

VCH Student Placement Process Worksheet For Students

Important: Steps highlighted in may not be applicable to all disciplines or patient care areas/units. Please review our website and check with your school placing coordinator if you are unsure if a particular optional step applies to you.

PRIOR TO YOUR PRACTICUM							
<input type="checkbox"/>	<p>1. Complete the SPECO Curriculum: Complete <i>all the required courses and pre-requisites</i> in the SPECO checklist applicable to your area of practice (direct care or non-clinical): https://www.vch.ca/en/student-practice-education-core-orientation-spec0 For additional information regarding the checklist, please refer to the SPECO checklist completion guide: http://www.vch.ca/Documents/VCH-SPECO-Completion-Guidelines.pdf</p> <ul style="list-style-type: none"> When creating a Learning Hub account, you must use your school email address. As a student, you should only have one account in the Learning Hub and can submit a ticket to have your accounts merged. <u>Current VCH Employees:</u> If you already have an existing account as a VCH employee, you are to use this account, however please update the email to your school email. At the end of your school enrollment, you can change the email back. <u>Returning students:</u> Prior to every placement you have at VCH, you need to ensure that all of the online modules from your previous SPECO completion are up-to-date and have not expired. Please login to the Learning Hub and ensure your health organization is listed as VCH (instructions on switching profiles can be found here). Search for the SPECO curriculum course, and then complete any courses that have expired and are not up-to-date under the curriculum. 						
<input type="checkbox"/>	<p>2. Submit the SPECO checklist and supporting documentation: Prior to every placement you have at VCH, submit the completed SPECO checklist to your school placing coordinator, along with supporting documents for the SPECO Curriculum, CRC, and Immunizations.</p>						
<input type="checkbox"/>	<p>3. Receive your network access: If your practicum requires access to some VCH information or resources, you will be auto-provisioned with a VCH account starting with "S". The account login information will be sent to your school email address.</p> <ol style="list-style-type: none"> Please keep your VCH network login information for the duration of your program. Returning students: you are to re-use your existing VCH login information. <ol style="list-style-type: none"> Forgot your login? Please refer to this page for further instructions. 						
<input type="checkbox"/>	<p>4. Receive Clinical Systems Access: Some patient care areas require access to clinical systems to look up information or document care. Depending on your discipline and the area you are going to, you may be required to attend additional clinical systems training which is provided either online or face-to-face in a classroom.</p> <p>Please refer to your specific discipline https://www.vch.ca/en/discipline-specific-requirements under "Discipline-specific requirements" for more information on clinical systems required for your placement. Applicable systems training may include:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> CST Cerner</td> <td style="width: 33%;"><input type="checkbox"/> PCIS</td> <td style="width: 33%;"><input type="checkbox"/> PARIS/EMR</td> </tr> <tr> <td><input type="checkbox"/> Meditech</td> <td><input type="checkbox"/> Omnicell</td> <td><input type="checkbox"/> PixaLere</td> </tr> </table>	<input type="checkbox"/> CST Cerner	<input type="checkbox"/> PCIS	<input type="checkbox"/> PARIS/EMR	<input type="checkbox"/> Meditech	<input type="checkbox"/> Omnicell	<input type="checkbox"/> PixaLere
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<input type="checkbox"/>	<p>5. Prepare your photo ID: At VCH facilities, you are expected to wear your school identification, preferably ID with a photo. Make sure you bring it with you on your first day of practicum.</p>						
<input type="checkbox"/>	<p>6. Obtain an access card: If you are completing your practicum in a <u>restricted-access unit</u> that requires an access card, the site manager needs to obtain generic swipe cards for students to use while on site. It is recommended for students or school instructors to ask if there are available generic cards on sites with locked units <i>in advance</i> of the placement start date.</p>						

Question? Please contact [your school placing coordinator](#).

For the complete information on our processes and requirements, please refer to our public website:
<http://studentpractice.vch.ca/>. **Please ensure you review it.**

*****This document is for your reference only. You don't need to submit it to your school.*****