

Standards of Expectations for Clerical Student Placements at BC Cancer

BC Cancer is a workplace of respect and care and values the diversity of the staff and students and supports them to achieve their full potential. Everyone has a shared responsibility to maintain a culture and work environment that is safe and healthy for all. We are excited to have you as part of our team. We look forward to working with you and supporting your learning and growth.

Prepare for your practicum:

Click me

- ✓ ① Receive confirmation of Clerical Placement
- ② Student Practice Education Core Orientation
 - [SPECO \(curriculum\)](#)
- ③ PHSA learning module
 - PHSA Privacy and Security 101
- ④ Read PHSA core policies
 - List of the most current PHSA Core Policies can be found [HERE](#).
- ⑤ Network & Email
 - Students with a confirmed placement in HSPnet are auto-provisioned a PHSA network account. Activation instructions are sent to a student's school-based email account within 30 days of placement start date.
- ⑥ Complete Cerner (electronic health record) training
 - Training must be completed at least one week prior to placement start.
 - Training, access, and provisioning: Scheduling - Clerk Oncology
- ⑦ Your Preceptor / Supervisor
 - If contact has not been made, reach out ahead of your first day to introduce yourself and sort out any logistical issues ahead of the practicum.

Preceptor Expectations:

- ⑧ Orientation, Goal setting, Supervision, Opportunity seeker, Performance review, Updates to Placement Coordinator, Conflict resolution, Overall responsibility of the student, Exit evaluation.

First day:

- ⑨ ID Badge requested by each site / Preceptor
- ⑩ Cerner access - auto-provisioned
- ⑪ Welcome Tour & Introductions

First week & beyond:

- ⑫ General
 - Take responsibility for your own learning and have an active role in the practicum setting.
 - Establish learning goals with the Supervisor.
- ⑬ Professional Conduct
 - Adherence to workplace policy, dress codes, health and safety protocols.
 - Respectful Behavior
 - Confidentiality
 - Workplace Integrity – act with honesty and integrity in all tasks
- ⑭ Attendance and Punctuality
 - Attend placements consistently and arrive on time.
 - Absences must be communicated in advance to the onsite clerical supervisor.
- ⑮ Work Performance
 - Quality of Work – accurately, thoroughly and to the best of your ability.
 - Ability to follow instructions, ask for clarification when necessary.
 - Attention to detail.
 - Manage time effectively.
 - Respect all patient, colleagues, and supervisors.
 - Seek and accept feedback from Supervisor / Preceptor
- ⑯ Use of Technology – Electronic Charting
 - Students will be introduced to the clerical role as it pertains to Cerner
 - Student are expected to participate in training sessions.
 - Student should begin to show preliminary understanding of system and its functionality.
- ⑰ Communication Skills
 - Verbal and written communication
 - Listening and Feedback – open to receiving constructive feedback to be used for continuous improvement.
 - Teamwork and Collaboration

~ WELCOME ~