

# North York General Hospital Policy Manual

Student Policy

NUMBER: VI-a-90

CROSS REFERENCE: Communicable Disease Surveillance IV-b-50  
Security Check III-b-5

ORIGINATOR: Director of Medical Education  
Director of Professional Practice Research & Education

APPROVED BY: Medical Advisory Committee  
Operations Committee

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## Introduction

North York General Hospital is a Community Academic Hospital actively involved in teaching future health professionals and other learners. The hospital has affiliation agreements with many academic institutions and organizations in order to participate in the teaching of these students. An education infrastructure is required to ensure an optimal education experience for the students consistent with the objectives of the sponsoring institutions and ensuring the health and safety of the students. In addition, to mitigate organizational risk, appropriate oversight of the student activities is required. This policy applies to all students at NYGH. This policy does not apply to “student” employees, observers, interns<sup>1</sup> or volunteers.

## Definitions

### Students

A student is:

1. Any person enrolled in an education program at an academic institution or organization with a current academic affiliation agreement with NYGH  
OR
2. Any person enrolled in an accredited learning program at NYGH that is either an undergraduate, postgraduate or graduate learner  
AND
3. not an active staff or physician at NYGH

Students require:

1. Defined learning objectives  
AND
2. The provision of an evaluation of their educational experience by a teacher/supervisor

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## Student Educational Experience

A student educational experience is any experience or activity occurring at North York General Hospital (including the General Site, Branson or Senior's Health Centre) for the purpose of learning. The experience may include clinical and non-clinical activities.

1. For the purposes of this document, an intern is an individual (paid or unpaid) doing on-the-job training for purposes of experience or job exploration on a temporary basis. Individuals that meet the policy definition of "student" are NOT considered interns.

### **Criteria and Process for Accepting Students**

Initial requests for student placement should be directed to the hospital education contact (example - Education Lead, Manager, Director or Chief) where the placement/rotation will be taking place a minimum 2 months prior to the start of the placement (except by agreement of all parties). All student placements must be arranged in collaboration with the Centre for Education.

The hospital department/program where the placement/rotation is taking place is responsible for oversight of the student during their placement. All financial and in kind agreements between the hospital department/program and the sponsoring organization related to the student placement must be disclosed to the Centre for Education.

Final approval for the placement will be made by the Centre for Education considering the following:

1. Whether the requesting organization or program falls under a current academic affiliation agreement.
2. Capacity of the preceptor and placement location for the student.
3. Previous commitments to accept students.

The hospital will require from the sponsoring organization:

1. Confirmation of terms of placement.
2. The student's learning objectives.
3. Information on how the student education experience is to be evaluated.
4. Identification of the supervisor if required.

### **Registration and Credentialing for Students**

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Prior to initiation of the student activity at NYGH, all students must be registered through the Centre for Education. All medical students, residents and fellows at NYGH must also be registered through the University of Toronto Faculty Of Medicine (including visiting electives) with the exception of:

1. Preclerkship medical students currently registered at an Ontario Medical School meeting credentialing requirements of the hospital.

For students with recurring experiences at NYGH, credentialing and orientation will need to occur only once per academic year.

Prior to starting the placement, all students will be required to have up to date:

1. Work/Education Placement Agreement (WEPA) form completed and signed by the student/school and submitted to NYGH.
  - o In circumstances where the sending institution is participating in the Ministry of Training, College and Universities (MTCU) streamlined process for students registered in school sanctioned unpaid clinical placements – the requirements for the signed WEPA form will be waived.
  - o Learners from out of province learner institutions shall provide confirmation of workers compensation or private accident benefit insurance.
2. Mask fit testing within 24 months as per hospital policy (IV-b-50 – Communicable Disease Surveillance).
3. Immunization as per hospital policy (IV-b-50 – Communicable Disease Surveillance).

## **Registration and Orientation Procedures**

On or before the first day of the placement, all students shall:

1. Complete an NYGH student registration form
2. Complete a privacy and confidentiality declaration
3. Complete computer training as required
4. Self declare mask fit testing is current (within the last 24 months) or obtain mask fit testing from the Occupational Health, Safety and Wellness Department if not current
5. Provide proof of current immunization
  - o Students from approved institutions/programs that meet NYGH requirements for immunization will not be required to provide additional proof of immunization

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- Students without proof of current immunization, will be required to obtain proof from their physician (not Occupational Health, Safety and Wellness Department)
- 6. Obtain identification badge
- 7. Participate in an orientation to the hospital/department OR show evidence of completion of comparable orientation
  - Hospital orientation requirements will be determined by the Centre for Education.

**During the placement, the student shall:**

1. Adhere to NYGH policies and procedures
2. Uphold the NYGH mission and values
3. Display an NYGH identification badge
4. Identify themselves by their name, discipline and as a learner