

MSC IN GENETIC COUNSELLING: Clinical Rotation Contract

Date:
Student Name:
Supervisor Name:
Rotation:

Preamble: The following points are to be reviewed and each box checked to indicate it was discussed.

General Roles and Responsibilities:

- Any conflicts of interest that may arise must be disclosed immediately
- Reasonable notice must be given about extended absences, expected leaves (e.g. conference), or other extenuating circumstances that may impact attendance during rotation
- Demonstrate appropriate professional conduct, professional judgment, collegial behaviour, academic rigor, and integrity at all times
- Adhere to site-specific rules/regulations (e.g. dress code, confidentiality agreements, workflow processes, etc.)
- Ensure preferred contact information is accurate and up to date
- Review rotation specific responsibilities/expectations (below)
- Contract mutually agreed upon goals and expectations at the beginning and during the midway evaluation of the rotation (below)

Supervisor Specific Roles and Responsibilities

- Provide guidance on clinical judgment, actions, assessment and how to work effectively as a member of a team
- Provide student feedback at the following intervals (minimum)
 - Informally after each clinic
 - Formal midway evaluation (can include review of logbook sheets)
 - Formal final evaluation (can include review of logbook sheets)
- Assess and confer appropriate and fair acknowledgement of student contributions to case
- Additional commitments and expectations beyond those related to clinical care will be outlined at the start of the rotation
- Provide constructive feedback of clinical encounter within a timely fashion (typically one week)

Student Specific Roles and Responsibilities

- Seek advice from supervisor concerning appropriate clinical actions
- Familiarize themselves with the policy, procedure and regulations established by the rotation site including site-specific policies concerning the use of computer systems/networks and confidentiality (e.g.: email)
- Strive to work effectively as a member of the team
- Complete documentation and follow-up of clinical encounter within a timely fashion (typically one week)
- Provide feedback to the supervisor about the cases seen and to the program with respect to clinical rotation experience

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Rotation Specific Responsibilities/Expectations:

Student Goals:

**Should a conflict arise between student and supervisor, the two parties are encouraged to address the concern directly. If either party feels resolution cannot be obtained, the GC Program Director is to be notified and appropriate investigation or follow-up will occur.

Student Signature

Supervisor Signature

Program Director Signature