

May 2013

## Introduction and Purpose:

Remuneration or reimbursement for student placements can create the potential for inequity and unfairness in placement decisions.

The purpose of this guideline is to stipulate the acceptable parameters for remuneration related to providing and/or accepting remuneration for activities related to practice education experiences. This guideline aims to ensure that bias does not influence the decision making process.

## Definitions:

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

*Co-operative education experience:* formally integrates a student's academic studies with a paid work experience in co-operative employer organizations.<sup>1</sup>

*Secondment:* the detachment of a person from his regular organization for temporary assignment elsewhere.<sup>2</sup>

## Practice Guideline Standards:

Remuneration for the purpose of achieving higher priority status for placement consideration and approval is not permitted. Placement requests must not be accepted or denied on the basis of financial or material incentives either offered by the Post Secondary Institution (PSI) or requested by the Health Care Organization (HCO).

Any form of remuneration / appreciation must be in accordance with the HCO standards of conduct policies and must not violate professional code of conduct policies.

Remuneration to HCO staff for their support of practice education experiences must be a formal agreement between the HCO and PSI and must only be done by way of:

- A formal secondment
- A dual Academic Appointment
- Payment for contracted work beyond regular working hours.

HCOs do not provide remuneration for students for services rendered during a practice education, except:

- where there has been a formal, Provincial agreement between the HCO and profession-specific PSI education programs;
- where the student is in a co-operative education experience.

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<sup>1</sup> Cooperative Education. *What is co-op?* Carlton University, Ottawa, Ontario. [http://www.carleton.ca/co-op/employers/what\\_is\\_co-op.shtml](http://www.carleton.ca/co-op/employers/what_is_co-op.shtml). Retrieved May 5, 2006.

<sup>2</sup> Merriam Webster Dictionary. (2013). *Secondment*. Merriam-Webster, Incorporated. Retrieved March 24, 2013 from: [www.merriam-webster.com/dictionary/secondment](http://www.merriam-webster.com/dictionary/secondment)

HCOs do not reimburse students for personal expenses incurred during a practice education experience, except in exceptional circumstances with designated funding for such a purpose. For example, rural/remote placements may provide housing for the visiting student during the practice education experience.

Staff may accept small tokens of appreciation from students or PSIs for supporting the practice education experience in accordance with the HCO specific policy. These gifts must have no more than nominal value (eg: box of chocolates).

Evidence of inappropriate offering/acceptance of financial or material remuneration for the practice education experience will be subject to HCO and/or PSI organizational review. One outcome may include suspension/termination of the practice education experience.

This guideline is not to be confused with a contractual relationship between the HCO and PSI where space or equipment is rented or leased.

## **Roles, Responsibilities and Expectations:**

### *Health Care Organization:*

Establish and communicate a policy for Business Code of Conduct / Conflict of Interest.

Ensure that HCO protocols for student practice education reflect all relevant policies and guidelines.

### *HCO Educator (term includes all HCO practice education supervisory roles):*

Do not accept any form of remuneration for supporting a practice education experience except in the following circumstances:

- Where there is a formal agreement between the HCO and PSI to remunerate your time/services;
- You are offered a small token of appreciation, and that this gift is of nominal value.

### *Post Secondary Institution:*

Establish and communicate a policy for Business Code of Conduct / Conflict of Interest.

Ensure that all PSI protocols for student practice education reflect all relevant policies and guidelines.

## **Resources and References:**

Cooperative Education. *What is co-op?* Carlton University, Ottawa, Ontario.  
[http://www.carleton.ca/co-op/employers/what\\_is\\_co-op.shtml](http://www.carleton.ca/co-op/employers/what_is_co-op.shtml). Retrieved May 5, 2006.

Provincial Health Services Authority: (2012). *Policy\_AB\_610. Standards of business conduct*. Vancouver, BC.

Vancouver Coastal Health Authority. (2010). *Policy\_HR\_200. VCH standards of conduct, conflict of interest and whistleblowing protection*. Vancouver, BC.

# Practice Education Guidelines for BC Remuneration/Reimbursement

GL#2-5

## Guideline Review History:

Revision #	Date	Author(s)	Brief Description of Change (reason for change)
Original	February 2007		
1	March 2013	Heather Straight (VCHA), Carrie Edge (FHA), Barbara Bedell (PHC), Debbie McDougall (BCAHC)	Revised to new template Guidelines aligned to organizational Codes of Conduct. Roles/Responsibilities added to the guideline References updated