

Practice Education Guidelines for BC Standard Terms and Abbreviations

August 2021

Term/Abbreviation	Definition
<i>Client</i>	Person in care, patient, resident, service-user, recipient of health service or care
<i>Contractor</i>	<p>"...is the legal entity (organization or individual) who has entered into a contract with the buyer to deliver goods and/or services, as described in the Contract. A Vendor becomes a Contractor after the Contract is fully executed by all parties."¹</p> <p>Examples of non-clinical contractors: security services, food services, cleaning services, consultants for architectural and engineering services, energy management, information management/technology</p> <p>Examples: clinical contractors: dentists, midwives, nurse practitioners, physicians</p>
<i>Guideline</i>	Recommended practice that allows some discretion or leeway in its implementation or use
<i>Health care</i>	<p>"...anything that is done for a therapeutic, preventative, palliative, diagnostic, cosmetic, or other purposes related to health..."^{2, 3}</p> <p>"This includes care at a clinic or doctor's office, in a hospital, in a care facility, assisted living residence or hospice, in a group home or home share setting.</p> <p>Health care can include individual treatments, longer-term courses of health care (like a series of immunizations or a course of chemotherapy), and participation in medical research.</p> <p>The law describes two kinds of health care:</p> <ol style="list-style-type: none"> 1. Minor health care includes things like regular checkups, routine tests, basic dental and eye care, immunizations, medications of any kind, and other care that is not major health care. 2. Major health care is currently defined as major surgery, major diagnostic or investigative procedures, any treatment involving a general anaesthetic, radiation therapy, chemotherapy, kidney dialysis, electro-convulsive therapy (ECT), laser surgery and any other health care that may be described in the future by Regulation."^{4, 5}
<i>Health Care Organization (HCO)</i>	<p>A health service delivery agency where practice education experience occurs</p> <p>Includes healthcare facilities, agencies, and any community settings where HCO Workers provide care or service</p>
<i>HCO Director</i>	<p>Senior health care organizational leaders with authority for overall organizational policy, practice, and strategic decisions in relation to practice education</p> <p>Examples: directors academic development, directors and consultants for professional practice, directors and consultants clinical education</p>
<i>HCO Supervisor</i>	<p>Experienced practitioner employed by the HCO or affiliated with the HCO (clinical and non-clinical contractors) who plans, coordinates and supports practice education experiences for group and/or individual PSI students within the HCO</p> <p>Examples: practice educator, instructor, preceptor, mentor</p>

¹ Government of British Columbia. (n.d.). *Procurement and Contract Management Terminology and Definitions*. Retrieved May 29, 2019 from <https://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/reference-resources/procurement-definitions>

² Government of BC. (2019). *Health Care (Consent) and Care Facility (Admission) Act [RSBC 1996] Chapter 181*. Retrieved August 20, 2019 from https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96181_01#section6

³ Government of BC. (2019). *Infants Act [RSBC 1996] Chapter 223*. Retrieved August 20, 2019 from https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96223_01#section17

⁴ Nidus Personal Planning Resource Centre and Registry. (2020). *Health Care Consent: Your Rights and the Law*. Pg. 1. Retrieved January 31, 2021 from http://www.nidus.ca/PDFs/Nidus_Info_HCC_Your_Rights_and_the_Law.pdf

⁵ Ministry of Health. (2011). *Health Care Providers' Guide to Consent to Health Care*. Pg. 27-28. Retrieved August 20, 2019 from <http://www.health.gov.bc.ca/library/publications/year/2011/health-care-providers'-guide-to-consent-to-health-care.pdf>

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<i>HCO Worker</i>	Includes people who provide health care to clients or work within HCOs that provide client care whether employed by or affiliated with the HCO (e.g. physicians, nurses, emergency medical personnel, dental professionals, laboratory technicians; hospital volunteers; researchers; consultants; contractors; and administrative, housekeeping, and other support staff in healthcare facilities, agencies, and community settings).
<i>Health Record</i>	"...confidential compilation of pertinent facts of an individual's health history, including all past and present medical conditions, illnesses and treatments, with emphasis on the specific events affecting the patient during the current episode of care." ⁶
<i>Health Care Team (HCT)</i>	Diverse disciplines, professionals, regulated and unregulated, who work together in a health care setting
<i>Observation</i>	"...a learning opportunity with minimal client risk. Observers must not provide any hands on or direct client services including but not limited to: assessment, treatment/intervention, education, or counselling." ⁷ For strictly observational practice education experiences, the Student is a passive observer and under direct and constant supervision at all times (such as novices to the practice education setting). Other terms: job shadow, career observation, observership
<i>Orientation</i>	"...the process of introducing new, inexperienced, and transferred workers to the organization, their supervisors, co-workers, work areas, and jobs, and especially to health and safety" ⁸
<i>Policy</i>	Organization-wide expectations of service, care, or process Apply to all who work in that organization Provide broad direction rather than dealing with operational details
<i>Post-Secondary Institution (PSI)</i>	Academic / training institution, public or private , offering post-secondary education programs
<i>PSI Director</i>	Senior post-secondary institution leaders with authority for education policy, curriculum, and strategic decisions in relation to practice education Examples: deans and directors health sciences programs, associate deans and directors, program heads
<i>PSI Educator</i>	faculty, instructors, course leader, and other terms for educators employed by the Post-Secondary Institution. Individual might also be an employee of the HCO. While in the practice education setting, the PSI Educator represents and acts on behalf of the PSI.
<i>Student/PSI Student</i>	Registered and in good standing in a course or program of studies within a PSI or HCO, and selected to take part in organized practice education experience ⁹ Other terms: student intern, trainee, apprentice, preceptee, mentee

⁶ Health Information Management. (2019). *What is a Health Records?* Retrieved August 27, 2019 from <http://www.himconnect.ca/patients/commonly-asked-questions/what-is-a-health-record>

⁷ College of Speech and Hearing Professionals of BC. (2018). *POL-QA-06: Levels of Supervision*. Retrieved June 23, 2019 from <https://www.cshbc.ca/wp-content/uploads/2019/02/CSHBC-POL-QA-06-Levels-of-Supervision.pdf>

⁸ Canadian Centre for Occupational Health and Safety. (2019). *OSH Answers Fact Sheets: Employee Orientation Checklist*. Retrieved March 26, 2019 from <https://www.ccohs.ca/oshanswers/hsprograms/orientation.html>

⁹ Government of British Columbia. (2190). *College and Institute Act [RSBC 1996], Chapter 52*. Retrieved June 8, 2019 from http://www.bclaws.ca/civix/document/id/complete/statreg/96052_01

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<i>Practice Education (PE)</i>	<p>Experiential learning component of education that occurs in health service delivery and/or simulated settings where Students gain 'hands-on' experience under the general direction and supervision of authorized and qualified practitioners.¹⁰</p> <p>"Any on-location teaching environment ranging from a one-to-one training between a licensed or registered health care provider and a student in the field with or without a residency program."¹¹</p> <p>Other terms: placement, clinical placement, clinical practice, practicum, preceptorship, mentorship, apprenticeship, fieldwork</p>
<i>Practice Education Coordinator</i>	Roles within HCO and PSI responsible for planning, coordinating, and communicating related to student practice education
<i>Stakeholder</i>	<p>A person, group, or organization with an interest or concern in a topic or activity</p> <p>Includes those who can affect or be affected by the organization's actions, objectives, and policies</p>
<i>Supervision</i>	<p>Oversight of a student practice while in the HCO. . Except for strictly observational practice experiences, the supervisor does not necessarily have to be present or in close proximity but is accessible when needed. The degree of supervision is adjusted based on the student's demonstration of competence. The supervisor remains responsible and accountable for the actions of the individual under their direct or indirect supervision.^{12, 13, 14}</p>
<i>Supervision - Direct</i>	<p>The supervisor is physically present either at all times (constant supervision), at certain times (constant supervision while doing an activity), or in close proximity to directly observe and support or intervene as needed (close supervision). For strictly observational practice education experiences, direct supervision means physically present at all times (see definition: Observation).</p> <p>Other terms: Close supervision, constant supervision</p>
<i>Supervision - Indirect</i>	<p>The supervisor is accessible, either in person (working in the same area) or through technology, to provide guidance, direction, and support as needed, and to regularly review student progress through activities such as case conferencing and debriefing</p> <p>Other terms: general supervision, remote supervision (supervision from a distance)</p>
<i>Vendor</i>	<p>"...an organization or individual that sells goods and/or services to its customers. A Vendor is also known as a <i>supplier</i> or a <i>service provider</i>."¹⁵</p> <p>Examples: representatives of pharmaceutical, medical equipment and supplies, non-medical equipment and supplies, or technology companies; self-employed consultants; small business owners</p>

¹⁰ School of Occupational Therapy. (n.d.). *An Introduction to Practice Education: The role of practice education*. University of Liverpool. Retrieved March 28, 2021 from http://pcwww.liv.ac.uk/ehls/prescott/Practice-Education/_04.htm#:~:text=Practice%20education%20is%20the%20term,supervision%20of%20a%20qualified%20practitioner.%20

¹¹ Canadian Interprofessional Health Collaborative. (2019). *Glossary – Practice Education*. Retrieved March 28, 2021 from <http://www.cihc-cpis.com/glossary.html>

¹² College of Speech and Hearing Professionals of BC. (December 2020). *SOP-PRAC-07: Supervision*. Pg. 1. Retrieved January 31, 2021 from <https://cshbc.ca/wp-content/uploads/2020/12/CSHBC-SOP-PRAC-07-Supervision.pdf>

¹³ College of Physical Therapy of British Columbia. (2018). *Standard 18: Supervision*. Retrieved June 23, 2019 from https://cptbc.org/wp-content/uploads/2019/04/CPTBC_Standards_2018_Dec14_singles_18.pdf

¹⁴ British Columbia College of Nurses & Midwives. (July 2020). *Regulatory Supervision of Students*. Retrieved February 15, 2021 from <https://www.bccnm.ca/RN/PracticeStandards/Pages/regulatorysupervision.aspx>

¹⁵ Government of British Columbia. (n.d.). *Procurement and Contract Management Terminology and Definitions*. Retrieved May 29, 2019 from <https://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/reference-resources/procurement-definitions>