



Baycrest



# Teaching and Learning: The Next Generation

## Student/Trainee Placement Handbook

A world where every older adult enjoys a life of purpose,  
inspiration and fulfilment

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## Welcome to Baycrest

Dear Student,

Welcome to Baycrest Health Sciences and congratulations on your placement. We are dedicated to our students and we are committed to help you attain your educational goals.

Baycrest doors first opened in 1918 and currently address the needs of 2,500 people, including frail elderly individuals as well as active seniors. Our Research Centre for Aging and the Brain includes the acclaimed Rotman Research Institute, considered one of the top five brain institutes in the world, and the Kunin-Lunenfeld Applied Research Unit (KLARU) which conducts research alongside our clinicians and applies the results directly to client care. Through our Centre for Education, we are sharing our expertise and knowledge locally, nationally and internationally.

This student orientation manual is full of important policies and procedures and it is intended to guide you to some of the frequently asked questions. Our policies may be updated or changed especially with new Covid-19 regulations being put into place as information changes. You are responsible to stay up-to-date on those processes in order to protect yourself as well as the Baycrest community. There are also a number of steps that you are required to complete before you begin your placement at Baycrest which you can find in this attached handbook. Please take advantage of what this program offers and we wish all the best in your studies and in the completion of this program.

Any questions or comments pertaining to this handbook, should be directed to our student coordinator, Candice Yiu at [CandiceYiu@baycrest.org](mailto:CandiceYiu@baycrest.org)

Sincerely,

The Centre for Education Team

## What You Need to Know

Registering for your Upcoming Placement

1. **Register for your placement online via NirvSystem** (<https://baycrest.nirvsystem.com/>). You should receive an e-mail with instructions to register for your upcoming placement 3 weeks prior to your first day. If you do not receive this e-mail, please contact Candice Yiu, the Student Coordinator at [CandiceYiu@baycrest.org](mailto:CandiceYiu@baycrest.org)
2. All students **are required to read this handbook prior** to arriving to their placement. There are added restrictions based on the Covid-19 pandemic and it is imperative that this section is paid close attention to.
3. Obtain all placement requirements **prior to your first day.**

All Students/Trainees must submit proof of current immunization for the following: (\* = recommended)

- i. Tetanus/Diphtheria \*
- ii. German & Red Measles, Mumps, Rubella/Rubeola
- iii. Varicella (Chicken Pox)
- iv. Annual Influenza Vaccine \*
- v. Hepatitis B \*
- vi. Tuberculosis (negative 2 step TB test in the last 12 months or historical negative 2 step + negative 1 step TB test within the last 12 months or clear chest x-ray within the last 6 months if TB test is positive)

All Students/Trainees must submit proof of current documentation for the following:

1. Criminal Reference Check/Vulnerable Sector Screening (must be within 12 months of placement)
2. Mask Fit Test (Students/Trainees who will have direct patient contact during their placement are expected to have a mask-fit testing completed through their academic institution prior to placement).

Please ensure that you are fitted with **only these Baycrest mask sizes**

<ul style="list-style-type: none"> <li>• <b>3M 1860</b></li> <li>• <b>3M 1860s</b></li> <li>• <b>3M 1870+</b></li> <li>• <b>3M 1804</b></li> </ul>	<p><b>Please note:</b> Baycrest does not provide mask fit test on-site for students.  <b>You can schedule at Mask Fit Test at St. Michael's Hospital:</b>          Corporate Health and Safety Services, 2nd floor Shuter wing, 30 Bond St.          Toronto, Ontario. M5B1W8 Telephone: 416.864.6060 ext. 6944          Email: <a href="mailto:maskfitting@smh.toronto.on.ca">maskfitting@smh.toronto.on.ca</a> OR          Synergy: <a href="http://www.synergy-employment.com/services/n95-mask-fit-testing/book-a-mask-fit-test-online">http://www.synergy-employment.com/services/n95-mask-fit-testing/book-a-mask-fit-test-online</a>          If you have any issues, please contact Candice Yiu (<a href="mailto:CandiceYiu@baycrest.org">CandiceYiu@baycrest.org</a>).</p>
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## Information to Know Before Your First Day

### Identification Badges

You will be issued a Baycrest ID badge/access card on your first day of placement.

Students/Trainees are expected to wear their Baycrest ID badge along with their school ID badge.

- The Baycrest badge is to be worn at front upper body level, with the picture and name visible to others as well as their school badge on the Baycrest Student/Trainee lanyard.
- Baycrest will assume no liability or responsibility for the use of the badge outside of the Centre's property, unless being worn as part of an individual's authorized work duty.
- Lost or stolen badges must be immediately reported to one's supervisor.
- The badge is the property of the Baycrest and must be returned to Security at the end of placement.

### Network and Meditech Access

Students/Trainees must complete their online registration in order to get network and/or Meditech access. The network access will allow you to log-in to the Baycrest computers and Meditech is our electronic documentation system. You will be granted access to the network and/or Meditech once you complete your online registration (the sooner you complete your registration, the sooner your credentials are created).

**Please complete your online registration at least 2 business days before the start of your placement** to ensure that you are granted access before your first day.

If you have any difficulties regarding your access, please contact the HELP desk at Customer Support & Services (ext. 4357 or [helpdesk@baycrest.org](mailto:helpdesk@baycrest.org)) and include Candice Yiu ([CandiceYiu@baycrest.org](mailto:CandiceYiu@baycrest.org)).

### Lockers

Lockers will be assigned to each student by Candice. Lockers are located in the basement of the hospital building and in the Student Centre.

**No food should be stored in the locker.** Students/Trainees must remove all personal belongings by their last day of placement.

### Scent Free Environment

Baycrest recognizes that some clients, employees, residents, volunteers, Student/Trainees, and visitors, react to scented personal products. All persons (clients, employees, residents, volunteers, Student/Trainees, and visitors, private companions, family members) are requested to refrain from use of Scented Personal Products while at Baycrest.

Scented Personal Products refers to products including, but not limited to, shampoo, conditioner, hairspray/gel, cologne, after-shave, perfume, body lotion, and scented oil.

## Smoke Free Environment

Baycrest is committed to providing a healthy, safe and comfortable environment for all our clients, families, staff, students and visitors. As such, we are a smoke-free and scent-free environment. In accordance with the Smoke Free Ontario Act, smoking\*, the use of vaporizing tobacco and cannabis products or holding lighted tobacco products on public hospital grounds will become legally prohibited.

The designated smoking areas will be marked with clear signage and are the only locations on the Baycrest campus where smoking is permitted.

Apotex - Northwest end of the outdoor covered area

Terraces - East exit of the building

## Kosher Food

Baycrest maintains its facility under the strict guidance of Kosher Dietary Laws. “Kosher” comes from the Hebrew word meaning “fit, proper, appropriate or permissible”. The laws say that meat and dairy foods are not to be prepared or eaten together, animals must be slaughtered according to a specific ritual and certain foods such as pork or shellfish are not eaten.



Further information on Kosher foods can be found in your e-learning core curriculum module Jewish Life at Baycrest - Food and Fashrut.

Outside food or drinks must only be consumed in:

- Employee Lunch Room (Located in the Posluns Building on the 2nd floor).
- Spiro Family Garden outside Employee Lunch Room.
- Your office
- Outside Garden located at the Bathurst St. Entrance.
- The Student Centre located on the first floor of the Kimel Family Building.

Store any foods from outside Baycrest in the Employee Lunch Room refrigerator. Only food purchased in the Cafeteria may be stored in unit refrigerators.

The Nosh	W.A Café
The Nosh is located on the main floor of the Hospital adjacent to the Khedive entrance.	The W.A. café is located on the main floor of the Apotex Centre.
<p>Due to the pandemic, the normal hours of operation may be affected or closed. Please note change in hours of operation during Jewish Holy Days, Statutory Holidays and Saturdays.</p> <p><b>Hours of operation</b> can be found at <a href="https://www.baycrest.org/Baycrest/Living-at-Baycrest/Amenities/Dining/Retail-Food-Services">https://www.baycrest.org/Baycrest/Living-at-Baycrest/Amenities/Dining/Retail-Food-Services</a></p>	

## Getting to Baycrest

Free shuttle bus service is provided between Baycrest (Khedive entrance), Apotex Centre, Jewish Home for the Aged and Terraces of Baycrest/Joseph E. and Minnie Wagman Centre. Buses leave approximately every 35 minutes between 9 a.m. and 4:30 p.m. Board buses at the entrances at these buildings, where schedules are posted.

### Address

3560 Bathurst St. Toronto, ON M6A 2E1

### Telephone Number

416-785-2500

### How to Find Us: By Public Transit

Take the 7 – Bathurst Street North bus from the Bathurst subway station on the Bloor/Danforth line to Baycrest Avenue, five stops north of Lawrence Avenue.

Take the 7 – A Bathurst Street North bus (rush hour service only) from St. Clair West Station or the Wilson subway station on the Spadina/University subway line to Baycrest Avenue.

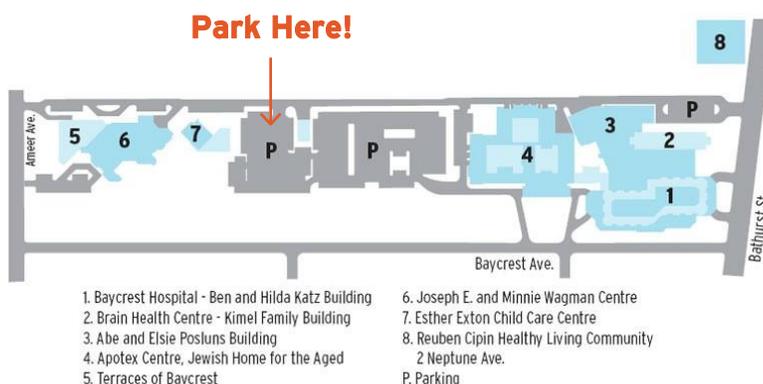
Take the 109 – Raneer North bus from Lawrence West Station. This will take you through to Raneer Avenue and let you off on Wasdale Drive and Bathurst Street. Walk south to Baycrest Centre.

The Terraces of Baycrest and the Joseph E. and Minnie Wagman Centre are located on the west end of the Baycrest Campus at 55 Ameer Avenue.

## Parking

Baycrest’s main parking lot is an automated park and pay system. Parking passes are required. To get student monthly parking, please visit the Cashier in the Finance Department on the Hospital’s 2nd Floor.

**Please DO NOT** purchase the weekly and monthly pass at the meter as it is not pro-rated for the prices below.



Type of Pass	Rate
Daily Pass	\$14
Weekly Pass	\$13
Student Monthly Pass	\$52



## Placements and Covid-19

Please read the following section on how to protect yourself and the Baycrest community from Covid-19. Please follow the below procedures carefully. The intranet Covid-19 update is a good resource for information on Covid-19 procedures at Baycrest. You can access this information here: <http://intranet3/Safety/COVID19Update.aspx>

### Screening Entrances

Not all Baycrest entrances will be accessible in order to manage the screening process in a more efficient manner. The Bathurst entrance will be closed during the weekends. During the weekdays you can enter through the Apotex Entrance #7 and the Bathurst Entrance #3. The Bathurst entrance will close at 10pm and there are additional security on site to ensure the safety of staff and visitors while walking to the Apotex Entrance.

### Screening App

The screen app is designed to make the screening process easier for everyone while maintaining a structured entry process. You can view a video demonstration and access the tool on your phone via this link: <http://staffscreen.baycrest.org>

Please be sure to complete the questionnaire each day **within two (2) hours before arriving** to Baycrest. Please complete all five steps on the form until you receive one of the following results:

#### **CLEARANCE GRANTED:**

- You are cleared to go to work. After completing and submitting the questionnaire, you will receive a confirmation on your cell phone via text message. Please click on the confirmation link and have the clearance text message ready to display at the screening desk. Your temperature will still be taken at the entrance.

#### **CLEARANCE DENIED:**

- Stay home and contact your **Preceptor, Student Coordinator** ([CandiceYiu@baycrest.org](mailto:CandiceYiu@baycrest.org)) and **Occupational Health & Safety (OHS)** at **416-554-1904**. This contact information will also be provided on the screen. A member of the OHS team will be available to respond to your call and provide you with further instructions.

Please be advised that by using this tool, you are attesting to having answered the questions truthfully. If you are unable to use this app, you will still be able to complete the screening at the door. Should you have any other questions or concerns, please email [covidquestions@baycrest.org](mailto:covidquestions@baycrest.org) or speak with your supervisor.

## Covid-19 Vaccination

Each student will be asked to provide proof of vaccination prior to coming on-site - please upload your proof of vaccination on NirvSystem.

Should you have any questions or concerns, please e-mail [CandiceYiu@baycrest.org](mailto:CandiceYiu@baycrest.org)

## Breaks during your Shift

All staff and students who leave the building for a break and then return will be asked to either:

- Present their screening app clearance message for the day on their cell phone; or
- Ask a screener for a visitor/break badge prior to exiting the building for their break.

Should you have any other questions or concerns, please email [covidquestions@baycrest.org](mailto:covidquestions@baycrest.org) or speak with your manager.

## Where to Eat during Covid-19

We recommend you bring a small packed lunch with you during your placement. Some of you will eat with your supervisor/at your desk and groups of nursing students will eat in the student centre. Food service in **The Nosh cafeteria** have been discontinued until further notice. The Nosh is available for staff only as a place to take a break and eat kosher food only. You may purchase small snacks and beverages at the W.A. Café.

## Social Distancing

Please be respectful of your social distance to others while working as well as in common areas.

Please avoid loitering in common areas during your shift and break times and maintain a distance of 2 meters.

## Masks

All staff and students (client-facing and non-client facing) are required to wear a Baycrest-issued mask at all times when in common areas of Baycrest and practice physical distancing.

Do not come to work if you are sick.

- If you are feeling ill or experiencing any influenza-like symptoms - fever and onset of cough or difficulty breathing, stuffy or runny nose, sore throat or other, please stay home and avoid contact with others, with the exception of seeking medical care.
- If you stay home from placement, notify your preceptor and call Occupational Health at ext. 5300.
- Any issues concerning the safety of your work environment or personal health should be directed to Occupational Health and Safety (OHS) at ext. 5300 .

## Additional Covid-19 Resources

### 1. How to Hand Wash - Public Health Ontario

The following videos provide an overview of proper handwashing techniques – [Just Clean Your Hands - Public Health Ontario](#)

### 2. When to Use PPE in context of Covid-19

The following video provides an overview of putting on PPE – [Putting on Full PPE - Public Health Ontario](#)

## COVID-19 FAQs

If you have any further questions about Covid-19 please visit Baycrest intranet at [Covid-19 FAQs](#)

## When to Wear a Mask



Coronavirus Disease 2019 (COVID-19)

# When and How to Wear a Mask

## Recommendations for the General Public

Wearing a mask can help to prevent the spread of some respiratory illnesses, but it can also become a source of infection if not worn or discarded properly. If you need to wear a mask, you should also be sure to clean your hands frequently with soap and water or alcohol-based hand sanitizer.

### Wear a mask if:

- You have symptoms of COVID-19 (i.e., fever, cough, difficulty breathing, sore throat, runny nose or sneezing) and are around other people.
- You are caring for someone who has COVID-19.
- Unless you have symptoms of COVID-19, there is no clear evidence that wearing a mask will protect you from the virus, however wearing a mask may help protect others around you if you are sick.



### How to wear a mask:

- Before putting on your mask, wash your hands with soap and water for at least 15 seconds or use alcohol-based hand sanitizer.
- Secure the elastic loops of the mask around your ears. If your mask has strings, tie them securely behind your head.
- Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.
- Do not touch the front of the mask while you wear it. Wash your hands with soap and water for at least 15 seconds or use alcohol-based hand sanitizer if you accidentally touch your mask.

### How to throw away your mask:

- Do not touch the front of your mask to remove it.
- Remove the elastic loops of the mask from around your ears or untie the strings from behind your head.
- Hold only the loops or strings and place the mask in a garbage bin with a lid.
- Wash your hands with soap and water for at least 15 seconds or use alcohol-based hand sanitizer after you have discarded your mask.

### More information about masks:

- When a mask becomes damp or humid, replace it with a new mask.
- Do not reuse a single-use mask. Discard your mask when you have finished using it.



The information in this document is current as of April 10, 2020.

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## How to Don and Doff Your Mask

# How to Put ON

**1. Practice proper hand hygiene before touching a mask.** Make sure there are no obvious tears or holes.

**2.  Identify the front & top of the mask.**

The coloured side (front) should face out.  
The stiff bendable edge is the top.

**3. Hold the mask by the ear loops.  
Place a loop around each ear.**



**4. Pull the bottom of the mask over  
your mouth and chin.**



**5. Mold or pinch the stiff edge to  
the shape of your nose.**



**6. IF wearing a face shield, pull the  
strap behind your head. Adjust if  
needed.** If you wear glasses, put the face  
shield over them.



# How to Take OFF

- 1. Practice proper hand hygiene before touching a mask or shield.** The front of the mask or shield can be contaminated; **ONLY TOUCH THE EAR LOOPS OR HEAD STRAP.**

- 2. IF wearing a face shield, take it off by pulling the strap back over your head, then removing the shield down and away from your face.**



**Reusing the shield:** Clean the shield with a disinfectant wipe. Leave the inner part facing up on clean surface.

- 3. To take off the mask, hold both of the ear loops, gently lift then remove the mask down and away from your face.**



**Reusing the mask if not soiled or wet:** Leave the mask with inner part facing up on clean surface.

- 4. Practice proper hand hygiene.**

## Recognizing Early Symptoms of Covid-19 in Seniors

# COVID-19

## Recognizing Early Symptoms in Seniors



### Team Huddles

- Quick touch points throughout the shift for care teams.
- Are all healthcare staff informed and included in client care?
- Are staff experiencing symptoms?



### Important Observations

Observe your client in three main ways:

- Behaviour
- Head-to-Toe
- Sudden Change

The symptoms below can be the first to appear in people over 65.

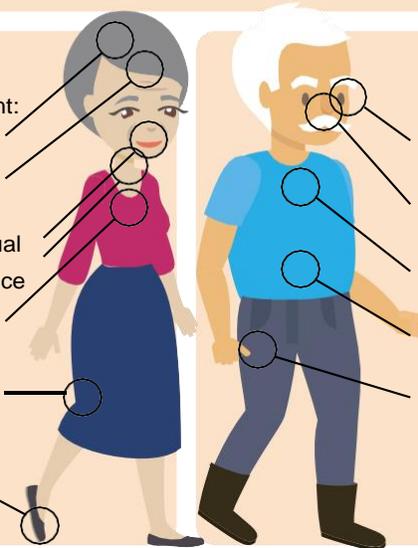
### Behaviour

- Has the client's behaviour changed from usual, from previous shift or previous day?
- Is the client more unsettled?
- Is the client expressing new onset hallucinations or delusions?
- Is the client wandering more than usual?

### Head-to-Toe

Look for these signs in your client:

- Has a headache
- Feels warmer than usual; has chills or muscle aches
- Is eating/drinking less than usual
- Has a sore throat or hoarse voice
- Has new shortness of breath or difficulty breathing
- Moves less well than usual or requires more help with care
- Is weaker, more unstable on their feet or falls more frequently.



### Sudden Change

Look for these signs in your client:

- Appears sleepy or to have less energy than usual
- An eye infection, runny nose or no sense of smell
- Increased sputum or a new/changed cough
- Complaints of nausea, vomiting or abdominal pain
- Unexplained diarrhea.



### How to Report

- Report any symptoms from above or any other changes to a client's "normal" to a regulated healthcare provider.
- Follow continuous masking in all patient care areas and for all client interactions.
- Follow up with the site leader and client's most responsible healthcare provider (i.e., physician, nurse practitioner).

## Policies and Procedures

Full Baycrest policies and procedures are available on the Baycrest intranet. To access Baycrest policies: <http://intranet3/Policies/Policies.aspx>

Unit based policies and procedures are available in the unit and can be requested from the manager.

## Safety and Risk Management

Safety is everyone’s responsibility. Every staff member, student or trainee (regardless of the department in which they work) is responsible for patient safety and for working safely, reporting hazards and unsafe conditions, and taking all reasonable measures to protect themselves at work.

## Rights and Responsibilities

The Occupational Health and Safety Act describes the rights and duties of all those in the workplace, including the employee and the employer. It was designed to provide guidelines about how to work safely in the workplace.

<b>You have a RIGHT to:</b>	<b>You have a RESPONSIBILITY to:</b>
<ul style="list-style-type: none"> <li>• A safe working environment</li> <li>• Receive training to work safely</li> <li>• Be informed of hazards</li> <li>• Refuse unsafe work</li> </ul>	<ul style="list-style-type: none"> <li>• Ask questions about safety</li> <li>• Be knowledgeable about Occupational Health &amp; Safety Hazards</li> <li>• Report any actual or potential health and safety hazards</li> <li>• Wear appropriate personal protective equipment</li> <li>• Follow the policies and procedures set in place</li> </ul>

ALL work related accidents and/or incidents involving a student must be reported immediately to your instructor and the Most Responsible Person (MRP) on the unit.

## In Case of Injury

1. Seek medical attention or first aid as soon as possible.
2. Notify your instructor and the supervisor on the unit. Complete an Incident Report with your instructor/advisor.
3. After hours and or weekends, please go to the emergency department and notify your supervisor, your school and Student Coordinator at your earliest convenience. Please identify yourself as a student.
4. You may be asked to go to our occupational Health Department for an assessment.
5. You and your instructor/supervisor will need to complete an incident report on “SERS Report”. You will complete it as a student and not an employee.
6. Your School Clinical Instructor and you will need to complete the “Post-Secondary Student Unpaid Work Placement Insurance Claim and submit a copy to Academic Education.

## Injury/Incident Reporting

1. The Student/Trainee must report immediately any incident or hazardous situation to their immediate Supervisor (i.e. Baycrest staff, preceptor, clinical instructor).
2. The Supervisor must ensure that the Student/Trainee receives immediate medical attention as necessary. If the supervisor is not present, they should be notified as well as the contact for Student Placement and the Academic Supervisor for the College/University.
3. If injured, the Student/Trainee must report to Occupational health and safety for immediate medical attention. The Supervisor completes, in full, the safety event incident report via SERS on behalf of the Student/Trainee. The College/University completes WEPA form within 72 hours and follows their organizational process.

**Critical Injury:** All critical injuries must be treated immediately and reported to immediate Supervisor and the Academic Supervisor for the University/College (Refer to Occupational Health & Safety policy 11-1-80 re: critical injury)

Needle stick Injury, Mucosal Splash or Bite: All needle stick injuries, a mucosal splash or bite must be treated immediately and reported to immediate Supervisor and the Academic Supervisor for the University/College. (Refer to Occupational Health & Safety policy 11-3-40).

## How to Report an Incident on SERS:

1. Access the SERS tool on Baycrest Intranet home under SAFETY tab or under “Quick Links”
2. Sign in with your Baycrest Network Username and Password
3. Select the appropriate SERS Category based on the details of the incident or good catch. Select the Workplace Accident/Injury/Illness Icon.
4. Complete the form and submit



Workplace Accident/Injury/Illness Fall, needle stick injuries



Workplace Hazard/Good Catch Chemical, electrical, housekeeping/material storage



Workplace Violence Violence



Workplace Harassment/Discrimination Harassment/Discrimination



Physician For use by physicians only.

For more information about how to submit your incident form, visit: <http://intranet3/Safety/SafetyEventReportingSystem.aspx>

## Who do I Ask? Where do I go?

### Computer and Tech Questions

I'm having problems accessing the Baycrest network.

#### **Problems / Solutions:**

- I do not have a username - Please contact the student coordinator.
- I do not have a password - Please check your e-mails (including the junk and spam folders)
- I have a username and password, but still cannot access the Network - Please call the HELP desk for assistance (x 4357).
- I think someone else knows my Meditech password. - Please call the HELP desk for assistance (x4357) or email at [helpdesk@baycrest.org](mailto:helpdesk@baycrest.org)

### Privacy Concerns

If you need to report a privacy concern, please contact the Privacy Officer at ext. 6300.

### Student Questions

Please direct your questions and concerns to your supervisor.

Your student coordinator (Candice Yiu) is located on the second floor of the hospital in room 2N04 for any student related queries

**Phone:** 416-785-2500, ext. 2518, **Email:** [CandiceYiu@baycrest.org](mailto:CandiceYiu@baycrest.org)

### At the End of Your Placement

**ID Badge:** Students/Trainees are to return their Baycrest ID badge to the Student Coordinator.

**Locker (if applicable):** Students/Trainees are to clean out their lockers when they depart.

### End of Site Evaluation

We place high value in the feedback that we receive from our students/trainees throughout the year. Students are encouraged to complete the end of site evaluation to allow us to continue to make improvements to the student/trainee experience here at Baycrest.

This evaluation will be emailed to students/trainees after their placement. A hard copy will be made available in the Academic Education office 2N04. You can also fill out the end of site evaluation online at <https://www.surveymonkey.com/s/BaycrestStudentEvaluation>

## Student Agreement

Please sign the form below to confirm that you have read the Orientation Handbook, submitted the required documentation, completed the e-learning core curriculum modules and will comply with Baycrest's COVID-19 policies.

1. I have reviewed and understand the Baycrest Orientation Handbook.
2. I will comply with Baycrest's COVID-19 policies, including Baycrest's daily active screening measures and COVID-19 testing practices. I acknowledge that I will be denied entry to Baycrest's premises if I do not meet Baycrest's active screening measures or have a positive COVID-19 test.
3. I have completed all the e-learning core curriculum modules required before beginning my placement.
4. I have shown proof of my immunization status to Baycrest.
5. I have provided proof of current documentation for the following:
  - Criminal Reference Check/Vulnerable Sector Screening (must be within 12 months of placement). Must be submitted to Baycrest prior to beginning placement or proof that request has been submitted; and
  - Mask Fit Test (for students/trainees who will have direct patient contact during their placement).

I have been given the opportunity to ask questions and all of my questions have been answered to my satisfaction.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Confidentiality and Security Agreement

1. I have read and understood Baycrest's Privacy, Confidentiality and Security of Information Policy; Baycrest's Appropriate Use of Internet, E-mail and Electronic Devices Policy; and the Baycrest Privacy Code (the "Policies"). I agree to abide by the terms of the Policies.
2. I agree to keep confidential any information obtained during the course of my relationship with Baycrest. "Confidential Information" includes, but is not limited to, any oral, written or electronic personal health information, personal information or business information relating to the management of Baycrest, including information about its patients, residents, clients, staff, students and volunteers.
3. I understand that all personal health information to which I have access through my relationship with Baycrest is Confidential Information and under the Personal Health Information Protection Act, 2004, I have the legal obligation to protect individual privacy and the confidentiality of personal health information.
4. I will only collect, use and disclose Confidential Information strictly for the performance of my duties at Baycrest. I will not collect, use or disclose more Confidential Information than is reasonably required for my role.
5. I am familiar with Baycrest's Policies that govern the handling of Confidential Information, including the following requirements:
  - a. I agree to keep my passwords (including user names) to Baycrest's electronic information systems confidential and secure. I understand that I am accountable for all actions performed when an electronic information system has been opened using my access code.
  - b. I understand that Confidential Information must only be stored on Baycrest servers. If I am authorized to transfer Confidential Information via a mobile computing device (such as a USB key or laptop), the device must be encrypted.
  - c. Removal of Confidential Information from Baycrest's premises is prohibited except in transit between Baycrest locations or when necessary for the provision of health care. When in transit, Confidential Information must be securely stored.
6. I shall immediately report all incidents involving loss, theft or unauthorized use or disclosure of confidential information to my immediate supervisor/manager and to Baycrest's Chief Privacy Officer.

7. I understand and acknowledge that Baycrest may conduct periodic audits electronically of my access to and disclosure of Confidential Information in order to monitor my compliance with the Policies.
8. I understand and acknowledge that as a condition of being a Baycrest employee, member of the medical staff, clinical or research fellow, student, independent contractor or volunteer, I may not disclose or access Confidential Information unless legally authorized to do so. I understand that a breach of this condition may be cause for suspension or termination of my employment, appointment or contract by Baycrest.
9. When my relationship with Baycrest ends or otherwise when requested by Baycrest, I will securely return all property to Baycrest, including keys, pass cards and any records of Confidential Information that are in my possession.

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**Name of Student**

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**Institution**

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**Signature**

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**Date**