



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 have you join our learning community and look forward to supporting you throughout your educational journey.

Since opening our doors in 1918, Baycrest has continued to grow and now serves more than 2,500 individuals including frail older adults as well as active seniors. Through our Centre for Education, Baycrest proudly shares its expertise and knowledge locally, nationally, and internationally.

This Student Placement Handbook contains important policies and procedures and is designed to answer many frequently asked questions. It also outlines several mandatory steps that must be completed both before and after your placement. We encourage you to take full advantage of everything that this placement has to offer and wish you every success in your studies.

If you have any questions, please contact our Student Placement Coordinator, **Candice Yiu**, by phone at 416-785-2500 ext. 2518 or by e-mail at CYiu@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 have not received this e-mail, please contact Candice Yiu, the Student Coordinator at CYiu@baycrest.org

- 2. All students are required to read this handbook prior** to arriving to their placement.

- 3. Obtain all placement requirements prior to your first day.**

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

- Tetanus/Diphtheria
- German & Red Measles, Mumps, Rubella/Rubeola
- Varicella (Chicken Pox)
- Annual Influenza Vaccine *
- Hepatitis B
- 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:

- Vulnerable Sector Screening (must be within 6 months of placement)
- N95 Mask Fit Test

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

<ul style="list-style-type: none"> • 3M 1860 • 3M 1860s • 3M 1870+ • 3M 1804 	<p>Please note: Baycrest does not provide mask fit test on-site for students.</p> <p>(Students/Trainees are expected to have a mask-fit testing completed through their academic institution prior to placement).</p> <p>If you have any questions or concerns, please contact Candice Yiu (CYiu@baycrest.org).</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 at all times while on placement.

- The Baycrest ID badge must be worn on the upper front body, with your photo and name clearly visible.
- Baycrest assumes no liability or responsibility for the use of the badge outside of the Centre's property, unless it is being worn as part of an individual's authorized work duty.
- Lost or stolen badges must be immediately reported to your preceptor and security.
- The ID badge remains the property of Baycrest and must be returned to the Security Office at the end of your placement.

Network and Electronic Health Record System Access

Students/Trainees must complete their online registration to obtain access to the Baycrest network and/or the Electronic Health Record (EHR) system. Network access allows you to log in to Baycrest computers, and Meditech/PCC is our electronic documentation system used at Baycrest. Access to the network and/or Meditech/PCC will be granted once your online registration is completed.

Please complete your online registration at least two (2) business days prior to the start of your placement to allow sufficient time for access to be set up before your first day.

If you have any difficulties regarding your access, please contact the Helpdesk at Customer Support & Services (ext. 4357 or helpdesk@baycrest.org).

Lockers

Lockers (if needed) will be assigned to each student by the Student Placement Coordinator.

Lockers are located in the basement of the hospital building and in the Student Centre.

Please note that no food should be stored in lockers.

Students and trainees must remove all personal belongings by their final day of placement and ensure that the Baycrest-assigned lock remains on the locker.

Scent Free Environment

Baycrest recognizes that some clients, employees, residents, volunteers, students/trainees, and visitors may have sensitivities or adverse reactions to scented personal products. To help maintain a safe and comfortable environment for everyone, all individuals are kindly request to refrain from using 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 patients, clients, families, staff, volunteers, students and visitors. As part of this commitment, Baycrest maintains 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 is legally prohibited.

Designated smoking areas are clearly marked with signage and are the only locations on the Baycrest campus where smoking is permitted.

Kosher Food

Baycrest maintains its facility in accordance with Kosher Dietary Laws. The term “Kosher” comes from the Hebrew word meaning “fit, proper, appropriate or permissible”. These laws specify that:

- Meat and dairy foods must not be prepared or eaten together.
- Animals must be slaughtered according to specific rituals.
- Certain foods, such as pork or shellfish, are not permitted.



For more information on Kosher foods, please refer to your e-learning module: **Jewish Life at Baycrest - Food and Kashrut.**

Consumption of outside food or drinks is permitted only in the following areas:

- Employee Lunch Room (Posluns Building, 2nd floor)
- Spiro Family Garden (outside the Employee Lunch Room)
- Your office
- Student Centre (Kimel Family Building, 1st floor)

Food brought from outside Baycrest must be stored only in the non-Kosher designated 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.

Getting to Baycrest

Address

Baycrest (Main Campus/Hospital and Apotex) is located at 3560 Bathurst St. Toronto, ON M6A 2E1, **Baycrest Terraces** is located on the west end of the Baycrest Campus at 55 Ameer Avenue.

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.

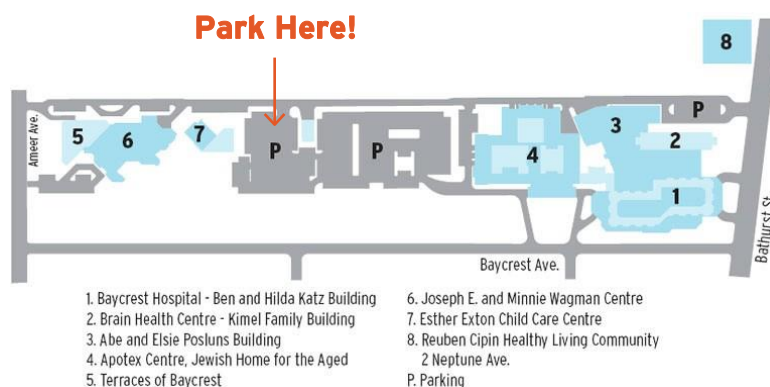
Take the 7-A – Bathurst Street North bus (rush hour service only) from St. Clair West Station or the Wilson subway station on the Spadina/University subway line to Baycrest Avenue.

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

Parking

Baycrest’s main parking lot operates as an automated park-and-pay system. To obtain a student monthly parking pass, please visit the Cashier in the Finance Department located on the 2nd floor of the Hospital building.

Please DO NOT purchase the weekly or monthly passes at the parking meters, as they are not pro-rated for the rates below available through the Finance Department for students/trainees.



Type of Pass	Rate
Daily Pass	\$15.85
Non-Consecutive Day Pass	5-day pass - \$39.65 10-day pass - \$79.30
Student Monthly Pass	\$53.50

Directional Map of Baycrest

Getting to know your way around BAYCREST DIRECTIONAL MAP

Ground Floor, Main Complex



Accessing the Baycrest Intranet (The Synapse)

To access the Baycrest Intranet (The Synapse), log in using your Baycrest e-mail (if applicable) or your network username followed by @baycrest.org (i.e., network username@baycrest.org) along with your network login password.

Baycrest

Sign in

Email, phone, or Skype

Next

Sign-in options

Policies and Procedures

Full Baycrest policies and procedures are posted on our **Medworxx Policies and Procedures** portal in Synapse. You can also access them directly here if you are logged into Synapse:

<http://policy.baycrest.org/>

Unit-based policies and procedures are available on each unit and can be requested from the unit manager.

Safety and Risk Management

Safety is everyone’s responsibility. Every staff member, student, or trainee – regardless of their department – is responsible for ensuring patient safety and working safely. This includes reporting hazards or unsafe conditions and taking all reasonable measures to protect themselves while 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.

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

ALL placement-related accidents and/or incidents must be reported immediately to your preceptor, Student Placement Coordinator, 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 preceptor and Most Responsible Person (MRP) on the unit and complete an Incident Report via SERS with your preceptor.
3. After hours or on weekends, go to the Emergency Department and notify your preceptor, school, and Student Placement Coordinator.
4. You may be asked to go to our occupational Health Department for an assessment.

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. 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, Student Placement Coordinator, 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, Student Placement Coordinator, 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:

[https://baycresths.sharepoint.com/sites/TheSynapse/SitePages/Safety-Event-Reporting-System-\(SERS\).aspx](https://baycresths.sharepoint.com/sites/TheSynapse/SitePages/Safety-Event-Reporting-System-(SERS).aspx)

Who do I Ask? Where do I go?

Computer and Tech Questions

I'm having problems accessing the Baycrest network and or Meditech/PCC.

Problems / Solutions:

- I do not have a username - Please contact the Student Placement 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 or Meditech/PCC - Please call the Helpdesk for assistance (x 4357) or e-mail helpdesk@baycrest.org
- I think someone else knows my password. - Please call the Helpdesk for assistance (x4357) or email at helpdesk@baycrest.org

Privacy Concerns

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

Student Questions

For any questions or concerns, please direct them to your preceptor/supervisor.

Your student coordinator, Candice Yiu, is located on the 2nd floor of the hospital, room 2N04.

Phone: 416-785-2500, ext. 2518, **Email:** CYiu@baycrest.org

At the End of Your Placement

ID Badge: Return your Baycrest ID badge directly to the Security Office.

Locker (if applicable): Remove all personal belongings and clean out your locker and ensure that the Baycrest-assigned lock remains on the locker.

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 e-mailed to students/trainees after their placement. You can also fill out the end of site evaluation online at https://www.surveymonkey.com/r/Baycrest_LearnerEngagement