



**Columbia College**  
**THE MEDICAL HEALTH PROGRAMS PRACTICUM AGREEMENT**

Between Columbia College and \_\_\_\_\_ (Organization)

PERIOD OF AGREEMENT: This agreement shall be in force from: \_\_\_\_\_ to \_\_\_\_\_

**Whereas:**

- a) **Columbia College offers a program of study called \_\_\_\_\_ (the Program), desires that students registered in the program receive practicum experience relative to the program.**
- b) **The Organization wishes to participate in the practicum by accepting students at its place of operation, during normal working hours of the Organization, for the purpose of providing practicum experience relevant to the Program.**

A. College Representative's Name:		
Position/Title:		
Address: 802 Manning Road N.E., Calgary, Alberta T2E 7N8		
College Main No. 235-9300	College Main Fax 272-3805	
Representative's Office Phone	Representative's Home Phone	
B. Organization's Name		Organization's Phone
Address		Organization's Fax #
Main or Senior Contact Person	Position	Phone

1. **PARTIES TO THE AGREEMENT:** The parties to the agreement shall be:
  - a) the Organization named in "B" above
  - b) and Columbia College (hereinafter referred to as "CC")
2. **EARLY TERMINATION:** Either party to this agreement may terminate it before completion by formal written notice to the party.
3. **SUPERVISION:**
  - a) Direct supervision may be conducted by the CC Program Facilitator or an Organizational Preceptor.
  - b) CC reserves the right to maintain contact with the Student in the Practicum position (the "Student") through an appropriate CC representative, in order to assist in directing the educational aspects of this program.
4. The Organization understands that the Student is a learner and that there is no assurance as to his/her ability (novice skill level).
5. **PRACTICUM EVALUATION:** The Organization shall be provided with a standard form for formally communicating to CC representative regarding the evaluation of the Student. A final evaluation report shall be completed and provided to CC within an agreed upon timeframe, after the completion of the work period.
6. **FULL-TIME EMPLOYEE TENURE:** The Organization named in "B" above agrees that participation in this program will in no way affect the employment of any regular full-time employees now on staff, nor its hiring practises in regard to full-time employees.
7. **INDEMNITY:** CC agrees to indemnify of the Organization, its employees and agents from any and all third party claims, demands, or actions that may arise out of the negligent acts or omissions of CC, CC's employees or agents, or the Students, in the performance of this agreement, unless such negligent acts or omissions are at the direction of or occasioned by the Organization, its employees or agents. The Organization agrees to indemnify CC, its employees and agents from any and all third party claims, demands, or actions that may arise out of the negligent acts or omissions that are at the direction of or occasioned by the Organization, its employees or agents.
8. **INSURANCE:** Columbia College shall maintain General Liability Insurance, to cover Columbia College's employees and agents, and the Students during their performance of this Agreement, and will provide proof of coverage on request of the Employer.
- 9.. **WORKERS' COMPENSATION:** Through a deeming order dated March 20, 1995 signed by Bob Nebo, Director, Employer Services, Workers' Compensation Board, in the event of an accident the student will be considered an employee of Columbia College and therefore Columbia College will cover workers' compensation coverage.
10. **CRIMINAL RECORD CHECKS AND IMMUNIZATIONS:** CC will ensure all students shall pass criminal checks and have received immunizations prior to any student participation in this agreement.
- 11 **SAFE WORKING CONDITIONS:** The Organization shall ensure that the Students are provided with safe working conditions and are not exposed to any unreasonable or unlawful risk or dangers at the work site. The Organization confirms that the work site is and will be in material compliance with all applicable laws including, without limitation, building codes and health, safety and environmental laws.
12. **USE OF PERSONAL INFORMATION:** The Organization acknowledges that the Freedom of Information and Protection of Privacy Act (FOIPP) applies to those documents to which CC has a right of access under this Agreement, and applies to the collection, use and disclosure of all personal information recorded by the Organization under this Agreement. The Organization agrees to collect, use and disclose personal information only in accordance with FOIPP.
13. **STUDENT NUMBERS AND COMMENCEMENT DATES:** The number of Students and the dates of the training period will be mutually agreed in writing by CC and the Organization prior to commencement of the work experience.
14. **AMENDMENTS TO AGREEMENT:** The terms of this Agreement may be amended by correspondence between the parties. Any correspondence forming an amendment shall be initiated by CC and the Organization, and subsequently identified in a Schedule "A" to be attached to and forming part of this Agreement.

## PRACTICUM SUPERVISION

### 1. Groups – Facilitator Lead

In this type of practicum placement, students will be accompanied with a Columbia College Facilitator (Healthcare Professional – LPN or RN) for the duration of the practicum experience. The group size will be up to a maximum of 8 students to 1 Facilitator. The Facilitator is responsible for the daily supervision of the students while in practicum (on the units or neighbourhoods). The Facilitator will be responsible for all observation of skills and evaluation of skill competency throughout the practicum experiences as well as at the conclusion of this experience. The Facilitator as well as Columbia College representative will liaison with the facility management, staff and students for any practicum related occurrences or concerns that may arise.

### 2. Preceptorship

In this type of practicum placement, one student will be partnered up with a preceptor (employer selected HCA staff) for the duration of the practicum experience. The preceptor will be responsible for daily supervision (direct supervision initially, moving to indirect as student's ability increases in order to promote student independent workload). The preceptor will be responsible for observation of student's skills and evaluation at the conclusion of this experience. A Columbia College Facilitator will be assigned to the student and preceptor for support for the duration of the experience. The Facilitator will meet with the student and preceptor (in person/onsite) at least twice throughout the experience for support and guidance. The Facilitator will be available to the student and preceptor for the remainder of the experience via phone or email (as needed). The Facilitator as well as Columbia College representative will liaison with the facility management, staff and students for any practicum related occurrences or concerns that may arise.

## TO THE EMPLOYER

By agreeing to accept this Student into your workplace, you have become a valued partner in their educational program. This experience will assist them in making the transition from formal education to the world of work.

In order to make this a meaningful learning experience, may Columbia suggest the following:

1. When the Student starts work, provide an orientation to your workplace. Explain the purpose of the job or department and how they can make a contribution. Outline daily routines and expectations of all employees including such things as dress code, safety procedures, hours of work, car of equipment, calling in if not coming to work, cleaning up work area and dealing with the public.
2. Recognize that the Student is a learner in this new environment and will need close supervision initially as well as an opportunity to feel comfortable in asking questions. They will appreciate being given meaningful tasks that challenge their ability and having the range and level of difficulty increase as they become familiar with the job. Communication between the Student and supervisor is vital so that the Student can grow in the job.
3. Safety of the Student is paramount. While it is an expectation that regulations under the Occupational Health and Safety Act and the Workplace Hazardous Materials Information System guidelines are adhered to in your workplace, Students will need an opportunity to learn about them and have the how and why of your operating procedures explained to avoid injury and/or damage to your equipment.
4. In case of an accident or injury, give the first aid or medical attention as required then report it to the College representative. Then proceed, if required, to fill out the necessary report to the Workers' Compensation Board.
5. Putting learner expectations in writing helps to provide focus for the learning situation. During their visits, the College representative should discuss these with the supervisor and make necessary changes to assure challenging but attainable goals for the individual Student.

Thank you for becoming a partner in this educational process. We hope you find the experience of working with this Student a rewarding one.

Organization (Authorized Representative)  
Signature \_\_\_\_\_

Organization Representative Name  
(Printed) \_\_\_\_\_

Date Signed \_\_\_\_\_

CC Representative  
Signature \_\_\_\_\_

CC Representative Name  
(Printed) \_\_\_\_\_

Date Signed \_\_\_\_\_