

COMMUNITY LIVING DURHAM NORTH
STUDENT WORK PLACEMENTS

Policy No: C-22 (Human Resources)

Effective Date: February 1, 2010

Rationale:

To encourage relationships between educational institutions and Community Living Durham North which lead to students completing their field placements within our programs or offices.

Policy Statement:

Although it involves time and effort to properly accommodate student placements, CLDN will encourage such placements for a wide range of reasons.

First, in reference to High School Cooperative programs, to encourage interaction between young people who do not have a disability, and young people that we support, is to encourage broad and lasting social inclusion.

Our work is extremely staff intensive. Therefore, if we deploy them creatively, students will always enhance our ability to support people.

Also, we are dependent upon the educational system to graduate people who have the values and competencies that we are looking for in new employees. It is in our interest, then, to contribute to the educational process.

Senior staff will put into place procedures to ensure that students placed at CLDN are well supervised and have every opportunity to enjoy a positive experience, while also ensuring that they are not put into situations for which they are unprepared. The interests of the people we support will take precedence in every situation.

Approved by: _____ Date: _____
for the Board of Directors

COMMUNITY LIVING DURHAM NORTH
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Procedure No: C-22-1
High School Students

Effective Date: February 1, 2010
Last Revision/Review: Aug. 29, 2016

- Local high schools will be made aware, regularly, that the involvement of their students at CLDN is highly valued.
- In the absence of unusual extenuating circumstances, youthful candidates must be matched to individuals or programs based on age appropriateness. That is to say, they will typically be recruited for the Youth Group, or to work with children in the Respite program.
- High school students must, at all times, be in the presence of, and under the supervision of, a paid employee. The student is not permitted to transport supported people, nor is he permitted to administer medications.
- High school students will not provide, or participate in, personal care, under any circumstance.
- Given that high school students and indeed anyone under 18 years of age cannot be left unsupervised with a supported person, they will not be required to obtain a Criminal Reference Check. However, their file will be flagged and the request will be made upon their eighteenth birthday.

Procedure No: C-22-2
College Students

Effective Date: November 1, 2010
Last Revision/Review:

- Given the short term nature of their involvement, it is not practical to provide students with the full agency orientation or with other elements of an employee's basic training, such as *Safe Management*. Therefore, students must, at all times, be in the presence of, and under the supervision of, a paid employee. College students are not permitted to transport supported people.
- First year students are not permitted to administer medication unless:
 - Administering medications is a specific teaching objective of the college program;
 - They have successfully completed the pharmacology course prescribed by the college;

- An employee is present to observe and monitor the administration of the medication.
- Second year students may administer medications but an employee must still be present to observe and monitor.
- Where college students are concerned, there are no restrictions on the provision of personal care, beyond the requirement that students always be supervised and the person supported has provided permission to the student to provide the care. The key, with college students, is to place them in a program that matches their interests and their academic pursuits.

Procedure No: C-22-3
General Matters

Effective Date: June 30, 2011
 Last Revision/Review: Aug. 29, 2016

- All inquiries and requests for placements will be directed to the Human Resources department. HR will then bring the opportunity to a regular managers' meeting with a view to placing the student in one or more particular programs.
- As long as they are 18 years of age, all students will be required to provide a Criminal Reference Check, including the Vulnerable Sector search (the agency will only accept checks that are not older than six (6) months).
- A Police Record will not necessarily disqualify the student from obtaining a placement. In responding to a positive Criminal Record the CEO or designate will consider the nature of, and circumstances surrounding, the charges and conviction in order to determine eligibility for placement.
- The HR Manager will become clear about the student's learning objectives, and about the expectations of the school – i.e. what kind of supervision does the school expect? Are we required to rate the performance of the student, or to have input into an instructor's assessment? When clarity around our obligations have been achieved, and agreed to, the particular staff team will be briefed and responsibility for orienting and supervising the student will be delegated to individual team members.
- Every student placed in the agency will have an assigned mentor on every shift. The staff team needs to decide, at the commencement of each shift, which team member is going to take the mentoring role. The mentor will be responsible to ensure the student is constructively engaged throughout the shift.
- It will be the responsibility of the HR Manager to follow up with the designated team during the student's placement. It will also be the responsibility of the HR Manager to complete the evaluation with the involvement of the Team Leader of the program and/or its Manager. A copy of the assessment will be kept on file.

- The HR Manager will, collaboratively, ensure that the student is provided with a truncated orientation to CLDN on his or her first day of active participation. This shortened orientation will include a review of certain key policies:
 - B-10 Electronic Surveillance (if applicable)
 - B-11 Medication Administration (if applicable)
 - B-19 Prevention of Assault and Abuse
 - B-25 - Positive Behavioural Supports
 - C-6 Employee Code of Conduct
 - C-9 Employee Health and Safety
 - C-10 Dress Code
 - C-25 Violence in the Workplace

The orientation will also include:

- The collection of necessary personal data
 - The signing of the Pledge of Confidentiality (form H-25)
 - The signing of the Abuse policy sign-off (form H-13)
 - The signing of the Electronic Surveillance waiver (form H-30)
 - Quality Assurance Measures (QAM) Training
- In addition to the restrictions placed upon students by procedures C-22-1 and 2, above, the agency will respect any additional restrictions that may be dictated by the educational institution;
- The educational institution must demonstrate that WSIB coverage is in place for the student.
- In order for students to be permitted to travel in agency owned vehicles or in another staff owned vehicle, they must provide proof of insurance. A student over the age of 18 who is not considered to be a “dependent” must provide his own auto policy. Students who are under the age of 18, and are still considered to be a “dependent,” would be covered under their parents’ policy.
- Under no circumstance are students permitted to drive agency owned vehicles or to transport supported people in their own vehicles.

Procedure No: C-22-4

Performance Management

Effective Date: Sept. 1, 2012

Last Revision/Review: May 1, 2013

- Students will meet with the HR Manager in accordance with a schedule mutually determined by CLDN and the educational institution.
- Students are expected to demonstrate a positive and professional relationship with the support team, people receiving service, families, other providers and the community.

- All students are expected to embrace the Vision and Mission of CLDN and to adhere to agency policies. Policy infractions will not be condoned. Offences will result in counselling and may result in disciplinary action or the ceasing of the placement.
- Some students will wish to pursue a career with CLDN. However, no student will be considered for employment until they have successfully completed their student placement with the agency.
- At the conclusion of the placement, and upon the student's departure, all documents that were collected from or about the person will be shredded. The HR Department will obtain approval from a Director to shred appropriate documents using Form H-39 Destruction Form. Only brief notations concerning their employability at CLDN will be retained on the agency's electronic database.

Approved by: _____ Date: _____
CEO