Dear Academic Partners and Clinical Instructors,

The Scarborough Hospital (TSH) is committed to facilitating student and staff learning in an environment that reflects our commitment to patient centered care and the patient experience. We strive to support our staff to provide rich learning experiences for students, facilitating growth of knowledge and skills over the course of the placement. Students should be prepared to work as part of the Interprofessional team and to play an active role in learning on the units.

This letter is intended for clinical instructors who are assigned to bring groups of students to TSH for a clinical placement. It contains information about important steps instructors and students must take prior to arriving at TSH for their placements. Please note, to facilitate organization of the required paperwork, instructors are requested to be the primary contact person for all group placements at TSH. All student paperwork should be collected by the instructors and combined, prior to being scanned and emailed to the Interprofessional Practice Office (ipo@tsh.to). Please follow instructions in this document closely. We strongly recommend instructors keep copies of the paperwork. We appreciate your cooperation and understanding in this matter.

All forms referred to below can be found on the TSH’s website (www.tsh.to). Select “Join Our Team”, followed by “Clinical Student Placements”. A copy of this letter can be found there as well.

REQUIRED ACTIONS:

- Electronic Documentation Training for Clinical Instructors
  - Instructors must attend a train-the-trainer program for electronic documentation. After completing the train-the-trainer session, instructors will schedule a time slot in one of TSH’s computer labs to teach their students how to use the electronic documentation system. For detailed instructions please see the “Electronic Documentation Training Process” document.

- Meditech Access
  - During the first week of the placement, instructors shall take the student group to the
Helpdesk to set up access to Meditech (the electronic documentation system).

- **Forms:**
  - *Interprofessional Practice Confidentiality form:* Review confidentiality form with the group, and collect completed, signed forms.
  - *Infection Prevention and Control (IPAC) Student Education module:* Have all students complete the module and the post-test. Review post-test results with the students. Students and Instructors must both sign off the IPAC education tracking sheet.
    
    **Please collect the confidentiality forms and the IPAC Education Tracking sheet at the same time.** Scan and submit ALL of the forms for the entire group together to [ipo@tsh.to](mailto:ipo@tsh.to) PRIOR to the start of the placement.**
  - *Mask Fit Testing:* Collect and submit proof of Mask Fit Testing for all students and email them together to [ipo@tsh.to](mailto:ipo@tsh.to) with “ATTN: Mask Fit Testing Proof” in subject line.
  - *ID Badge and Parking:* Review the “Instructions for ID badge and Parking” document and share this with your students. Have students follow the instructions and bring the appropriate paperwork, ID, and payment method to TSH to get their TSH ID badges (mandatory for all students and instructors) and parking (only if required).
  - *Health and Safety forms:* During the first week of the placement, have students review TSH’s Health and Safety Manual, and complete the Health and Safety Training Checklist. Some of the health and safety content should have been covered as part of the school curriculum, some will be in the Health and Safety Manual, and the rest should be covered on the unit. Collect all of the completed forms and submit them to [ipo@tsh.to](mailto:ipo@tsh.to) together within the first week of the placement.

- **Connect with the unit/department you are assigned to:**
  - See the “Patient Care Area Contact Information” on the webpage. Call the unit and find out who the Clinical Resource Leader and/or Patient Care Manager is.
  - Contact the Clinical Resource Leader and/or Patient Care Manager of the unit you have been assigned to arrange introductions and an orientation to the unit.

- **Instructors must be competent in using the Hospira IV Smart pump used at TSH.** If you require training, please contact the Clinical Resource Leader of the unit to which you have been assigned.

**OTHER IMPORTANT INFORMATION:**
Student Placement Information:  
For Nursing Clinical Instructors

- Students must wear BOTH their TSH student AND their school identification at all times.
- Students are highly encouraged to have their flu immunization prior to starting placement. In the case of an outbreak, student groups will not be permitted to be on the clinical units.
- TSH does not offer room bookings for post-conference discussions. You may choose to use the cafeteria or other lobby spaces for these meetings.

We thank you for supporting student learning at TSH. Your contribution to students and our institution is invaluable. If there are any outstanding questions after reviewing all materials on the webpage please direct them to ipo@tsh.to.

Warmest regards,

Farzana Premji BSc, BN, RN  
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