

# ATTENDING HOSPITAL PLACEMENTS

## Placement Schedule Received

- Read and understand all content and attachments. Some clinicians may provide specific instructions
- Send confirmation email to ParaScheduling@jibc.ca and RTC (PCP)/PEL (ACP)
- Contact your clinician via CompTracker
- Locate the hospital and plan your travel to and from your placement

## Hospital Placement

- Arrive at the hospital at least 15 minutes before placement
- Refer to schedule for specific instructions on where to meet your clinician
- Be in appropriate dress and deportment
- Scheduled break(s) will be provided, depending on the flow of the day
- Bring water and food
- Leave all valuables at home
- Ensure you have a stethoscope, watch, pen, and notebook
- Ensure you have your EMALB student licence, fit test card, and JIBC student ID

### Placement Starts with Clinician

#### Documentation

- Attendance and forms must be documented in CompTracker before end of shift for ACP and within 12 hours after end of shift for PCP
- Clinician is responsible for signing off attendance and forms
- Confidentiality is paramount so absolutely no patient identifiers should be documented

### Clinician Not There

Email ParaScheduling  
**Mon-Fri, 0800-1600**  
Contact RTC (PCP)/PEL (ACP)  
**After hours Mon-Fri/weekends**