

Practice Education Guidelines for BC Contracted Vendor Placements

GL#2-4

Practice Guideline

March 22, 2007

Any student placed with or supervised by a Contracted Vendor* is the responsibility of that vendor.

Guideline Details

A legal contract or agreement must be in place between the three parties (educational agency, Contracted Vendor and health agency*) and include language related to students, supervision, placement process, and placement requirements.

Where students are placed under the supervision of staff who are not directly employed by the health agency but provide services within or on behalf of the health agency, an additional and separate educational affiliation agreement should be established between the educational agency (Placing Agency) and the vendor.

Students supervised by the vendor operating within the health agency are expected to adhere to the same policies as students supervised directly by health agency staff. As such, all students are subject to all of the health agency requirements for students as outlined in health agency policies.

When it is identified that the student would benefit from an additional learning experience with a health agency staff member, the Placing Agency should make a formal request following the health agency placement process. (The same would hold for students in health agencies who would benefit from a learning experience with a vendor – the Placing Agency would approach the vendor).

When the student is placed within the health agency and the supervisor identifies that the student would benefit from an additional learning experience with Contracted Vendor staff, the health agency supervisor retains responsibility for the student and an additional agreement need not be drawn up between the Contracted Vendor and the Placing Agency.

Roles & Responsibilities

The health agency, the Placing Agency and the Contracted Vendor need to work together to make sure that the relationship between all parties is clear and that health agency student requirements are met.

When all or part of the students' practice education experience takes place within the health agency, the Contracted Vendor is responsible for ensuring that:

- legal agreements are in place between the Placing Agency and themselves.
- student requirements are consistent with the health agency student requirements.
- students are provided with an orientation to the site, including emergency responses.
- students adhere to the health agency policies and procedures within the area they are assigned.
- students are adequately supervised while in the practice education setting.
- the health agency is informed of all students who are on the health agency site.

* indicates term is defined under 'Definitions' section

Consequences of Non-compliance

Should student requirements not be to the level expected in the health agency, there is a risk to patient and/or organizational safety and security.

If the relationship between all parties is not clear and process not followed, there is a risk to current and future placements with the vendor and/or the health agency.

Rationale

Health services have an increasing number of public-private relationships for services and care. It is inevitable that students have placements that may be a combination of experiences within various agencies.

Students may be placed under the supervision of Contracted Vendors who operate within or on behalf of the health agency. Confusion occurs when it is not clear who has the ultimate responsibility for the practice education experience. Health agencies have the ultimate responsibility for delivery of care and service therefore any activity within the health agency may impact the quality of care or service either directly or indirectly.

A clear understanding of the responsibilities of practice education between all parties is important for patient confidentiality, health, and safety.

Many of the student requirements mirror those for health agency employees. Negotiated contracts between vendors and health agencies usually refer to the vendor employees needing to meet the same requirements as health agency employees. This may include, but is not limited to, criminal record check, immunization and vaccination, and confidentiality issues. The Contracted Vendor can use these requirements as the standard to accept students for a practice education experience, thus meeting the health agency's student requirements for placements.

Definitions

Contracted Vendor: a private company that has entered into a contractual relationship with the health agency to provide a service within the health agency such security services, food services, cleaning services, etc.

Health agency: public or private health service providers such as health authorities, private nursing homes, non-profit health services.

References

Learning & Career Development. (February 2006) Student Practice Education Policy and Procedure DRAFT. Vancouver Coastal Health Authority, Vancouver, BC.

Personal email communication between Jill Scott, Corporate Legal Counsel and Carol Wilson, Regional Advisor, Learning & Career Development, Vancouver Coastal Health, November 2006.