

# Practice Education Guidelines for BC Contracted Vendor Placements

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GL#2-4

May 2013

## **Introduction and Purpose:**

Health services have an increasing number of public-private relationships for services and care. Students may be placed under the supervision of Contracted Vendors who operate within or on behalf of the Health Care Organization (HCO).

The purpose of this guideline is to outline the standards and requirements that Contracted Vendors must adhere to when accepting students for placement. A clear understanding of the responsibilities for practice education among all parties is important for patient confidentiality, health, and safety.

## **Definitions:**

*Also refer to: Standardized Guideline definitions in Practice Education Guideline (PEG) Introductory Module.*

*Contracted Vendor:* a private company that has entered into a contractual relationship with the Health Care Organization (HCO) to provide a service within the HCO such as security services, food services, cleaning services, etc.

## **Practice Guideline Standards:**

Any student placed with and/or supervised by a Contracted Vendor is the responsibility of that vendor.

Post Secondary Institutions (PSI) that place students with a Contracted Vendor within an HCO require:

- An educational affiliation agreement between the PSI and the HCO within which the Contracted Vendor provides services, and,
- An additional and separate educational affiliation agreement between the Post Secondary Institution and the Contracted Vendor.

All HCO requirements for student practice education apply to students under the supervision of a Contracted Vendor.

When a student is placed in an HCO and is supervised by an HCO educator (term includes all HCO practice education supervisory roles) but requests a learning experience with a Contracted Vendor, the PSI must:

- make a separate formal placement request in accordance with the HCO/Contract Vendor placement process, and,
- ensure an additional and separate educational affiliation agreement is in place between the PSI and the Contracted Vendor.

(An example of this would be a Student Dietitian in an HCO being placed with the Food Service Contract Vendor for a period of the placement).

When a student is placed with a Contracted Vendor but requests a learning experience with an HCO educator the PSI must make a separate, formal request in accordance through the HCO placement process.

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## Roles, Responsibilities and Expectations:

The HCO, the PSI and the Contracted Vendor need to work together to make sure that the relationship between all parties is clear and that HCO student requirements are met.

### *Health Care Organization:*

Confirm that an additional and separate affiliation agreement for the Contracted Vendor is in place prior to start of the practice education experience and/or is completed at the time during the placement where it is decided the student would benefit from time spent learning with the Contracted Vendor.

### *Post Secondary Institution:*

Confirm that an additional and separate affiliation agreement for the Contracted Vendor is in place prior to start of the practice education experience and/or is completed at the time during the placement where it is decided the student would benefit from time spent learning with the Contracted Vendor.

### *Contracted Vendor:*

Confirm that an affiliation agreement between the PSI and the Contracted Vendor is in place prior to start of the practice education experience and/or is completed at the time during the placement where it is decided the student would benefit from time spent learning with the Contracted Vendor.

When all or part of the student's practice education experience takes place within the HCO, the Contracted Vendor is responsible for ensuring that:

- students have met all requirements, consistent with the HCO student requirements;
- students are provided with an orientation to the site, including emergency responses;
- students adhere to the HCO policies and procedures within the area they are assigned;
- students are adequately supervised while in the practice education setting;
- the HCO is informed of all students who are on the site.

## Resources and References:

BC Academic Health Council. (2007). *Education institution affiliation agreement template*. BC Academic Health Council: Vancouver, BC. Available at: [www.hspscanada.net/docs/aam/aa\\_template.pdf](http://www.hspscanada.net/docs/aam/aa_template.pdf)

BC Practice Education Committee. (2009). *BC practice education affiliation agreements in British Columbia (BC). Frequently asked questions*. BC Academic Health Council: Vancouver, BC. Available at: [www.hspscanada.net/docs/AAM/FAQ\\_Affiliation%20Agreements.pdf](http://www.hspscanada.net/docs/AAM/FAQ_Affiliation%20Agreements.pdf)

## Guideline Review History:

Revision #	Date	Author(s)	Brief Description of Change (reason for change)
Original	2007		
1	March 2013	Heather Straight (VCHA), Carrie Edge (FHA), Barb Bedell	Revised to new template Consult with Legal

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