



Policy Name STUDENT EDUCATION	Policy Number: 1031
	Effective Date: November 17, 2010
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Classification: Human Resources	Page No: Page 1 of 2

POLICY

Agapé Hospice supports student practicums through contractual agreements with educational institutions. The curriculum set by the educational institutions will be respected and guide the student's educational experience at Agapé Hospice. The student must uphold the mission and vision of The Salvation Army Agapé Hospice.

PROCEDURE

**** There must be a valid and current contract in place between Agapé Hospice and the Educational Institution****

1. The appropriate manager is contacted by the educational institution.
2. Once the decision is made to participate in the student's training, the department Manager or designate will assign an employee to act as preceptor for the student.
3. The educational institution will be notified and given the preceptor(s) name along with the department manager's contact information.
4. The manager or designate organizes the start date for the student with the course coordinator. The student practicum work schedule will be organized between the preceptor and the student.
- 5. The preceptor is legally responsible for the supervision of the student.**
6. On the students first day (shift) at Agapé Hospice the preceptor will ensure that the appropriate forms are signed by the student and returned to the department manager. The forms include "Salvation Army Health Services Code of Ethics" and "Agapé Hospice Declaration of Confidentiality".
7. The preceptor will provide the student with an orientation to the facility as outlined the Educational Agreement. The preceptor is to ensure that the student is aware of procedures in case of emergencies.
8. Evaluation of the student's performance is completed by the preceptor(s) according to the educational institution's guidelines.
9. Any concerns should be discussed with the student, the educational institution's contact person and the department manager or designate at Agapé Hospice.



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10. The student will be required to provide proof of the attached immunization requirements. A copy should be placed with the confidentiality and code of ethics forms.

ATTACHMENTS

Salvation Army Code of Ethics for Health Service Personnel – [Policy #1023](#)
Salvation Army Agapé Hospice – Declaration of Confidentiality – [Policy #1030](#)

REFERENCE

College and Association of Registered Nurses of Alberta (CARNA) – [Standards for Supervision of Nursing Students and Undergraduate Nursing Employees Providing Client Care](#).
Province of Alberta – [Health Professions Act](#)
[Canadian Association of Social Workers](#)