Max Rady College of Medicine Policy

Policy Name: Clinical Teaching Site Support to the Max Rady College of Medicine

<table>
<thead>
<tr>
<th>Application/Scope:</th>
<th>Faculty, Staff and Learners in the Max Rady College of Medicine</th>
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<tbody>
<tr>
<td>Approved (Date):</td>
<td>June 2, 2010</td>
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<td>Review Date:</td>
<td>10 years from last revised date</td>
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<td>February 26, 2013</td>
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<td>July 31, 2018</td>
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<td>Approved By:</td>
<td>Reviewed by Education Committee, Max Rady College of Medicine: July 17, 2018</td>
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<td>Approved By:</td>
<td>Approved by Dean’s Council, Max Rady College of Medicine: July 31, 2018</td>
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1. PURPOSE

1.1 To ensure learners have the supports needed to safely and successfully complete their rotations and residencies and ensure that Clinical Teaching Sites and the Max Rady College of Medicine discuss issues of mutual concern on an ongoing basis. Accrediting bodies often dictate such supports for learners and include a visit to Clinical Teaching Sites for evidence of compliance.

1.2 To ensure appropriate processes are in place respecting Max Rady College of Medicine learner placements within Clinical Teaching Sites in Manitoba and elsewhere, as may be approved, from time to time.

2. DEFINITIONS

2.1 **Clinical Teaching Site(s):** sites in which Max Rady College of Medicine learners are placed. They can be categorized as follows:

(a) Major Clinical Teaching Site(s): all Regional Health Authorities in Manitoba, (which includes all sites owned, operated, or primarily funded by a Regional Health Authority) and Shared Health in which learners are placed;

(b) Other Clinical Teaching Site(s): all other sites in Manitoba, including without limitation Cancer Care Manitoba, Diagnostic Services of Manitoba, and private clinics and practitioner offices, in which learners are placed. Learners may be placed in clinical sites outside of Manitoba, from time to time, pursuant to agreement with such sites.

3. POLICY STATEMENTS

3.1 The Max Rady College of Medicine and its Clinical Teaching Sites commit to a shared responsibility for the provision of a safe and satisfactory learning environment for all learners which includes adequate study space, lounge areas, secure storage facilities, appropriate instructional facilities and information resources, and which complies with all accreditation standards.
3.2 The Max Rady College of Medicine shall maintain affiliation agreement(s) (learner placements) with the Major Clinical Teaching Sites, setting out the responsibilities of each party related to learner placements within those sites and in accordance with applicable accreditation requirements.

3.3 The Max Rady College of Medicine should ensure that Other Clinical Teaching Sites are made aware of their responsibilities related to the learner placements within those sites, by providing written terms & conditions prior to, and as a condition of, learner placement. The link to the form of suggested agreement including such terms and conditions is provided at 5.1.

4. PROCEDURES

4.1 Programs and Departments should, as part of their practicum process for learner placement, ensure that Other Clinical Teaching Sites are made aware of the terms and conditions for learner placement. The link to the instructions for clinical site coordinators in entering into further agreements with Other Clinical Teaching Sites is provided at 5.1.

4.2 The Education Committee will provide a link between the College and Clinical Teaching Sites where accreditation requirements and mutual issues of concern are discussed.

4.3 Site support issues of mutual concern to be discussed include, but are not limited to:
   - Learner mistreatment issues/provision of a respectful work and learning environment;
   - Workplace health and safety issues including security and working alone, needlestick and other injuries occurring at clinical sites; biological exposure, personal protective devices, immunization and immune status, and infection control education;
   - Orientation to, and the logistics of, working in teaching sites including clear site/program liaison identification;
   - Facilities including overnight accommodations, storage/locker, lounge and change rooms;
   - Computer and library access and resources;
   - Parking;
   - Other issues as identified by learners.

4.4 The Undergraduate Medical Education ("UGME") program, Postgraduate Medical Education ("PGME") program, International Medical Graduate ("IMG") program and Manitoba Physician Assistant Studies ("MPAS") program will make available to Clinical Teaching Sites the names and locations of learners training on site, to an individual identified by the site.

4.5 The UGME, PGME, IMG and MPAS programs will regularly, at least annually, solicit and review feedback from their learners regarding their experience at Clinical Teaching Sites and report to the appropriate College committee(s) for action.

4.6 Site visits will be arranged by the College, as required, at least every two years, to review resources at Major Clinical Teaching Sites, with participation from learners training at the sites.
5. REFERENCES

Learner Placement Agreement template for Other Clinical Sites & Instructions for Clinical Coordinators are available at the following link, under Placement Agreements, RFHS: http://www.umanitoba.ca/admin/vp_admin/ofp/legal/agreements.html

6. POLICY CONTACT

Please contact the Education Committee, with questions respecting this policy.