



# STUDENT GUIDEBOOK

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**LEEDS, GRENVILLE & LANARK DISTRICT HEALTH UNIT**  
**Updated January 2019**

## Welcome!

This guidebook has been created to ease your transition into your public health placement. Please let us know if you have any questions we did not address here.

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## What does Public Health do?

Public Health programs are established by the Ontario government as directed by the [Health Protection and Promotion Act](#) (HPPA).

The [Ontario Public Health Standards](#) (OPHS) outline the programs and services that all Boards of Health (Health Units) are legally required to deliver. Protocols, guidelines and reference documents assist in the implementation of these programs and services. The OPHS includes:

- A. 4 Foundational Standards:
  - a. Population Health Assessment
  - b. Health Equity
  - c. Effective Public Health Practice
  - d. Emergency Management
  
- B. 9 Program Standards:
  - a. Chronic Disease Prevention and Well-Being
  - b. Food Safety
  - c. Healthy Environments
  - d. Healthy Growth and Development
  - e. Immunization
  - f. Infectious and Communicable Diseases Prevention and Control
  - g. Safe Water
  - h. School Health
  - i. Substance Use and Injury Prevention
  
- C. Public Health Accountability Framework
  
- D. Organizational Requirements
  
- E. Transparency and Impact Requirements

## Strategic Plan

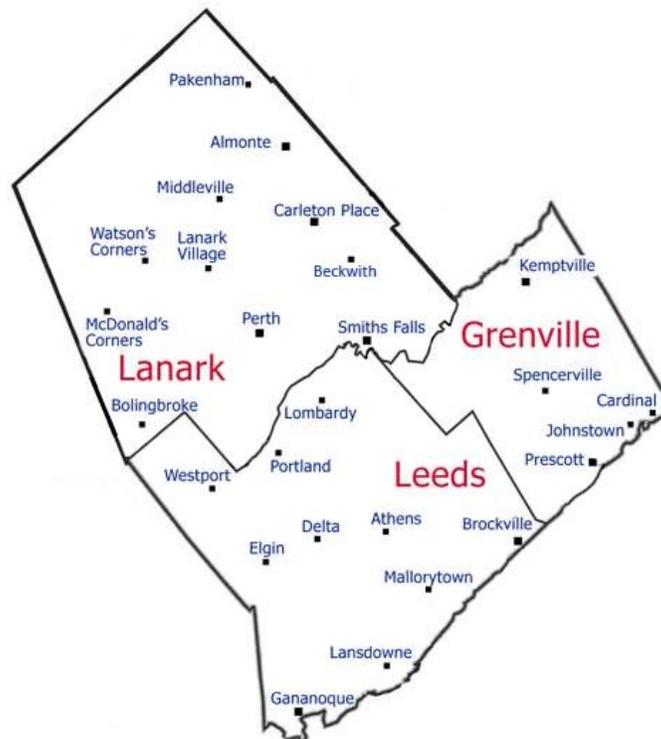
### [Strategic Plan for Population Health 2019-2022](#)

This plan is guided by the Ontario Public Health Standards, Leeds, Grenville and Lanark population health data (see Information on the Health of the Population in Leeds, Grenville and Lanark), research evidence, and our knowledge of, and experience working with our communities.

### [Strategic Plan for Organizational Excellence 2019-2022](#)

This plan is guided by the Public Health Accountability Framework and Organizational Requirements in the Ontario Public Health Standards, Excellence Canada's Standard for Excellence, Wellness and Innovation®, client feedback, and input from our employees on our strengths, weaknesses, opportunities and threats.

## What geographical area do we cover?



## Where is my placement?

The Health Unit staff work in multidisciplinary teams providing programs and services across the tri county area. Your placement will be dependent on your course objectives and preceptor availability related to your program. Whenever possible, you will do any work-related traveling with your preceptor or other staff.

Depending on your learning objectives, you may be working with:

- Public Health Nurses
- Public Health Inspectors
- Administrative Assistants
- Registered Dental Hygienists and Certified Dental Assistants
- Public Health Nutritionists
- Health Promoters
- Epidemiologist
- Tobacco Enforcement
- Communications staff
- Production staff
- Program Managers/HR/Finance
- Accounts management
- Senior Management:
  - Directors
  - Medical Officer of Health (MOH)

## Your preceptor will be working out of one of our 6 service sites:

Monday to Friday, 8:30-4:30 (reception closed 12-1)

### **Brockville (Main Office)**

458 Laurier Blvd,  
Brockville, ON K6V 7A3  
Phone: 613-345-5685

### **Smiths Falls**

25 Johnston Street,  
Smiths Falls, ON K7A 0A4  
Phone: 613-283-2740

Remaining sites are open to the public during clinic hours and when receptionist present

### **Kemptville**

2675 Concession Rd.  
Kemptville District Hospital  
Kemptville, ON K0G 1J0  
Phone: 613-258-5941

### **Gananoque**

375 William Street South, Suite 200  
United Counties Building  
Gananoque, ON K7G 1T2  
Phone: 613-382-4231

### **Almonte**

79 Spring Street  
Almonte General Hospital  
Almonte, ON  
Phone: 613-256-120

### **Perth**

1 Sherbrooke West, Suite 160  
The Old Perth Shoe Factory  
Perth, ON  
Phone: 613-283-2740

## Parking

All of our offices have designated parking lots.

- **Smiths Falls Office:** You will require a parking pass or you may be fined by a bylaw enforcement officer. Check with receptionist.
- **Kemptville Service Site** is located at the Hospital. The receptionist will provide you with a temporary pass on a daily basis.
- **Perth Service Site** is limited to 5 parking spaces and parking passes are kept on site. Perth parking passes must be returned to the building before leaving the site. **Check with receptionist.**

## How are we Organized? (Hyperlinks are to internal documents)

### Healthy Living and Development

OPHS areas:

- Chronic Disease Prevention and Well-Being
- School Health
- Healthy Growth and Development
- Effective Public Health Practice

### Community Health Protection

OPHS areas:

- Food Safety
- Infectious and Communicable Diseases Prevention and Control
- Safe Water
- Emergency Management

### Quality, Corporate, and Information Services

OPHS areas:

- Population Health Assessment
- Health Equity

PLUS Creative Team, Human Resources, Finance, and Information Technology

### Office of the Medical Officer of Health

Program areas

- Administration

## Preparing for Your Placement:

- We ask that you bring the following items with you:
  - ✓ Name tag
  - ✓ Notepad
  - ✓ Pen
  - ✓ Proof of influenza immunization\*
  - ✓ Snacks/lunch
  - ✓ Copy of course or placement requirements and evaluation
  
- You should already have the following on file with your school (if applicable):
  - ✓ Updated immunization record
  - ✓ CPR Certification
  - ✓ Criminal Record Check
  - ✓ WSIB coverage

**\*Influenza immunization:** Students who are at the Health Unit during the 'regular' months of the flu season, November – May, are required to show proof of influenza immunization.

### ➤ Dress Code

You are representing your school and the Health Unit. You are expected to wear attire appropriate for the job you will be doing and for the group with which you will be working. Examples of inappropriate clothing include dirty, torn or frayed items, or items containing logos or messages that are not in keeping with Health Unit values.

NOTE: According to the Occupational Health and Safety Act number 28 (1) (b), you are required to wear the clothing, equipment, or protective devices deemed necessary to complete specific tasks. The HU will provide the personal protective equipment if required.

### ➤ No Smoking or Vaping:

All Health Unit facilities are tobacco-free. This means no smoking, chewing or using e-cigarettes anywhere within any of the Health Unit's buildings or on its property, including parked vehicles, at any time. As well, you are not permitted to smoke, chew or use e-cigarettes vaporizer or inhalant-type device while conducting Health Unit business with clients, whether or not this contact occurs on Health Unit property.

### ➤ **No Scented Products:**

The Health Unit strives to minimize the use of scented products in the workplace. Please refrain from wearing or using scented products while on placement. If you have a reaction to a scent within your environment please advise your preceptor or manager immediately.

## **On Your First Day:**

- Most students start their first day in our Brockville office. Please sign in at the front desk and let the receptionist know who you are and why you are here.
- You will participate in a general agency orientation session, which includes Privacy training and Health & Safety training.
- You will complete required paperwork for your school and the Health Unit.
- You will review your learning needs and draft schedule with your preceptor and faculty advisor. If you have been given computer access, use and 'share' your Outlook Calendar to enhance communication when not working together.
- You are expected to keep track of the hours required to meet your course requirements.
- You are entitled to two 15 minute breaks, one in the morning and one in the afternoon, and a one hour lunch break. However, breaks don't always occur at a set time, but happen around duties/responsibilities. You do not have to stay at the Health Unit during breaks. Ask your preceptor where you can store and eat your lunch.
- You will start to develop your learning plan with support from your preceptor and other health unit staff.

## **Resources for Learning Plans:**

1. The Connecting Link (intranet) has a [Students section](#) and a [Staff Development](#) section with resources that you may find helpful in creating your learning plan or achieving your objectives. Examples of some of the tools you can find there include:
  - Online Courses & Resources
  - Internal Tools & Resources
  - Legislation
  - Public Health Related Literature & Interventions
  - Statistics

2. The [Health Unit external website](#) also has a wealth of resources for you to access. These include:
  - Topic specific sections with information for our clients
  - Reports and Newsletters
  - Health Care Professionals
3. Discuss your learning plan and long-term goals with your preceptor. He/She may be able to suggest skills that you can develop at the Health Unit which can transfer to other areas of your future practice.

## What to Expect During Your Placement:

- **Preceptor Role modeling and learning activities**

Your preceptor will be role modeling their work and how they practice self-regulation in their professional practice. You will be given opportunities to practice skills as deemed appropriate by your preceptor, depending on identified learning needs, the setting, client need and their assessment of your level of knowledge and comfort.

If you do NOT feel comfortable and/or safe in performing a task that has been assigned to you, please say so. A discussion with your preceptor can help address your concerns so you can be successful in your placement activities.
- **Use of Population Health Theories and Models:**

This is an opportunity to observe and use theory and models learned in the classroom and apply in a community health setting.
- **Health Unit's Vision, Mission, and Values and Code of conduct:**

It is expected that you will be respectful of clients, Health Unit employees, contract workers, volunteers, and fellow students. What you say is as important as the way you say it - when dealing with an issue, focus on the situation, problem, or behaviour, not on the person.
- **Use of policies, procedures, guidelines, best practices:**

Public health staff use a variety of guidance documents in their day to day work. You need to take time to read these relevant documents as you approach new tasks and activities. These are all accessible on the Connecting Link or in Filehold.

- **Computer access:** You may be given access to the computers and electronic resources at the Health Unit, depending on the length of your placement and course objectives. The need will be identified by your preceptor and arrangements will be made with IT to set up an account.
- **Email:** It is expected that you will only use your Health Unit email account for communicating within the Health Unit. Any external emails that you may need to send to our community partners will be via a Health Unit staff person. This is to ensure our clients can still connect with us beyond your placement dates.
- **Personal electronic devices:**  
Please refrain from using your own electronic devices unless it is during a scheduled break. Please mute the ringers on any devices when you arrive each day.
- **Maintaining Confidentiality:**  
Posting about your placement activities on social media such as Facebook, Twitter and Instagram is not allowed during your placement. This would be considered a breach of confidentiality. According to the Personal Health Information Protection Act (2004), clients do not have to be named for information to be considered “identifying”. A person may be identifiable when different pieces of information are combined. This continues to apply after your placement has ended with the Health Unit.
- **Preceptor Absence:** Discuss/make arrangements with your preceptor about what activities you can work on and who you can consult with if your preceptor is away. The staff work in teams and there is always someone available who can support your learning.
- **Illness/Calling in Sick:** If you are unable to attend placement due to illness, please notify your preceptor as well as following any procedure outlined by your school. You are expected to stay home when in the infectious state.
- **Incident Reporting:** Please report any unusual incidents/events involving clients, staff or yourself immediately to your preceptor or another staff member. Examples of incidents/events include falls, injury, and loss of belongings.

- **Flexible Schedule:** Some programs and services are offered outside regular office hours. Your preceptor will help you arrange your schedule if this applies to you.  
When you have some extra time, please feel free to use the online learning resources offered by the Health Unit to expand your knowledge and understanding of Public Health.
- **Evaluations:** Formal evaluations may be in person or via teleconference; will occur at midterm and the end of your placement; and will include your preceptor and faculty advisor. You will receive feedback throughout your placement from your preceptor and any staff member you are buddied with.

## ARCH Model for Giving Feedback

**A-**

**Ask Student to Assess their Actions**

**R-**

**Reinforce 'Positive' Behaviour**

**C-**

**Correct 'ineffective or harmful' Behaviour**

**H-**

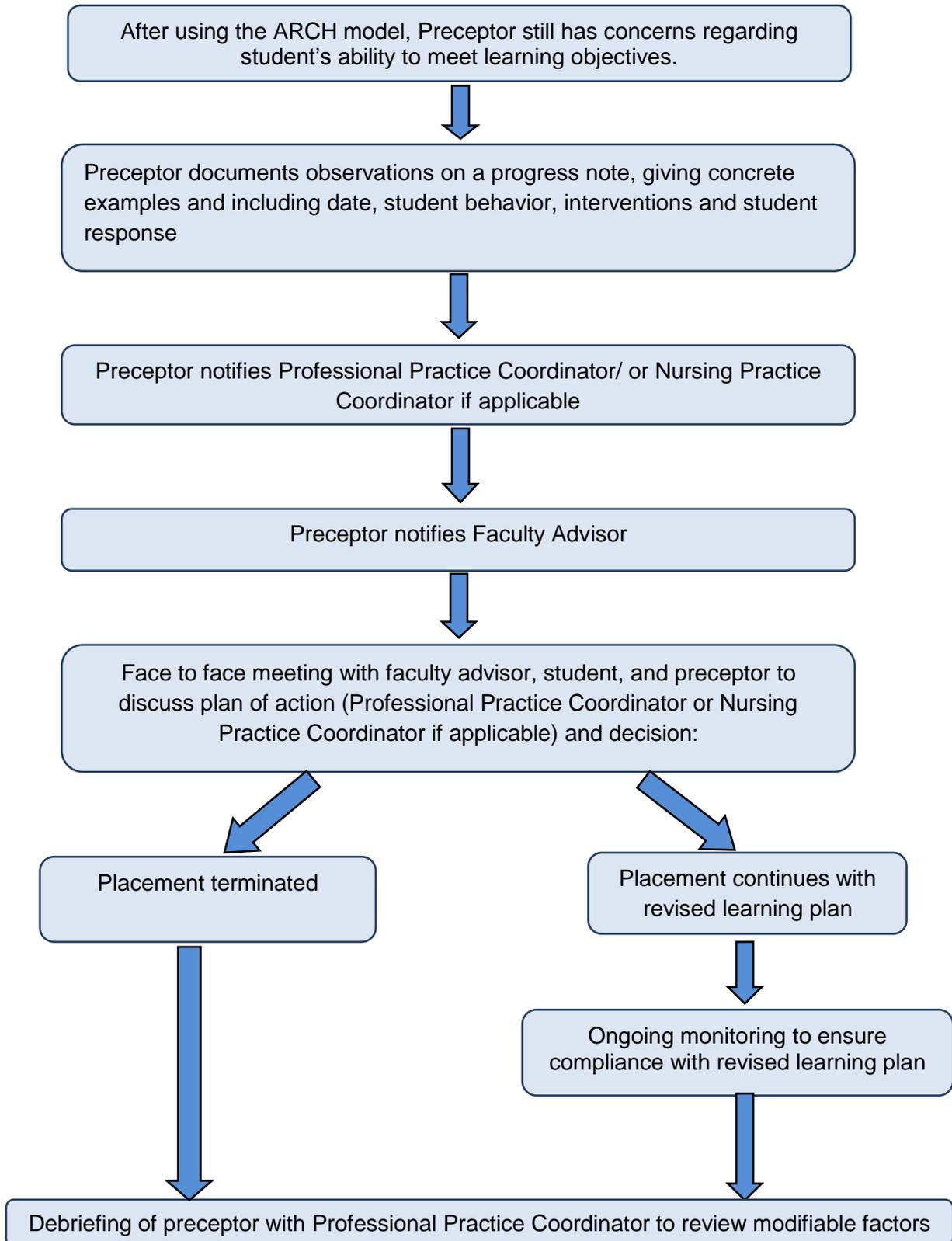
**Help Develop a Plan to Improve**

From the Health Unit Student Placement Policy:

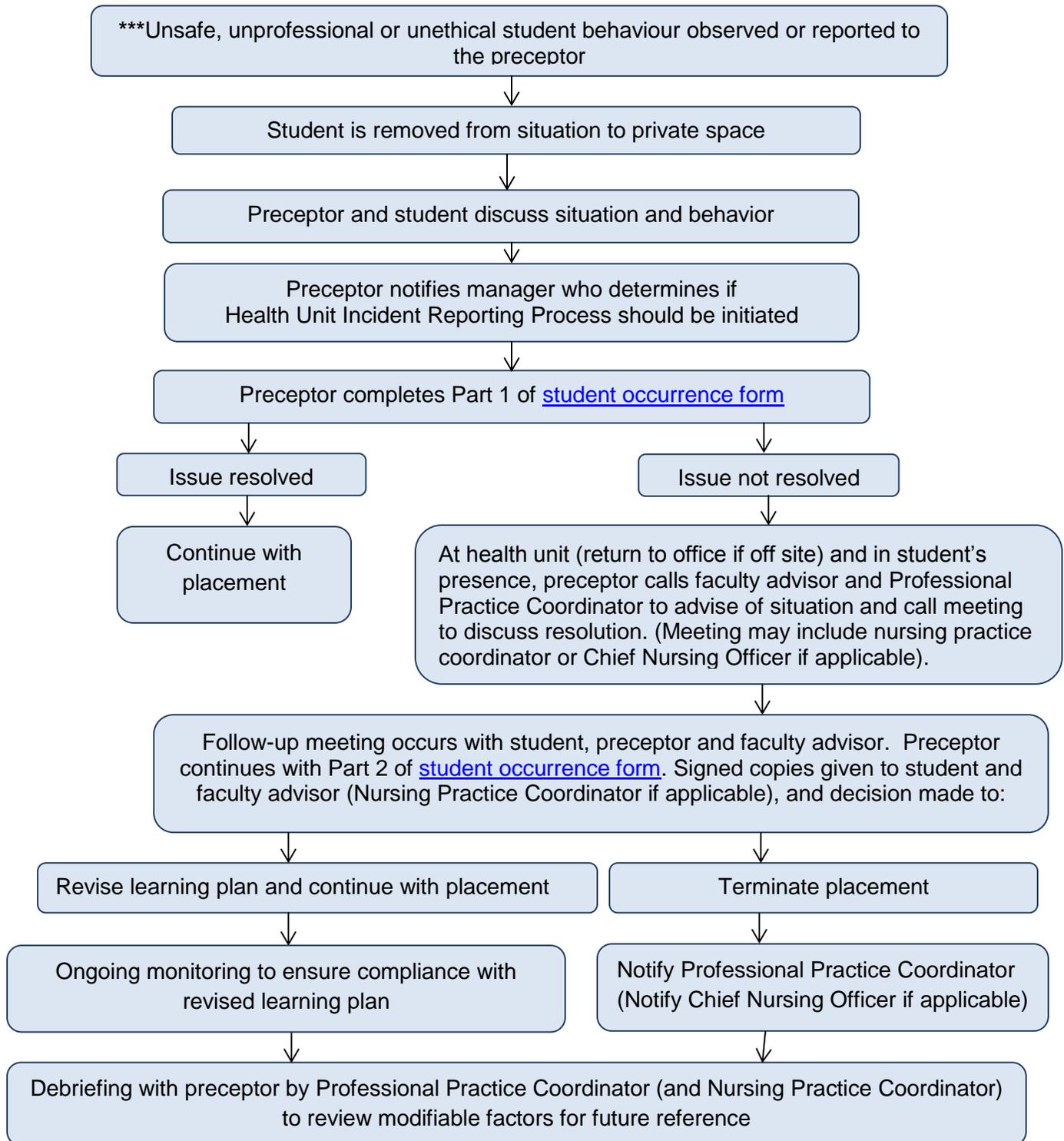
**Learner Demonstrating Difficulties** -This may be demonstrated by non-professional behaviours or attitudes, confusion about learning objectives or assignments, different expectations relating to the preceptorship experience, interpersonal issues, incomplete or late work assignments, etc. A revised learning contract may be developed with input from the student, preceptor and faculty advisor.

NOTE: Faculty advisors have the responsibility for making “pass” or “fail” decisions. Preceptors are not responsible for determining if students pass or fail, only if they meet or do not meet objectives in learning plan.

## Learner Demonstrating Difficulties Procedural Diagram



## Learner Demonstrating Unsafe Behaviour Procedural Diagram



\*\*\*Unsafe behaviour may include:

- Not complying with school or agency policies & procedures
- Any behaviour that exposes clients, students or staff to potential or actual harm

## Appendix A- For Nursing Students

Because public health is a new practice area for most students, while on placement you will be considered as a novice or advanced beginner nurse, despite previous training, education or work experience.

### Supervision

1. Students will be paired with a primary preceptor in the same registration class i.e. RN students with RN's, RPN students with RPN's.
2. When performing controlled acts authorized to nursing the student must be under the supervision of the same registration class or higher. If the supervising nurse is at a higher level of registration, they must be familiar with the scope of practice for a student preparing for that level of registration.
3. Students may be buddied with other HU staff for activities not involving controlled acts.

### Documentation

1. Students are responsible for documenting the care they provide on HU forms, according to the [College of Nurses Documentation Standard](#).
2. Health Unit Staff will not co-sign documentation.
3. Students must sign their name, school, and year after each entry.

For example:

Laurentian University Nursing Student 3<sup>rd</sup> Year LUNS3  
Ottawa University Nursing Student 4<sup>th</sup> Year OUNS4

### Accountability

1. Students are accountable for their own actions to the patient, their educational institutions and placement organization.
2. Students will familiarize themselves with implementation of physician's orders in the public health setting by reviewing the CNO Practice Guideline [Directives](#)

### Pre-requisite learning activities

To ensure client safety and a consistent standardized approach to learning, students may be required to complete or review specific learning activities before participating in associated programs or services. Most of these are listed on the [Student](#) page of the Connecting Link.

**NOTE:** All completed checklists must be forwarded to Professional Practice Coordinator for inclusion in student file.