

Durham College Paramedic Program
Student Declaration of Understanding
Work integrated Learning and the Practicum Agreement

1. The Practicum Agreement

- a) Students attend practicum at the discretion of the Paramedic Service and the Durham College Medical Director.
- b) The Paramedic Service reserves the right to dictate who is permitted to enact work-integrated learning activities within their service.
- c) The Medical Director serves to ensure students in work-integrated learning following paramedic related guidelines and reserves the right to dictate investigation into student conduct, suspend student placements, and/or terminate student placements where required.
- d) Students who fail to follow the guidelines provided in the Durham College Paramedic Program Preceptorship Manual, the Paramedic Service specific policies or procedures, the terms outlined in this agreement, or paramedic specific legislature may be asked to leave the paramedic service with or without possibility of return.
- e) If a student is deficient in preceptorship attendance, or CompTracker form completion and submissions, the program reserves the right to suspend and subsequently terminate student placement if not corrected.
- f) If students are removed from their initially assigned Paramedic Service due to any of the above, the student will receive a failing grade in the associated practicum course that is active at the time of removal.
- g) Depending on the nature of removal from a paramedic service, student behaviour may be subject to review by the Office of Campus Safety or the Faculty of Health Sciences.

2. Student Responsibilities

- a) The student agrees to preserve confidentiality of patients, clients, and employees, in accordance with the most current *Freedom of Information and Protection of Privacy Act (FIPPA)*, *Personal Health Information Protection Act (PHIPA)*, and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.
- b) The student must carry identification that identifies them as a Durham College Paramedic Student at all times.
- c) The student must follow all Regional Policies and Procedures as outlined in that specific Region's orientation.
- d) Follow all Ministry of Health and Long-Term Care Emergency Health Services Branch legislation, regulations, standards, and training bulletins.
- e) Only use equipment in which they have been trained upon and demonstrated proficiency on as outlined in the National Occupancy Competency Profile for paramedics.
- f) Follow all applicable Ontario *Health and Safety Act* standards and regulations.
- g) Wear all equipment, Personal Protective Equipment (PPE), and uniforms as mandated by Durham College, the assigned Paramedic Service, and outlined within legislation.
- h) Promptly (before the end of the shift where an incident has occurred), notify Durham College, the Paramedic Service, and the Base Hospital (where appropriate) of any errors in the delivery of essential skills or patient care. This includes patient care errors, medication errors, or any errors of commission or omission.
- i) Students will not drive the ambulance or enact skills outside of their scope of practice. Any actions of the above will lead to immediate removal from preceptorship.
- j) Students will not attend work-integrated learning with anyone but their assigned preceptor. This includes any shifts outside those regularly scheduled shifts or attending calls with other paramedics within the Paramedic Service.
- k) Students will abide by all policies and procedures included in the Durham College Paramedic Program Preceptorship Manual.

3. Good Standing

- a) In order to participate in preceptorship, students must be in *good standing* within the program. To be in *good standing*, students must comply with the following:
 - Submission of work for all didactic courses according to the timelines set within the course outline or discussed with faculty members.
 - Attendance of scheduled classes.
 - Maintain communication with faculty. Students must check and respond to email within the Durham College email account every 24 hours.
 - Comply with documentation submission timelines within preceptorship, clinical, and lab.
- b) Students who fail to meet the above standards will be provided **one** notice via an Academic Referral form sent to their Durham College email address. The student will be deemed *not in good standing* and suspended from preceptorship if:
 - They fail to respond to this referral form with 24 hours.
 - They receive a subsequent Academic Referral form for any of the above.
- c) If a student falls out of *good standing*, they will be required to meet with the involved faculty and program coordinator to address barriers to success. A collaborative remedial plan will be created with faculty and the student in order to achieve *good standing*.

4. PPE

- a) Students agree to wear a mask based on Regional policies.
- b) Students agree to follow **all** Paramedic Service self-screening requirements. Students who obtain a failing screen, must not attend preceptorship and must follow Public Health direction.
- c) Students must notify Durham College when they reach the minimum of any of the following, if PPE supplied by Durham College:
 - a. Five gowns
 - b. Five face shields
 - c. ¼ box of gloves
 - d. 25 days of 3M 7500 mask use
 - e. Lost or damage PPE (helmet, goggles, etc.)

- d) **Where applicable based on regional policies**, students will utilize PPE supplied by Durham College only. Any use or theft of Paramedic Service PPE will result in immediate termination of preceptorship.

5. Signatures

I, _____, agree to the all of the statements listed in this document and appreciate my responsibilities as a student participating in work-integrated learning within my assigned Paramedic Service.

Student Name

Date

Student Signature