle Fyfe, Academic Advisor, BHSc Programs	403.329.7118 health.sciences@uleth.ca
M3078	Sianna Cherweniuk, Learning Facilitator – Support Services for Indigenous Students in Health Sciences	403.329.2649 s.cherweniuk@uleth.ca
M3083	Sharon Lawson, Administrative Support	403.382.7186 sharon.lawson@uleth.ca

On-Campus Support Services		
Department/Location	**Phone/Website**	**Description**
Accommodated Learning Centre University Hall, B760	403.329.2765 www.uleth.ca/ross/accommodated-learning-centre	The Accommodated Learning Centre (ALC) facilitates academic accommodations for students with a wide range of documented conditions including: learning disabilities, ADHD, psychiatric disorders, medical, mobility, and sensory conditions. The ALC provides exam accommodations, specialized support staff, assistive technologies and grant funding assistance to eligible students. The ALC can also conduct screenings for those who suspect a learning disability to determine if further assessment is warranted. The ALC encourages skill development and promotes self-advocacy toward increased independence among students registered with the Centre. For more information and possible assistance, please contact the Accommodated Learning Centre.
Career Services Anderson Hall, AH153	403.317.2845 www.uleth.ca/career-bridge/career-services career.services@uleth.ca Job Board: myexperience.uleth.ca	The following additional career services are available free of charge for students and alumni: *Career Exploration/Job Search Techniques* - The department supports students in gathering occupational information such as: what you can do with your major, job qualifications, job duties, educational requirements and labour market conditions. The department assists students in all aspects of the job search process (e.g., resume writing, interview techniques) on an individual appointment basis or in a group workshop. *Job Postings* - Students/alumni looking for a job (part-time, temporary, summer or full-time after graduation) can view job postings via the online job board. Log onto the job board with your University of Lethbridge username and password. *On-Campus Recruitment (OCR)* - The department assists employers in recruiting University of Lethbridge students throughout the year. On-campus recruiting (OCR) postings can be found on our job board. *Career Events* - The department coordinates the annual university-wide Career Fair (typically held in September) and the Summer Job Fair (typically held in February). The Career Fair and the Summer Job Fair are open to all students and the broader community, and provide an exceptional opportunity to gather information on career paths and to network with potential employers. **Note:** *For further information on all programs, please contact Counselling and Career Services at 403-317-2845, visit us in Anderson Hall (AH153), or access additional information through our website.*
Counselling Services Anderson Hall, AH153	403.317.2845 www.uleth.ca/counselling counselling.services@uleth.ca	Counselling services are provided free of charge to registered students. The purpose of counselling services provided is to contribute to the total well-being and development of individual students. Individual personal mental health counselling and career counselling, as well as group and wellness workshops are offered to assist students in realizing their educational and personal potential.

On-Campus Support Services		
Department/Location	**Phone/Website**	**Description**
		Although Counselling and Career Services normally operates on an appointment basis, counsellors see students experiencing a personal crisis as quickly as possible. After-hours and weekend emergencies should be handled through Campus Security (403-329-2345) or the emergency service at Chinook Regional Hospital (403-388-6300). Personal crisis situations experienced after hours should be directed to the Distress Line of Southwestern Alberta (403-327-7905 or 1-888-787-2880). Students with career and/or mental health concerns are encouraged to make a counselling appointment before the situation becomes overwhelming. Students are required to come to our office (AH153) to schedule an appointment.
Health Centre Student Union Building, SU020	403.329.2484 http://www.uleth.ca/hr/health-centre healthcentre@uleth.ca	The University of Lethbridge Health Centre is a diverse team of medical and mental health professionals offering students, faculty and staff a wide range of professional and confidential care for a variety of health issues, including: •Illness and injury; •sexual health (STI testing, birth control including IUD insertions, pregnancy testing); •sleep problems; •skin concerns and allergies; •mental health (anxiety, depression, ADHD); and •general health questions and more. To make an appointment, call or visit the Health Centre in the Students' Union Building on the basement level, SU020. Walk-ins available. *Hours: Monday-Friday; 9:00AM-4:00PM*
International Office Students' Union Building, SU040	international@uleth.ca international.advice@uleth.ca 403.329.2053	The International Office provides non-academic advising services to assist international students in adapting to campus life. International Student Advisors provide assistance related to immigration, and academic and cultural transition. The International Office also provides services and programs to international-admission students, including English for Academic Purposes (EAP) and English Language services.
Scholarships & Student Finance Anderson Hall, AH115	www.uleth.ca/ross/student-finance/awards www.uleth.ca/ross/student-finance	Students can access information and applications for scholarships, bursaries and financial assistance (emergency and other)
Writing Centre Library, L1010	www.uleth.ca/artsci/academic-writing/writing-centre	The University's Writing Centre offers individual consultations with trained academic writing instructors and tutors to students from all Faculties and programs. The Writing Centre provides practical writing support that supplements in-class instruction and helps students understand a wide variety of writing assignments including research papers, summaries, critical essays, literature reviews, annotated bibliographies and lab reports. It also provides assistance with formatting, thesis development, essay organization and grammar and punctuation.

On-Campus Support Services		
Department/Location	**Phone/Website**	**Description**
		Appointments can be made online by visiting the Writing Centre website.
Students' Union Food Bank Students' Union Building, SU180	Food.bank@ulsu.ca http://www.ulsu.ca/?p=23 403.329.2222	All students on campus who are in need are eligible to access the ULSU Food Bank! How To Access a Hamper • Email a hamper request to food.bank@uleth.ca or call 403-329-2222. • On your first visit you will be required to fill out a short form and show your UofL student ID. For subsequent visits you will be required to show your student ID. • One day notice is required for a hamper request. If the hamper is not picked up within 3 days you will have to resubmit your request. • Each person is allowed two hampers per month for a total of 10 visits per academic career.

Off-Campus Support Services		
Agency	**Contact Information**	**Description**
Interfaith Food Bank Society	1103 – 3 Avenue North 403.320.8778 http://www.interfaithfoodbank.ca	Interfaith Food Bank is committed to recognizing the human dignity of those in need and providing food and access to services and resources generated from within our community. We cater to those in a variety of situations, ranging from single-parenthood, to seniors on fixed incomes, to the under or unemployed, or to those with other social or economic barriers.
Lethbridge Food Bank	1016 – 2 Avenue South 403.320.1879 https://lethbridgefoodbank.ca	**Mission**: To Support people with access to food and community resources. The Lethbridge Food Bank was founded and established in 1982, to serve Lethbridge and surrounding area with access to healthy food options. The Lethbridge Food Bank is an important part of a vibrant community to ensure a food security resource for families in need.
Lethbridge Family Services, Immigrant Services	701 – 2 Avenue South 403.327.5724 https://www.lfsfamily.ca/immigrant_services/	For more than twenty years, LFS Immigrant services has welcomed immigrants and refugees to Lethbridge. It takes a lot of courage and hope for the future to come to a new country and build a life, and we are here to support newcomers along that journey. Our services are free and offered in English and 39 other languages.