

Practice Education Guidelines for BC Terms and Abbreviations

December 2023

Term/Abbreviation	Definition
<i>Academic Works</i>	"Works created and submitted by students for evaluation in accordance with course and program requirements, including master's and doctoral theses." ¹ Includes quizzes, essays, reports, film, video, photographs, artistic projects, and any other assignments. ²
<i>Aerosol-Generating Medical Procedure/Test</i> ^{3,4}	Any medical procedure or test that can cause small droplet nuclei to be produced in high concentrations creating a risk for airborne transmission of pathogens not otherwise able to spread by the airborne route. Examples: non-invasive positive pressure ventilation (BIPAP, CPAP); high flow oxygen therapy; endotracheal intubation/extubation; airway suctioning; ventilation; tracheostomy care; chest physiotherapy; aerosolized or nebulized medication administration; bronchoscopy; laryngoscopy; sputum induction; pulmonary function testing, spirometry; autopsy of lung tissue
<i>Additional Precautions</i>	"Extra measures, when routine practices alone may not interrupt transmission of an infectious agent. They are used in addition to routine practices (not in place of), and are initiated both on condition/clinical presentation (syndrome) and on specific etiology (diagnosis)." ⁵ Examples of additional precautions: contact precautions, droplet precautions, airborne precautions
<i>Affiliation Agreement</i>	A formal, legal agreement or contract between HCOs and PSIs, or among PSIs or HCOs, for the purpose of providing instruction in the HCO to Students. The agreement defines the roles and responsibilities of both organizations and addresses risks to staff, patients, faculty and students. ^{6, 7}
<i>Airborne contaminants</i>	Breathing hazards including particulates (dusts, fibres, fumes, and biological contaminants), gas and vapor contaminants, low oxygen settings, and a combination of any of these. Biological contaminants include bacteria (such as <i>Mycobacteria tuberculosis</i>), viruses (such as rubeola, varicella, disseminated herpes zoster, hantavirus), fungi (such as mold, <i>Histoplasma</i>), plant and animal materials (such as grain dust, spores, and dander) ⁸
<i>Airborne Transmission</i>	"Transmission of pathogens by inhaling infectious aerosols (solid or liquid particles in the air). This can occur when an infected person coughs, sneezes, or talks; or during some medical procedures that generate aerosols." ⁹
<i>Air Purifying Respirators</i>	"Respirators are designed to help reduce the wearer's respiratory exposure to airborne contaminants such as particles, gases, or vapours. Respirators and filters must be selected based on the hazards present. They come in various sizes and styles and should be individually selected to fit the wearer's

¹ University of Waterloo. (January 2020). *Records Management: TL40 – Student Work, Examinations & Theses [DRAFT]*. Retrieved March 11, 2021 from <https://uwaterloo.ca/records-management/news-watclass-updates/updated-records-classes-retention-schedules-drafts/tl40-student-work-examinations-theses-draft>

² University of Waterloo. (January 2020). *Records Management: TL40 – Student Work, Examinations & Theses [DRAFT]*. Retrieved March 11, 2021 from <https://uwaterloo.ca/records-management/news-watclass-updates/updated-records-classes-retention-schedules-drafts/tl40-student-work-examinations-theses-draft>

³ BC Centre for Disease Control. (September 2020). *Aerosol Generating Medical Procedures*. Retrieved December 28, 2020 from http://www.bccdc.ca/Health-Professionals-Site/Documents/AGMPs_requiring_N95.pdf

⁴ Canadian Society of Respiratory Therapists. (April 2020). *Position Statement on Procedures Creating a Heightened Risk of Infection During an Outbreak of a Communicable Respiratory Disease*. Retrieved December 28, 2020 from <https://www.csrt.com/wp-content/uploads/CSRT-Procedures-Duringan-Outbreak-April-2020-v2.pdf>

⁵ Public Health Agency of Canada (PHAC). (November 2016). *Routine Practice and Additional Precautions for Preventing the Transmission of Infection in Healthcare Settings*. Pg. 167. Retrieved December 8, 2020 from <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/routine-practices-precautions-healthcare-associated-infections.html>

⁶ Healthcare Insurance Reciprocal of Canada (HIROC). (2017). *Risk Note: Contracts – Education Affiliation Agreements*. Retrieved September 4, 2019 from <https://www.hiroc.com/resources/risk-notes/contracts-education-affiliation-agreements>

⁷ Health Care Protection Program. (2008). *Risk Note: Managing Risk in Educational Affiliation Agreements - Educational Institution Affiliation Agreement Template*. Retrieved October 27, 2020 from <https://www.hcpp.org/?q=node/17>

⁸ WorkSafeBC. (2011). *Breathe Safer: How to use a respirator safely and start a respirator program*. Pgs. 2 to 9. Retrieved March 5, 2019 from <https://www.worksafebc.com/en/resources/health-safety/books-guides/breathe-safer-how-to-use-respirators-safely-and-start-a-respirator-program?lang=en>

⁹ WorkSafeBC. (2009). *Controlling Exposure: Protecting Workers from Infectious Disease*. Pg. 59. Retrieved December 28, 2020 from <https://www.worksafebc.com/en/resources/health-safety/books-guides/controlling-exposure-protecting-workers-from-infectious-disease>

Practice Education Guidelines for BC

Terms and Abbreviations

Term/Abbreviation	Definition
	face and to provide a tight seal. A proper seal between the user's face and the respirator forces inhaled air to be pulled through the respirator's filter material, thereby providing protection." ¹⁰
<i>Apprenticeship</i>	"...a combination of on-the-job training and classroom learning that leads to a trade credential – or "ticket"." ¹¹
<i>Authorized Signatory</i>	Individual in the organization who is designated to sign legally binding contracts, usually identified by Senior Administration and Finance Managers or department heads are not usually authorized to sign off on educational Affiliation Agreements
<i>Bloodborne disease</i>	"...caused by pathogenic microorganisms, which exist in blood and other body fluids. Bloodborne pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people...Bloodborne pathogens [...] can be transmitted through contact with the infected blood or other potentially infectious body fluids." ¹²
<i>Breach Privacy/Confidentiality</i>	a) "...unauthorized access to or collection, use, disclosure, or disposal of personal information. Such activity is "unauthorized" if it occurs in contravention of the <i>Personal Information Protection Act</i> or part 3 of the <i>Freedom of Information and Protection of Privacy Act</i> " ¹³ The loss, theft, intentional or inadvertent unauthorized collection, use, disclosure, storage, or disposal of personal information in the custody or control of HCOs. ¹⁴ b) Unauthorized access to or use, disclosure, or disposal of any information about the business, affairs, or operations of the HCO which is not generally known or available to the public.
<i>Bullying</i>	"Repeated and persistent behaviours that can include social isolation, creating or spreading rumours, engaging in excessive or unjustified criticism, intimidating a person, physically abusing or threatening abuse, and withholding job responsibilities..." ¹⁵
<i>Client</i>	Person in care, patient, resident, service-user, recipient of health service or care
<i>Communicable disease</i>	"Communicable, or infectious diseases, are caused by microorganisms such as bacteria, viruses, parasites and fungi that can be spread, directly or indirectly, from one person to another. Some are transmitted through bites from insects while others are caused by ingesting contaminated food or water." ¹⁶
<i>Conditions</i>	Sets out the circumstances under which a Student can carry out an activity. ¹⁷
<i>Confidential Business Information</i>	"Any information about the business, affairs, or operations of the [HCO] which is not generally known or available to the public" ¹⁸ "...includes but is not limited to: draft correspondence; financial forecasts not yet made public; some third party business information typically supplied in confidence; specific contract language; legal

¹⁰Canadian Council on Health and Occupational Safety (2023). Respirators - Respirators Versus Surgical Masks Versus Non-medical Masks. Retrieved October 30, 2023 from https://www.ccohs.ca/oshanswers/prevention/ppe/surgical_mask.html

¹¹ Industry Training Authority. (2019). *What is an apprenticeship?* Retrieved March 28, 2021 from <https://www.itabc.ca/about-apprentices/apprenticeship-basics>

¹² BC Centre for Disease Control (BCCDC). (2021). *Bloodborne Diseases*. Retrieved on January 11, 2021 from <http://www.bccdc.ca/health-info/disease-types/bloodborne-diseases>

¹³ Office of the Information & Privacy Commissioner for British Columbia. (March 2012). *Privacy Breaches: Tools and Resources*. Page 3. Retrieved April 5, 2019 <https://www.oipc.bc.ca/guidance-documents/1428>

¹⁴ Provincial Health Services Authority. (2012). *IA_020 Privacy and Confidentiality Policy*. Vancouver, BC. Retrieved March 21, 2021 from <http://www.phsa.ca/Documents/PrivacyandConfidentiality.pdf>

¹⁵ Registered Nurses Association of Ontario. (2019). *Best Practice Guideline: Preventing Violence, Harassment and Bullying Against Health Workers*. (Second edition) Pg. 7 Retrieved July 21, 2019 from https://mao.ca/sites/mao-ca/files/bpg/VPW_FINAL_WEB_July_2.pdf

¹⁶ World Health Organization: Regional Office for Africa. (2017). *Communicable Diseases Overview*. Retrieved August 8, 2019 from <https://www.afro.who.int/health-topics/communicable-diseases>

¹⁷ Adapted from British Columbia College of Nurses & Midwives. (2021). *Standards, Limits, and Conditions*. Retrieved February 15, 2021 from <https://www.bccnm.ca/RN/ScopePractice/part1/Pages/SLC.aspx>

¹⁸ Health Care Protection Program. (2008). *Risk Note: Managing Risk in Educational Affiliation Agreements - Educational Institution Affiliation Agreement Template*. Retrieved October 27, 2020 from <https://www.hcpp.org/?q=node/17>

Practice Education Guidelines for BC Terms and Abbreviations

Term/Abbreviation	Definition
	opinions prepared for the health authority; some quality improvement information; ongoing labour relations issues not yet resolved; negotiations carried on for the public body." ^{19, 20, 21}
<i>Confidential Information</i>	...all data, information, and material relating to the [HCO] and its services, staff, contractors, service providers, or [the people who receive care or service (clients)], whether or not it is stored in written, electronic or any other form, that students or [PSI] staff receive, in connection with [a practice education experience], including: <ul style="list-style-type: none"> (i) personal Information about [HCO] staff and [clients], (ii) health records, (iii) any information about the business, affairs, or operations of the [HCO] which is not generally known or available to the public²²
<i>Confidentiality</i>	The duty of someone who has received confidential information in trust to protect that information and disclose it to others only in accordance with permissions, rules or laws authorizing its disclosure. ²³
<i>Consent</i>	"...a process that results in a voluntary agreement to permit the delivery of health care to a person" ²⁴ Expressed consent: "can be oral or written. For majority of minor examinations / procedures, oral consent is enough...For all major diagnostic procedures and surgeries, a written and witnessed consent is necessary." ²⁵ Implied consent (Adult): "Also known as 'knowledgeable cooperation', this means informed consent that is indirectly communicated to the health care provider by the Adult through their conduct such as: nodding their head; presenting their arm for an injection; cooperating with an examination, etc." ²⁶ Implied consent (Child): "When a person under 19 years of age presents themselves for routine diagnostic and treatment/service measures in emergency, out-patient, and clinic settings, or when they accept health care services, or by conduct (nodding the head, cooperating with examination, etc.)" ²⁷
<i>Consent – Valid (Informed)</i>	For a consent to be considered valid, it must be informed, meaning it includes all the following elements or conditions: <ul style="list-style-type: none"> (a) the consent relates to the proposed health care, (b) the consent is given voluntarily, (c) the consent is not obtained by fraud or misrepresentation, (d) the adult is capable of making a decision about whether to give or refuse consent to the proposed health care, (e) the health care provider gives the adult the information a reasonable person would require to understand the proposed health care and to make a decision, including information about <ul style="list-style-type: none"> (i) the condition for which the health care is proposed,

¹⁹ Interior Health Authority. (2021). *Privacy Frequently Asked Questions*. Retrieved February 28, 2021 from <https://www.interiorhealth.ca/YourStay/PrivacyRightsConfidentiality/Pages/PrivacyFAQs.aspx>

²⁰ Vancouver Island Health Authority. (n.d.). *Legislation in BC – FAQs*. Retrieved March 4, 2021 from <https://www.islandhealth.ca/about-us/accountability/information-stewardship-access-privacy/legislation-bc>

²¹ Government of British Columbia. (2019). *Freedom of Information and Privacy Protection Act [RSBC] Chapter 165: Division 2.21 Disclosure harmful to business interests of a third party*. Retrieved February 28, 2021 from https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165_00_multi

²² Health Care Protection Program. (2008). *Risk Note: Managing Risk in Educational Affiliation Agreements - Educational Institution Affiliation Agreement Template*. Retrieved October 27, 2020 from <https://www.hcpp.org/?q=node/17>

²³ Canadian Nurses Association. (2003). *Privacy and Health Information: Challenges for Nurses and for the Nursing Profession. Ethics in Practice for Registered Nurses, November 2003*, page 3. Retrieved April 5, 2019 from https://www.cna-aic.ca/~media/cna/page-content/pdf-en/ethics_pract_privacy_health_nov_2003_e.pdf?la=en

²⁴ Ministry of Health. (2011). *Health Care Providers' Guide to Consent to Health Care*. Pg. 3. 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>

²⁵ Krishnan, N. R., & Kasthuri, A. S. (2007). Informed Consent. *Medical Journal, Armed Forces India*, 63(2), Pg. 165. Retrieved August 20, 2019 from <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4925362/>

²⁶ Interior Health Authority. (2019). *Administrative Policy Manual AL0100 Consent – Adults*. Pg. 2. Retrieved August 20, 2019 from <https://www.interiorhealth.ca/AboutUs/Policies/Documents/Consent%20Adults.pdf>

²⁷ Interior Health Authority. (2016). *Administrative Policy Manual AL0200 Consent – Persons Under 19 Years of Age*. Pg. 2. Retrieved August 20, 2019 from <https://www.interiorhealth.ca/AboutUs/Policies/Documents/Consent%20Persons%20Under%2019%20Years%20of%20Age.pdf>

Practice Education Guidelines for BC

Terms and Abbreviations

Term/Abbreviation	Definition
	<p>(ii) the nature of the proposed health care,</p> <p>(iii) the risks and benefits of the proposed health care that a reasonable person would expect to be told about, and</p> <p>(iv) alternative courses of health care, and</p> <p>(f) the adult has an opportunity to ask questions and receive answers about the proposed health care."²⁸</p>
<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."²⁹</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>Contraindications/ Exceptions (related to Immunization and Testing)</i>	<p>"...exemption from a specific immunization requirement for a medical or health condition [with] adequate documentation from a medical professional...". Examples: allergy to the specific vaccine, vaccine component, or tuberculin; pre-existing compromised immune system; pregnancy; specific medical condition or concern."³⁰</p>
<i>Cooperative Education</i>	<p>Student is registered in a recognized cooperative education program at a PSI and paid by the HCO.</p> <p>"Co-op alternating consists of alternating academic terms and paid work terms. Co-op internship consists of several co-op work terms back-to-back. In both models, work terms provide experience in a workplace setting related to the student's field of study. The number of required work terms varies by program; however, the time spent in work terms must be at least 30% of the time spent in academic study for programs over 2 years in length and 25% of time for programs 2 years and shorter in length."³¹</p>
<i>Creator/Author</i>	<p>"...a sole individual or group of individuals working collaboratively and/or cooperatively, who make, conceive, reduce to practice, author, or otherwise make a substantive intellectual contribution to the creation of Intellectual Property. Creator includes the concept of 'inventor' as used in the Canadian Patent Act, or 'author' as used in the Canadian Copyright Act."³²</p>
<i>Criminal Record Check (CRC)</i>	<p>Determines if an individual has been charged or convicted of a crime either by a name-based check or a finger print check (certified CRC).³³</p>
<i>CRRA Criminal Record Check (CRRA CRC)</i>	<p>"...mandatory for people working with children and vulnerable adults, or who have unsupervised access to children or vulnerable adults."³⁴</p> <ul style="list-style-type: none"> - required under the Criminal Records Review Act (CRRA) - conducted under the Criminal Records Review Program (CRRP)
<i>CRRA Criminal Record Check Verification</i>	<p>When an individual has had a CRRA CRC conducted within the last 5 years and no risk was identified, they can authorize a CRC verification be conducted to confirm they have a "portable criminal record check"³⁵</p>

²⁸ 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

²⁹ 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>

³⁰ The Association of Medical Faculties of Canada (AFMC). (January 2017). *AFMC Student Portal Immunization and Testing Guidelines*. Page 6-7. Retrieved on February 18, 2019 from https://www.afmcstudentportal.ca/Content/pdf/AFMC_Immunization_Guidelines_2017.pdf

³¹ Co-operative Education and Work-Integrated Learning Canada. (2019). *What is Co-operative Education?* Retrieved June 4, 2019 from <https://www.cewilcanada.ca/co-op-defined.html>

³² Fraser Health Authority. (2014). *Policy: Intellectual Property (IP)*. Surrey, B.C. Page 11. Retrieved April 30, 2019 from www.fraserhealth.ca/-/media/Project/FraserHealth/Health-Professionals/Research-and-Evaluation-Services/20170601_research_intellectual_property.pdf

³³ Royal Canadian Mounted Police. (March 2018). *Types of Criminal Background Checks*. Retrieved February 21, 2021 from <https://www.rcmp-grc.gc.ca/en/types-criminal-background-checks>

³⁴ Ministry of Justice. (n.d.) *Types of Criminal Record Checks: Mandatory Criminal Record Checks*. Retrieved February 21, 2021 from <https://www2.gov.bc.ca/gov/content/justice/criminal-justice/bcs-criminal-justice-system/understanding-criminal-justice/how-works/criminal-records/criminal-record-checks>

³⁵ Government of British Columbia. (February 2019). *Criminal Records Review Act [RSBC 1996] Chapter 86 – Part 2.1 Criminal Record Check Verification*.

Practice Education Guidelines for BC

Terms and Abbreviations

Term/Abbreviation	Definition
<i>Cultural Safety</i>	"an outcome based on respectful engagement that recognizes and strives to address power imbalances inherent in the health care system. It results in an environment free of racism and discrimination, where people feel safe when receiving health care." ³⁶
<i>Culture of Safety</i>	"...refers to people's shared values (what is important) and beliefs (what is held to be true), which interact with an organization's structure or system to produce behavioural norms (what people do)." ³⁷
<i>Data Steward</i>	"Refers to a public body that has ultimate responsibility for a given data source. In practice, an individual is typically named as having the authority to approve or reject research requests involving that data, typically called 'the / a Data Steward.' " ³⁸ Those within HCOs responsible for ensuring that the use or disclosure of HCO data is done in a way that protects client personal information and fulfills HCO responsibilities to the FIPPA. Example: Health Records department
<i>Designation</i>	The recognized healthcare qualification, credential level, certification, specialized training, or reserved title of the author in a health record Includes regulated and reserved titles for exclusive use of registrants of regulatory colleges ³⁹ , titles of non-regulated healthcare providers under a provincial registry or association, and titles of clinically-related support personnel
<i>Destroy/Destruction</i>	Ways to prevent sensitive or personal information on records from being retrieved or reconstructed a) Physical record: cross shredding or placing in marked confidential shredding containers b) Electronic record: ⁴⁰ - completely erase through overwriting using overwriting software (deleting the file or reformatting does not completely erase the data) - expose to a powerful magnetic field (degaussing) - shred, pulp, incinerate, pulverize (CD ROMS, DVDs, SD cards, tapes, etc.)
<i>Disclosure</i>	"The process by which a patient safety incident is communicated to the patient by health care providers." ⁴¹
<i>Discrimination</i>	When a person is "treated badly or denied a benefit because of a personal characteristic." Under the BC Human Rights Code, protected grounds include race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex (includes being a man, woman, inter-sexed or transgender. It also includes pregnancy, breastfeeding, and sexual harassment), age, sexual orientation (includes being heterosexual, gay, lesbian or bisexual), political belief, or conviction of a criminal or summary conviction offence unrelated to employment. ^{42, 43}
<i>Disrespectful Conduct</i>	"...inappropriate behaviour, bullying or harassment directed against another person that a reasonable person knows, or ought to know, would cause offence, humiliation, or intimidation." ⁴⁴

Government of British Columbia Queen's Printer. Victoria, BC. Retrieved February 21, 2021 from http://www.bclaws.ca/civix/document/id/complete/statreg/96086_01

³⁶ First Nations Health Authority. (n.d.). *Creating a Climate for Change*. Page 5. Retrieved October 29, 2020 from <https://www.fnha.ca/wellness/cultural-humility>

³⁷ Canadian Patient Safety Institute (CPSI). (2016). *Engaging Patients in Patient Safety – a Canadian Guide: Glossary of Terms*. Retrieved on July 30, 2019 from <https://www.patientsafetyinstitute.ca/en/toolsResources/PatientEngagement-in-Patient-Safety-Guide/Pages/Glossary-of-Terms.aspx>

³⁸ PopulationDataBC. (n.d.). *Glossary of Terms: Data Steward*. Retrieved March 21, 2021 from https://www.popdata.bc.ca/data_access/glossary/#d

³⁹ Government of British Columbia. (n.d.). *Title Protection*. Retrieved August 27, 2019 from <https://www2.gov.bc.ca/gov/content/health/practitioner-professional-resources/professional-regulation/title-protection>

⁴⁰ Information and Privacy Commissioner of Ontario. (2018). *Technology Fact Sheet: Disposing of Your Electronic Media*. Retrieved on April 13, 2019 from <https://www.ipc.on.ca/wp-content/uploads/2018/03/fs-tech-disposing-of-your-electronic-media-003.pdf>

⁴¹ Canadian Patient Safety Institute (CPSI). (2016). *Patient Safety and Incident Management Toolkit – Glossary*. Retrieved July 30, 2019 from <https://www.patientsafetyinstitute.ca/en/toolsResources/PatientSafetyIncidentManagementToolkit/Pages/Glossary.aspx>

⁴² Government of British Columbia. (2016). *Human Rights Protection in British Columbia Fact Sheet: What you need to know*. Retrieved July 21, 2019 from <https://www2.gov.bc.ca/gov/content/justice/human-rights/human-rights-protection/english>

⁴³ Government of British Columbia. (2019). *Human Rights Code [RSBC 1996] Chapter 210*. Retrieved July 21, 2019 from http://www.bclaws.ca/civix/document/id/complete/statreg/96210_01#section1

⁴⁴ Provincial Health Services Authority. (2011). *Corporate Human Resources Policy HR_004 Resolution of respectful workplace and human rights issues*. Pg. 1. Retrieved July 21, 2019 from http://www.phsa.ca/Documents/HR_004ResolutionofRespectfulWorkplaceandHumanRightsIssues.pdf

Practice Education Guidelines for BC Terms and Abbreviations

Term/Abbreviation	Definition
<i>Document/ Documentation</i>	"...includes any written and/or electronically generated information about a client that describes the care or service provided to that client." ⁴⁵ "...includes (a) a thing on or by which information is stored, and (b) a document in electronic or similar form." ⁴⁶
<i>Droplet Transmission</i>	"Transmission that occurs when droplets containing a pathogen are propelled a short distance through the air and deposited on mucous membranes such as the eyes, nose, or mouth." ⁴⁷
<i>Duty to Report</i>	"A registrant must report in writing to the registrar of an other person's college if the registrant, on reasonable and probable grounds, believes that the continued practice of a designated health profession by the other person might constitute a danger to the public." ⁴⁸
<i>Encrypt/Encryption</i>	"The process of protecting personal information by encoding data into an electronic form that can only be read by the intended authorized recipient." ⁴⁹
<i>Essential Services</i>	The B.C. Labour Code "requires employers and unions to maintain certain essential services to the public when they take job action in a labour dispute. Essential services are those related to the health, safety, or the welfare of British Columbian residents, or to the provision of primary or secondary education programs." ⁵⁰
<i>Exposed</i>	"The person who has been exposed to blood and/or body fluids of another person" ⁵¹
<i>Exposure - Blood and Body Fluids</i>	"An event where a person is exposed to potentially infectious blood or bodily fluids through one of the following: <ul style="list-style-type: none"> - Percutaneous exposure through puncture of skin by needlestick or another sharp object - Permucosal exposure through contact with mucous membranes - Non-intact skin exposure through eczema, scratches, and damaged skin"⁵²
<i>Exposure – Communicable Disease</i>	Direct or indirect contact with a person who has an unknown, suspected, or known infection with a communicable disease. Can occur through (but not limited to) percutaneous, permucosal, dermal, respiratory, or digestive route ⁵³ "The condition of being subject to an infectious disease through contact with an infected person or a contaminated environment" ⁵⁴ (e.g. inanimate/animate object or particles in the air). ⁵⁵
<i>Exposure – Hazardous substance</i>	Contact with a hazardous material through the skin, respiratory tract (inhalation), digestive tract (ingestion), or mucosal membranes (eye, nose, mouth) ⁵⁶

⁴⁵ British Columbia College of Nursing Professionals. (2019). *Pub. 433 Documentation*. Retrieved August 27, 2019 from https://www.bccnp.ca/Standards/RN_NP/PracticeStandards/Lists/GeneralResources/RN_NP_PS_Documentation.pdf

⁴⁶ Government of British Columbia. (2020). *Personal Information Protection Act [SBC 2003] Chapter 63*. Retrieved November 3, 2020 from https://www.bclaws.ca/civix/document/id/complete/statreg/03063_01#section1

⁴⁷ WorkSafeBC. (2009). *Controlling Exposure: Protecting Workers from Infectious Disease*. Pg. 59. Retrieved December 28, 2020 from <https://www.worksafebc.com/en/resources/health-safety/books-guides/controlling-exposure-protecting-workers-from-infectious-disease>

⁴⁸ Government of British Columbia. (2019). *Health Professions Act [RSBC 1996] Chapter 183: Duty to Report Registrant 32.2-1*. Queen's Printer, Victoria, B.C. Retrieved June 15, 2019 from http://www.bclaws.ca/civix/document/id/complete/statreg/96183_01

⁴⁹ Doctors of BC, College of Physicians and Surgeons of BC, Office of the Information and Privacy Commissioner. (August 2017). *BC Physician Privacy Toolkit: A guide for physicians in private practice (3rd ed.)*. Pg. 63. Retrieved March 7, 2021 from <https://www.oipc.bc.ca/guidance-documents/1470>

⁵⁰ Labour Relations Board. (n.d.). *Guide to the Labour Relations Code, Province of British Columbia: Chapter 7 Essential Services*. Retrieved June 13, 2019 from <http://www.lrb.bc.ca/codeguide/chapter7.htm>

⁵¹ Winnipeg Regional Health Authority. (2011). *Occupational and Environmental Safety & Health Operational Procedure*. Pg. 1. Retrieved August 13, 2019 from <http://www.wrha.mb.ca/professionals/safety/files/OP-BloodandBodyFluidExposure.pdf>

⁵² BCCDC. (2017). *Communicable Disease Control: Blood and Body Fluid Exposure Management*. Pg. 3.

⁵³ Fraser Health Authority. (2014). *Communicable Disease – Prevention and Management of Occupational Exposure*. Retrieved August 8, 2019 from <https://www.fraserhealth.ca/-/media/Project/FraserHealth/FraserHealth/About-Us/Accountability/Policies/CommunicableDiseasePreventionManagementOccupationalExposure-Policy-201403.pdf>

⁵⁴ WorkSafeBC. (2009). *Controlling Exposure: Protecting Workers from Infectious Disease*. Pg. 59. Retrieved December 28, 2020 from <https://www.worksafebc.com/en/resources/health-safety/books-guides/controlling-exposure-protecting-workers-from-infectious-disease>

⁵⁵ Public Health Agency of Canada (PHAC). (November 2016). *Routine Practice and Additional Precautions for Preventing the Transmission of Infection in Healthcare Settings*. Pg. 19. Retrieved December 8, 2020 from <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/routine-practices-precautions-healthcare-associated-infections.html>

⁵⁶ Centre for Disease Control. (2009). *Agency for Toxic Substance and Disease Registry Glossary of Terms*. Retrieved December 29, 2020 from

Practice Education Guidelines for BC Terms and Abbreviations

Term/Abbreviation	Definition
<i>Fit Test</i>	"the use of a quantitative or qualitative method to evaluate the fit of a particular model, make and size of respirator on an individual" [CSA Standard CAN/CSA-Z94.4-02, <i>Selection, Use, and Care of Respirators</i>] ⁵⁷ in order to ensure a tight fit around the face.
<i>Fitness to Practice</i>	"...the physical, mental, and emotional capacity to practice safely in accordance with the student placement." ⁵⁸
<i>Guideline</i>	Recommended practice that allows some discretion or leeway in its implementation or use
<i>Harassment - Discriminatory</i>	"...a form of discrimination. It can be words or actions that offend or humiliate... when someone repeatedly says or does things [to a person] that are insulting and offensive" ⁵⁹ "...conduct which is known or ought to be known to be unwelcome, whether intended or not, on the basis of any of the protected categories. It has the effect of creating a hostile, intimidating, or offensive work environment, and results in negative impacts for an individual or group." ⁶⁰ "Prohibited conduct may be verbal, non-verbal, physical, deliberate or unintended, unsolicited or unwelcome, as determined by a reasonable person. It may be one incident or a series of incidents, depending on the context." ⁶¹
<i>Harassment - Personal</i>	"...any behavior (including Disrespectful/Disruptive Conduct) by a person directed against another person that a reasonable person would know or ought to know would cause offence, humiliation or intimidation, where the conduct is not carried out in good faith and serves no legitimate work-related purpose." ⁶²
<i>Hazard</i>	"Situations with the potential to cause harm" ⁶³ "...any source of potential damage, harm or adverse health effects on something or someone." ⁶⁴ "A set of circumstances or a situation that cause risk of harm or injury to patients, staff, or others, but where no specific patient, client, or resident was involved." ⁶⁵ Types of hazards: chemical, ergonomic, health, physical, psychological, safety, workplace ⁶⁶
<i>Hazardous substance</i>	"... includes a controlled product and a chemical, biological or physical agent that, by reason of a property that the agent possesses, is hazardous to the safety or health of a person exposed to it" Controlled products: "any product, material, or substance included in any of the classes listed in Schedule II of the Controlled Products Regulation" (compressed gas, flammable and combustible

<https://www.atsdr.cdc.gov/glossary.html>

⁵⁷ WorkSafeBC. (2011). *Occupational Health & Safety Guidelines – Part 08 – Personal Protective Clothing and Equipment*. Retrieved March 8, 2019 from <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-part-08#SectionNumber:G8.33-1>

⁵⁸ Alberta Health Services. (2018). *Practice Support Document – Guideline: Fitness to Practice: Student Placements*. Retrieved June 16, 2019 from <https://extranet.ahsnet.ca/teams/policydocuments/1/clp-ahs-gdl-fitness-practice-student-placements.pdf>

⁵⁹ Government of British Columbia. (2016). *Human Rights Protection in British Columbia Fact Sheet: What you need to know*. Pg. 1. Retrieved July 21, 2019 from <https://www2.gov.bc.ca/gov/content/justice/human-rights/human-rights-protection/english>

⁶⁰ Fraser Health Authority. (2019). *Corporate Policy, Standards, and Procedure: Respectful Workplace*. Pg. 4. Retrieved November 3, 2020 from <https://www.fraserhealth.ca/-/media/Project/FraserHealth/FraserHealth/About-Us/Accountability/Policies/RespectfulWorkplace-Policy-2020527.pdf>

⁶¹ Government of British Columbia. (n.d.). *Define Discrimination & Harassment*. Harassment Paragraph 1. Retrieved July 21, 2019 from <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/working-with-others/address-issue/define-discrimination-harassment>

⁶² Interior Health Authority. (2019). *Workplace Environment Guide*. Pg. 21. Retrieved November 3, 2020 from <https://www.interiorhealth.ca/AboutUs/Policies/Documents/Workplace%20Environment%20Procedural%20Guidelines.pdf>

⁶³ Canadian Patient Safety Institute (CPSI). (2016). *Patient Safety and Incident Management Toolkit – Glossary*. Retrieved July 30, 2019 from <https://www.patientsafetyinstitute.ca/en/toolsResources/PatientSafetyIncidentManagementToolkit/Pages/Glossary.aspx>

⁶⁴ Canadian Centre for Occupational Health and Safety. (2019). *OSH Answers Fact Sheets – Hazard Identification*. Retrieved July 30, 2019 from https://www.ccohs.ca/oshanswers/hsprograms/hazard_identification.html

⁶⁵ BC PSLs Central (Producer). (2017). *Reporting Patient Safety Events in BCPSLS* [PSLS Reporter Training Video]. Retrieved July 30, 2019 from <https://youtu.be/1f9l-EbD4Sc>

⁶⁶ Canadian Centre for Occupational Health and Safety. (2020). *Hazards*. Retrieved December 30, 2020 from <https://www.ccohs.ca/topics/hazards/>

Practice Education Guidelines for BC Terms and Abbreviations

Term/Abbreviation	Definition
	<p>material, oxidizing material, poisonous and infectious material, corrosive material, dangerously radioactive material).</p> <p>Chemical agent: "a mist, a vapour, a gas, fumes, or dusts of a chemical compound or a mixture of chemical compounds that present a hazard to the health of any person exposed to it."</p> <p>Biological agent: "an animal, an insect, a parasite or a micro-organism, such as moulds, fungi, viruses, rickettsiae, or bacteria, that present a hazard to the health of any person who comes into contact with it."</p> <p>Physical agent: "an ionizing or non-ionizing radiation, a vibration, a noise, and an extreme temperature or pressure that presents a hazard to the health of any person exposed to it."⁶⁷</p>
<i>Health and Safety Standards</i>	All Applicable Laws, standards of practice and codes of ethics issued by any professional regulatory body, and all rules, policies and regulations in place at the HCO or its Facilities that apply to the Students or Educators at the Facilities, any of which relate to workplace safety, the delivery of Health Care Services or the health and safety of HCO Clients or Workers. ⁶⁸
<i>Health care</i>	<p>"...anything that is done for a therapeutic, preventative, palliative, diagnostic, cosmetic, or other purposes related to health..."^{69, 70}</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."^{71, 72}
<i>Health Care Discipline</i>	A branch of knowledge, typically where higher education is needed to work in a specific role (regulated and unregulated)
<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>

⁶⁷ Government of Canada. (n.d.). *A Guide to the Management – Hazardous Substances*. Pg. 9-10. Retrieved December 29, 2020 from <https://www.canada.ca/en/employment-social-development/services/health-safety/reports/hazardous-substances.html#sections>

⁶⁸ Health Care Protection Program. (2008). *Risk Note: Managing Risk in Educational Affiliation Agreements - Educational Institution Affiliation Agreement Template*. Retrieved October 27, 2020 from <https://www.hcpp.org/?q=node/17>

⁶⁹ 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

⁷⁰ 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

⁷¹ 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

⁷² 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>

Practice Education Guidelines for BC Terms and Abbreviations

Term/Abbreviation	Definition
<i>HCO Supervisor</i>	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 Examples: practice educator, instructor, preceptor, mentor
<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." ⁷³
<i>Health Care Team (HCT)</i>	Diverse disciplines, professionals, regulated and unregulated, who work together in a health care setting
<i>Immunization</i>	When a person is made immune or resistant to an infectious disease, typically through administering a vaccine. Vaccines stimulate the body's own immune system to protect the person against subsequent infection or disease. (Adapted from the World Health Organization ⁷⁴)
<i>Incident Analysis</i>	"A structured process that aims to identify what happened, how and why it happened, what can be done to reduce the risk of recurrence and make care safer, and what was learned." ⁷⁵
<i>Incident Reporting</i>	"The communication of information about a patient safety incident through appropriate channels inside or outside of healthcare organizations, for the purpose of reducing the risk of occurrence of patient safety incidents in the future." ⁷⁶
<i>Incivility</i>	"...low-intensity behaviour that violates workplace norms for mutual respect... includes singular acts that are characteristically rude and discourteous, demonstrate a lack of regard for another and are associated with an ambiguous intent to harm the target." ⁷⁷
<i>Independent Double Check</i>	"...requires two people to <i>separately</i> check the targeted components of the work process, without knowing the results of their colleague" ⁷⁸ - verifying the work or decision of the first person
<i>Inducement</i>	"A thing that persuades or leads someone to do something" ⁷⁹ incentive, attraction, encouragement, incitement, bribe
<i>Injury - Musculoskeletal</i>	"...an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue including a sprain, strain and inflammation, that may be caused or aggravated by work" ⁸⁰

⁷³ 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>

⁷⁴ World Health Organization. (n.d.). *Immunization*. Retrieved February 18, 2019 from <https://www.who.int/topics/immunization/en/>

⁷⁵ Canadian Patient Safety Institute. (2016). *Patient Safety and Incident Management Toolkit – Glossary*. Retrieved July 30, 2019 from <https://www.patientsafetyinstitute.ca/en/toolsResources/PatientSafetyIncidentManagementToolkit/Pages/Glossary.aspx>

⁷⁶ Canadian Patient Safety Institute. (2016). *Patient Safety and Incident Management Toolkit – Glossary*. Retrieved July 30, 2019 from <https://www.patientsafetyinstitute.ca/en/toolsResources/PatientSafetyIncidentManagementToolkit/Pages/Glossary.aspx>

⁷⁷ College of Licensed Practical Nurses of Alberta. (2020). *Practice Guideline: Addressing Co-worker Abuse in the Workplace*. Pg. 3. Retrieved November 3, 2020 from https://www.clpna.com/wp-content/uploads/2013/02/doc_Practice_Guideline_Addressing_Co-Worker_Abuse_Workplace.pdf

⁷⁸ Institute for Safe Medication Practices. (June 2019). *Independent Double Checks: Worth the Effort if Used Judiciously and Properly*. Paragraph 4. Retrieved February 15, 2021 from <https://www.ismp.org/resources/independent-double-checks-worth-effort-if-used-judiciously-and-properly>

⁷⁹ Inducement [Def. 1]. (n.d.) In *Oxford Dictionaries*. Oxford University Press. Retrieved June 8, 2019 from <https://en.oxforddictionaries.com/definition/inducement>

⁸⁰ WorkSafeBC. (2006). *OHS Guidelines – Part 04 – General Conditions: G4.46 Definition of musculoskeletal injury (MSI)*. Retrieved August 5, 2019 from <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-part-04?origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3Dinjury%2520definition%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D#SectionNumber:G4.46>

Practice Education Guidelines for BC Terms and Abbreviations

Term/Abbreviation	Definition
<i>Intellectual Property</i>	<p>"...refers to creations of the mind: inventions; literary and artistic works; and symbols, names and images used in commerce. Intellectual property is divided into two categories: Industrial Property and Copyright"⁸¹</p> <p>Industrial Property: "...includes patents for inventions, trademarks, industrial designs and geographical indications"⁸²)</p> <p>Copyright: "...a legal term used to describe the rights that creators have over their literary and artistic works. Works covered by copyright range from books, music, paintings, sculpture, and films, to computer programs, databases, advertisements, maps, and technical drawings."⁸³</p>
<i>Internship</i>	<p>A work experience offered by an organization for a limited period of time. Successful applicants can be current students, recent post-secondary graduates, or other individuals looking to gain career-related experience and skills. The individual is paid a wage, a stipend, or an allowance, or is reimbursed for expenses.^{84, 85}</p> <p>Examples in health care: Medical, Healthcare Management, Planning and Evaluation, Communications/Media Relations, Human Resources</p>
<i>Interpersonal Conflict</i>	<p>"...conflict that occurs between two or more individuals that work together in groups or teams... Many individual differences lead to interpersonal conflict, including personalities, culture, attitudes, values, perceptions, and the other differences."⁸⁶</p>
<i>Job Action</i>	<p>"...the threatened or actual withdrawal of services to further a negotiating position during a dispute"⁸⁷</p> <p>"activities undertaken by union members to express disagreement with their employer's or government's policies or laws. Such activities could include going on strike, work slowdowns, work-to-rule, picketing and other protest actions."⁸⁸</p>
<i>Learning Contract</i>	<p>"...meant to deal with inappropriate behaviour or address deficiencies in academic performance or attendance. The intent ...is to formalize the manner in which the student may fulfill the expected behaviour or course learning outcomes."⁸⁹</p> <p>"...an agreement negotiated between a learner and a supervisor to ensure that certain activities will be undertaken in order to achieve an identified learning goal, specific evidence will be produced to demonstrate that goal has been reached."⁹⁰</p>

⁸¹ World Intellectual Property Organization. (2003). *What is Intellectual Property?* (No. 450). WIPO. Page 2. Retrieved April 30, 2019 from www.wipo.int/edocs/pubdocs/en/intproperty/450/wipo_pub_450.pdf

⁸² World Intellectual Property Organization. (2003). *What is Intellectual Property?* (No. 450). WIPO. Page 2. Retrieved April 30, 2019 from www.wipo.int/edocs/pubdocs/en/intproperty/450/wipo_pub_450.pdf

⁸³ World Intellectual Property Organization. (n.d.). *Frequently Asked Questions: Copyright – Basics*. Retrieved April 30, 2019 from www.wipo.int/copyright/en/faq_copyright.html

⁸⁴ Government of Canada. (August 2020). *Federal labour standards for interns and student interns*. Retrieved November 29, 2020 from <https://www.canada.ca/en/services/jobs/workplace/federal-labour-standards/interns.html>

⁸⁵ Government of British Columbia. (n.d.). *Internship & Co-op Opportunities with the BC Public Service*. Retrieved November 29, 2020 from <https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/internship-co-op-opportunities>

⁸⁶ Beheshtifar, M. & Zare, E. (May 2013). *Interpersonal Conflict: A Substantial Factor to Organizational Failure*. International Journal of Academic Research in Business and Social Sciences. Vol. 3, No. 5. Pg 401. Retrieved November 3, 2020 from https://www.researchgate.net/profile/Malikeh_Beheshtifar/publication/281175794_Interpersonal_Conflict_A_Substantial_Factor_to_Organizational_Failure/links/5d9983f08ae9d65948fb6ba.pdf

⁸⁷ College of Physicians and Surgeons of Alberta. (2021). *Standard of Practice: Job Action*. Retrieved January 17, 2021 from <http://www.cpsa.ca/standardspractice/job-action/>

⁸⁸ Canadian Nurses Association. (2017). *Code of Ethics for Registered Nurses*. Pg. 24. Retrieved January 17, 2021 from <https://www.cna-aiic.ca/~media/cna/page-content/pdf-en/code-of-ethics-2017-edition-secure-interactive>

⁸⁹ British Columbia Institute of Technology. (2009). *Procedure 5100-PR1: Student Reports, Student Performance Contracts*. Pg. 3. Retrieved June 15, 2019 from https://www.bcit.ca/files/pdf/policies/5100_pr1.pdf

⁹⁰ Open Educational Resources of UCD Teaching and Learning. (n.d.). *Engaging Students: Learning Contracts*. University College Dublin. Retrieved June 15, 2019 from http://www.ucoer.ie/index.php/Learning_Contracts

Practice Education Guidelines for BC Terms and Abbreviations

Term/Abbreviation	Definition
	Also known as a Student Performance Contract, Learning Plan
<i>Licence class</i>	Types of driver's licence. Based on type of motor vehicle driven. Most common licence is Class 5-passenger vehicle licence. ⁹¹
<i>Limits</i>	Specifies what activities Students are or are not permitted to perform based on provincial or federal laws, the discipline's licensing body, PSI policy, HCO policy, and individual competence. ⁹²
<i>Lockout</i>	"...losing a place of employment, a suspension of work or a refusal by an employer to continue to employ a number of his or her employees, done to compel his or her employees or to aid another employer to compel his or her employees to agree to conditions of employment" ⁹³
<i>Mode of transport</i>	"...a term used to distinguish substantially different modes of conveyance. The different modes of transport are air, water, and land transport, which includes rails or railways, road and off-road transport." ⁹⁴ Includes aircraft, watercraft, railed transport, off-road vehicles, and motor vehicles
<i>Moral Rights</i>	"...include the right of an author to be associated with the work [attribution] and to prevent the distortion or modification of the work. Moral rights cannot be assigned and remain with the author, but an author can agree to not enforce them." ⁹⁵ "...protect the honor and reputation of an author and only authors or their heirs can exercise them, regardless of whether the author assigned copyright or it was made in the course of employment and the employer therefore owns copyright. In Canada, however, an author may choose to waive their moral rights." ^{96, 97}
<i>NACI</i>	National Advisory Committee on Immunization (NACI)
<i>'Need to know' and 'Least Privilege' Principles</i>	"The "need to know" principle states that authorized users of a system should only have access to the minimum amount of [personal] information that is necessary to perform their duties within a public body or an organization. The "least privilege" principle requires that each authorized user in a system be granted the most restrictive access privileges needed for performing authorized tasks. The principles are reflected in privacy law but not always expressly stated." ⁹⁸
<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." ⁹⁹

⁹¹ Insurance Corporation of BC. (2020). *Licence classes and types*. Retrieved October 29, 2020 from <https://www.icbc.com/driver-licensing/types-licences/Pages/Licence-classes-and-types.aspx>

⁹² Adapted from British Columbia College of Nurses & Midwives. (2021). *Standards, Limits, and Conditions*. Retrieved February 15, 2021 from <https://www.bccnm.ca/RN/ScopePractice/part1/Pages/SLC.aspx>

⁹³ Queen's Printer. (May 2019). *Labour Relations Code [RSBC 1996] Chapter 244*. Government of British Columbia. Retrieved January 17, 2021 from https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96244_01

⁹⁴ Wikipedia contributors. (2019, June 3). Mode of transport. In *Wikipedia, The Free Encyclopedia*. Retrieved June 9, 2019 from https://en.wikipedia.org/wiki/Mode_of_transport

⁹⁵ Intellectual Property Institute of Canada. (2019). *Statutory Rights – Author's Rights*. Retrieved April 30, 2019 from www.ipic.ca/english/what-is-ip/copyright/statutory-rights.html

⁹⁶ Centre for Canadian Copyright Law. (2018). *Who Owns Copyright in Canada?* Copyrightlaws.com. Retrieved April 30, 2019 from www.copyrightlaws.com/who-owns-copyright-in-canada/

⁹⁷ Centre for Canadian Copyright Law. Ibid. (2019). *Moral Rights in Canadian Copyright Law*. Retrieved April 30, 2019 from www.copyrightlaws.com/moral-rights-in-canadian-copyright-law/

⁹⁸ Doctors of BC, College of Physicians and Surgeons of BC, Office of the Information and Privacy Commissioner. (August 2017). *BC Physician Privacy Toolkit: A guide for physicians in private practice (3rd Edition)*. Pages 65-66. Retrieved March 7, 2021 from <https://www.oipc.bc.ca/guidance-documents/1470>

⁹⁹ 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->

Practice Education Guidelines for BC Terms and Abbreviations

Term/Abbreviation	Definition
	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" ¹⁰⁰
<i>Outbreak</i>	"...the occurrence of disease cases in excess of normal expectancy. The number of cases varies according to the disease-causing agent, and the size and type of previous and existing exposure to the agent." ¹⁰¹
<i>Ownership</i>	"The author of a work is usually the first owner of copyright and can assert, assign or license the owner's rights. The author has additional rights called 'moral rights' ..." ¹⁰² "A copyright owner has the sole right to produce or reproduce a work or any substantial part, to perform the work or any substantial part in public, to publish the work or any substantial part, to transmit or record a work, to communicate a work to the public by telecommunication or to authorize any of the above. Additional rights in the Copyright Act protect performer's performances, sound recordings and broadcast communications." ¹⁰³ "Under Canadian copyright law, the creator (or author) of a work is the owner of copyright in it. However, where a work is created as part of the author's work duties, the employer may have copyright ownership." ¹⁰⁴ "In Canada, copyright ownership of a work created by an employee in the course of their employment belongs to the employer, unless there's a verbal or written agreement otherwise." ¹⁰⁵
<i>Patient Safety</i>	"The pursuit of the reduction and mitigation of unsafe acts within the health care system, as well as the use of best practices shown to lead to optimal patient outcomes." ¹⁰⁶
<i>Patient Safety Incident</i>	"An event or circumstance which could have resulted, or did result, in unnecessary harm to a patient. There are three types of patient safety incidents:
<i>Harmful incident</i>	A patient safety incident that resulted in harm to the patient. Replaces <i>preventable adverse event</i>
<i>Near miss</i>	A patient safety incident that did not reach the patient and therefore no harm resulted. [Other terms: good catch, close call]
<i>No-harm incident</i>	A patient safety incident that reached the patient but no discernible harm resulted." ¹⁰⁷
<i>Perpetuity</i>	Continuing forever, everlasting ¹⁰⁸

[content/uploads/2019/02/CSHBC-POL-QA-06-Levels-of-Supervision.pdf](https://www.ccohs.ca/oshanswers/hsprograms/orientation.html)

¹⁰⁰ 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>

¹⁰¹ World Health Organization. (n.d.). *Environmental health in emergencies – Disease outbreaks*. Retrieved January 11, 2021 from <https://www.who.int/teams/environment-climate-change-and-health/emergencies/disease-outbreaks/>

¹⁰² Intellectual Property Institute of Canada. (2019). *Statutory Rights – Author's Rights*. Retrieved April 30, 2019 from www.ipic.ca/english/what-is-ip/copyright/statutory-rights.html

¹⁰³ Intellectual Property Institute of Canada. (2019). *Statutory Rights – Owner's Rights*. Retrieved April 30, 2019 from www.ipic.ca/english/what-is-ip/copyright/statutory-rights.html

¹⁰⁴ Centre for Canadian Copyright Law. (2018). *Who Owns Copyright in Canada?* Copyrightlaws.com. Retrieved April 30, 2019 from www.copyrightlaws.com/who-owns-copyright-in-canada/

¹⁰⁵ Centre for Canadian Copyright Law. (2018). *Who Owns Copyright in Canada?* Copyrightlaws.com. Retrieved April 30, 2019 from www.copyrightlaws.com/who-owns-copyright-in-canada/

¹⁰⁶ Canadian Patient Safety Institute. (2016). *Patient Safety and Incident Management Toolkit – Glossary*. Retrieved July 30, 2019 from <https://www.patientsafetyinstitute.ca/en/toolsResources/PatientSafetyIncidentManagementToolkit/Pages/Glossary.aspx>

¹⁰⁷ Canadian Patient Safety Institute (CPSI). (2016). *Patient Safety and Incident Management Toolkit – Glossary*. Retrieved July 30, 2019 from <https://www.patientsafetyinstitute.ca/en/toolsResources/PatientSafetyIncidentManagementToolkit/Pages/Glossary.aspx>

¹⁰⁸ Perpetual [Def. 1]. (n.d.). In *Merriam-Webster Online*, Retrieved April 5, 2019 from <https://www.merriam-webster.com/dictionary/perpetual>

Practice Education Guidelines for BC Terms and Abbreviations

Term/Abbreviation	Definition
<i>Personal Identity Information</i>	"any personal information of a type that is commonly used, alone or in combination with other information, to identify or purport to identify an individual" ¹⁰⁹
<i>Personal Information</i>	"recorded information about an identifiable individual other than contact information" ¹¹⁰ "information about an identifiable individual's health and includes information about the individual's health care providers, health numbers (such as care card number) and insurance." ¹¹¹ Examples: demographic data, psychosocial history, family history, financial or personal situation, identification numbers, marital status
<i>Personal Protective Equipment</i>	"...a worker's last defence against injury and death, when eliminating workplace hazards is not possible" ¹¹² Includes eye and face protection (masks, face shields, safety glasses or goggles), gloves, protective apparel (gowns, aprons), respiratory protection.
<i>Point of Care Risk Assessment (PCRA)</i>	IPAC definition: activity that is conducted by staff before each Patient interaction to assess the infectious risks posed by a patient, situation, or procedure to themselves, other staff, other patients and visitors. THE PCRA is based on professional judgement about the clinical situation, as well as up to date information on how the specific health-care facility has designed and implemented appropriate physical (engineering) and administrative controls and the use and availability of PPE ⁴ .
<i>Police Information Check (PIC)</i>	"...a collection of offence information, including convictions, outstanding warrants, charges, and judicial orders available from a local police agency's records management system and other systems/records where authorized... intended for applicants who are seeking volunteer and/or employment with agencies who require a criminal record check...this check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons." ¹¹³ Other terms: police certificate, background check, record check, or reference check ¹¹⁴
<i>Police Information Check with Vulnerable Sector Screening (PIC-VS)</i>	"This check is restricted to applicants seeking employment and/or volunteering in positions responsible for vulnerable persons...will include sexual offence convictions for which the individual has received a record suspension [pardon]..." ¹¹⁵
<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

¹⁰⁹ Government of British Columbia. (2019). *Freedom of Information and Privacy Protection Act [RSBC] Chapter 165, Schedule 1*. Retrieved April 5, 2019 from http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_07

¹¹⁰ Government of British Columbia. (2019). *Freedom of Information and Privacy Protection Act [RSBC] Chapter 165, Schedule 1*. Retrieved April 5, 2019 from http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_07

¹¹¹ BC Freedom of Information and Privacy Association. (March 2011). *Definitions – Personal health information*. Retrieved March 7, 2021 from <http://www.healthinfoprivacybc.ca/home/definitions>

¹¹² WorkSafeBC. (nd). *Personal protective equipment (PPE)*. Retrieved February 25, 2020 from <https://www.worksafebc.com/en/health-safety/tools-machinery-equipment/personal-protective-equipment-ppe>

¹¹³ Ministry of Public Safety and Solicitor General. (2016). *British Columbia Guideline for Police Information Checks*. Pg. 5. Retrieved February 10, 2021 from https://www2.gov.bc.ca/assets/gov/law-crime-and-justice/criminal-justice/police/publications/police-information-checks/police_infochecks_guidelines_dec16.pdf

¹¹⁴ Royal Canadian Mounted Police. (March 2018). *Types of Criminal Background Checks*. Retrieved February 21, 2021 from <https://www.rcmp-grc.gc.ca/en/types-criminal-background-checks>

¹¹⁵ Ministry of Public Safety and Solicitor General. (2016). *British Columbia Guideline for Police Information Checks*. Pg. 6. Retrieved February 10, 2021 from https://www2.gov.bc.ca/assets/gov/law-crime-and-justice/criminal-justice/police/publications/police-information-checks/police_infochecks_guidelines_dec16.pdf

Practice Education Guidelines for BC Terms and Abbreviations

Term/Abbreviation	Definition
<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>Practice Education (PE)</i>	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. ¹¹⁶ "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." ¹¹⁷ Other terms: placement, clinical placement, clinical practice, practicum, preceptorship, mentorship, apprenticeship, fieldwork
<i>Practice Issue</i>	"any issue or situation that either compromises client care/service by placing a client at risk, or affects a [student]'s ability to provide care/service consistent with their Standards of Practice, Code of Ethics, other standards and guidelines, or agency policies or procedures." ¹¹⁸
<i>Practice Education Coordinator</i>	Roles within HCO and PSI responsible for planning, coordinating, and communicating related to student practice education
<i>Privacy</i>	"(1) physical privacy is the right or interest in controlling or limiting the access of others to oneself; (2) informational privacy is the right of individuals to determine how, when, with whom and for what purposes any of their personal information will be shared. A person has a reasonable expectation of privacy in the health-care system so that health-care providers who need their information will share it only with those who require specific information" ¹¹⁹
<i>Problematic Behaviour</i>	Mistreatment of another person, "...any conduct that is contrary to the principles that support a respectful environment and includes making demeaning, offensive, belittling and disrespectful comments, using abusive language, engaging in bullying, harassment, and discrimination" ¹²⁰
<i>Public Health Emergency</i>	A current or impending situation that constitutes a danger of major proportions with the potential to result in serious harm to the health of the public. They are usually caused by forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. ¹
<i>Qualified</i>	"...having the standard of skill, knowledge, or ability that is necessary for doing or being something." ¹²¹
<i>Rate class</i>	Motor vehicle insurance based on how the vehicle is used. Common rate classes: Pleasure, Commuting (to and from work), Business, Delivery. ¹²²

¹¹⁶ 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

¹¹⁷ Canadian Interprofessional Health Collaborative. (2019). *Glossary – Practice Education*. Retrieved March 28, 2021 from <http://www.cihc-cpis.com/glossary.html>

¹¹⁸ Adapted from Nova Scotia College of Nursing. *Resolving Professional Practice Issues Practice Guideline*. Halifax, Nova Scotia. Page 1. Retrieved October 29, 2020 from <https://www.nscn.ca/professional-practice/practice-support/practice-support-tools/professional-practice/resolving-professional-practice-issues-practice-guideline>

¹¹⁹ Canadian Nurses Association. (2017). *CNA Code of Ethics for Registered Nurses*. Page 25. Retrieved April 4, 2019 from <https://www.cna-aic.ca/en/nursing-practice/nursing-ethics>

¹²⁰ Faculty of Medicine. (n.d.). *Definitions: What is Mistreatment?* University of British Columbia. Retrieved November 3, 2020 from <https://mistreatmenthelp.med.ubc.ca/definitions/>

¹²¹ Qualified [Def. 2]. (n.d.) In *Cambridge Academic Content Dictionary*. Cambridge University Press. Retrieved June 25, 2019 from <https://dictionary.cambridge.org/dictionary/english/qualified>

¹²² Insurance Corporation of BC. (2020). *Territory and rate class*. Retrieved October 29, 2020 from <https://www.icbc.com/insurance/costs/Pages/territory-rate->

Practice Education Guidelines for BC Terms and Abbreviations

Term/Abbreviation	Definition
<i>Record/Recording</i>	Noun: Any confidential information that is recorded in some way "Under FIPPA, a 'record' includes books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other thing on which information is recorded or stored by graphic, electronic, mechanical, or other means." ¹²³ Examples: email, text message, CD/DVD, USB/SD memory device, microfiche, computer file, data management systems, mobile device, camera, or "even heard by word of mouth" ¹²⁴ (i.e. subjective data).
<i>Reimbursement</i>	"The action of repaying a person who has spent or lost money; a sum paid to cover money that has been spent or lost" ¹²⁵
<i>Remuneration</i>	Payment for a service "Reward for employment in the form of pay, salary, or wage, including allowances, benefits, bonuses, cash incentives, and monetary value of noncash incentives" ¹²⁶ Other term: compensation
<i>Respectful Workplace</i>	"We all have the right to work in an environment that is respectful and a responsibility to treat everyone at work with consideration. A respectful workplace is inclusive, values diversity, clearly communicates expectations around behaviour, promotes employee health and safety, provides resources and training to resolve disputes, strives for improvement, has open channels of communication." ¹²⁷
<i>Respirator</i>	"a protective device that covers the worker's nose and mouth or the entire face and head to keep airborne contaminants out of the worker's respiratory system and provide a safe air supply" ¹²⁸ Common types in healthcare settings: <ul style="list-style-type: none"> - Disposable, air filtering, tight-fitting half-facepiece respirator (such as N95, R95) - Powered, air purifying respirator (PAPR) - Reusable elastomeric half-face and full-face respirator
<i>Restricted Activity</i>	"(formerly called reserved acts) are a narrowly defined list of invasive, higher risk activities that must not be performed by any person in the course of providing health services, except: <ul style="list-style-type: none"> - registrants of a health profession college who have been granted specific authority to do so in their regulations, based on their education and competence, and - non-registrants who have been delegated the authority to perform the restricted activity, or who have been authorized to perform the restricted activity, by a regulated professional that has been granted the restricted activity. *Please note: Delegation of restricted activities to non-registrants (including unregulated persons) must be authorized in bylaw by the health profession college whose registrants have been granted authority to perform the restricted activity, before such a delegation may take place."¹²⁹

[class.aspx](#)

¹²³ Office of the Information & Privacy Commissioner for British Columbia. (October 2015). *Guide to Access and Privacy Protection under FIPPA*. Page 7. Retrieved April 5, 2019 from <https://www.oipc.bc.ca/guidance-documents/1466>

¹²⁴ National Health Service. (October 2019). *POL_1010 Confidentiality Policy*. Corporate Information Governance. Version 5.0. Page 5. Retrieved March 21, 2021 from <https://www.england.nhs.uk/publication/confidentiality-policy/>

¹²⁵ Reimbursement [Def. 1; 1.1]. (n.d.) In *Oxford Dictionaries*. Oxford University Press. Retrieved June 8, from <https://en.oxforddictionaries.com/definition/reimbursement>

¹²⁶ Remuneration [Def. 1]. (n.d.) In *Business Dictionary*. WebFinance Inc. Retrieved June 8, 2019 from <http://www.businessdictionary.com/definition/remuneration.html>

¹²⁷ BC Public Service. (n.d.). *Promote Respect in the Workplace: Respect in the Workplace*. Government of British Columbia. Retrieved October 29, 2020 from <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/working-with-others/promote-respect>

¹²⁸ WorkSafeBC. (2011). *Breathe Safer: How to use a respirator safely and start a respirator program*. Pg. 1. Retrieved March 5, 2019 from <https://www.worksafebc.com/en/resources/health-safety/books-guides/breathe-safer-how-to-use-respirators-safely-and-start-a-respirator-program?lang=en>

¹²⁹ Government of British Columbia. (n.d.). *Scope of Practice Reform: Restricted Activities*. Retrieved June 20, 2019 from <https://www2.gov.bc.ca/gov/content/health/practitioner-professional-resources/professional-regulation/scope-of-practice-reform>

Practice Education Guidelines for BC Terms and Abbreviations

Term/Abbreviation	Definition
<p><i>Risk Activities</i> (related to tuberculosis)¹³⁰</p>	<p>Activities performed by health care workers that put them at risk for exposure to tuberculosis (TB)</p> <p>High-risk activities:</p> <ul style="list-style-type: none"> - Cough-inducing procedures (such as sputum induction) - Autopsy - Morbid anatomy and pathology examination - Bronchoscopy - Mycobacteriology laboratory procedures, especially handling cultures of <i>M. tuberculosis</i> <p>Intermediate-risk activities</p> <ul style="list-style-type: none"> - Work requiring regular direct patient contact on units (such as emergency departments) where patients with respiratory TB disease may be present (includes work done by all health care workers) - Work in pediatric units where patients with TB may be admitted - Cleaning of rooms of patients with respiratory TB disease <p>Low-risk activities</p> <ul style="list-style-type: none"> - Work requiring minimal patient contact (such as clerical, reception and administration) - Work on units where patients with respiratory TB disease are unlikely to be present
<p><i>Risk Facilities</i> (related to tuberculosis)¹³¹</p>	<p>Health care settings considered low risk for TB:</p> <ul style="list-style-type: none"> - Hospitals < 200 beds and < 3 active TB cases annually - Hospitals ≥ 200 beds and < 6 active TB cases annually - Long-term care facilities including homes for the aged, nursing homes, chronic care facilities, hospices, retirement homes, designated assisted living centres and any other collective living centre and < 3 active TB cases annually <p>Health care settings not considered low risk for TB:</p> <ul style="list-style-type: none"> - Hospitals < 200 beds and ≥ 3 active TB cases annually - Hospitals ≥ 200 beds and ≥ 6 active TB cases annually - Long-term care facilities (as listed above) and ≥ 3 active TB cases annually - Infirmaries in correctional facilities and ≥ 3 active TB cases annually
<p><i>Risk, Level of</i> (related to exposure)</p>	<p>"Low risk ... workers who rarely come into contact with potentially infected people or materials. <i>Moderate risk</i> ... workers who rarely come into contact with infected people, but who may work in areas where infected people have been, or who handle potentially contaminated items (indirect contact). <i>High risk</i> ... workers who work directly with people who are or may be infected."¹³²</p>

¹³⁰ Government of Canada. (2014). *Canadian Tuberculosis Standards 7th Edition Chapter 15: Prevention and Control of Tuberculosis Transmission in Health Care and Other Settings, Section 4. Risk Classification*. Retrieved February 16, 2019 from <https://www.canada.ca/en/public-health/services/infectious-diseases/canadian-tuberculosis-standards-7th-edition/edition-11.html#tab1>

¹³¹ Government of Canada. (2014). *Canadian Tuberculosis Standards 7th Edition Chapter 15: Prevention and Control of Tuberculosis Transmission in Health Care and Other Settings, Section 4. Risk Classification*. Retrieved February 16, 2019 from <https://www.canada.ca/en/public-health/services/infectious-diseases/canadian-tuberculosis-standards-7th-edition/edition-11.html#tab1>

¹³² WorkSafeBC. (2009). *Controlling Exposure: Protecting Workers from Infectious Disease*. Pg. 32. Retrieved December 28, 2020 from <https://www.worksafebc.com/en/resources/health-safety/books-guides/controlling-exposure-protecting-workers-from-infectious-disease>

Practice Education Guidelines for BC

Terms and Abbreviations

Term/Abbreviation	Definition
<i>Routine practices</i>	"A comprehensive set of infection prevention and control measures that have been developed for use in the routine care of all patients at all times in all healthcare settings. Routine practices aim to minimize or prevent healthcare-associated infections in all individuals in the healthcare setting, including patients, healthcare workers, other staff, visitors and contractors." ¹³³ Examples of routine practices: education, hand hygiene, sharps safety, personal protective equipment, routine cleaning, safe handling of food ¹³⁴
<i>Safeguards / Security</i>	Measures used to protect information (how information is accessed, used, and disclosed – and by whom) <ul style="list-style-type: none"> - Physical safeguards: use of locked cabinets, locating devices with data away from public areas - Administrative safeguards: development and enforcement of policies around who can access personal information - Technical safeguards: use of computer passwords, non-sharing of passwords, firewalls, anti-virus software, encryption, and other measures to protect from unauthorized access, loss, or modification^{135, 136}
<i>Scope of Practice</i>	"...the range of healthcare tasks, decisions or activities of a qualified, licensed healthcare professional (e.g. doctor, nurse practitioner, nurse, pharmacist) allowed by law and the provincial/territorial licensing authority governing that profession. A scope of practice is a general boundary and does not necessarily mean that an individual provider has the knowledge, skills, or experience to safely perform all allowed activities." ¹³⁷
<i>Secondment</i>	The temporary transfer of an official or worker to another position or employment ¹³⁸
<i>Source</i>	"The person whose blood or body fluids were inoculated or splashed onto the exposed person. The source may not always be identifiable." ¹³⁹
<i>Stakeholder</i>	A person, group, or organization with an interest or concern in a topic or activity Includes those who can affect or be affected by the organization's actions, objectives, and policies
<i>Standard</i>	"An expected and achievable level of performance against which actual performance can be compared. It is the minimum level of acceptable performance." ¹⁴⁰ "...reflects the minimum standard of professional behaviour and ethical conduct on a specific topic or issue expected by the College of its registrants..." ¹⁴¹

¹³³ Public Health Agency of Canada. (November 2016). *Routine Practices and Additional Precautions for Preventing the Transmission of Infection in Healthcare Settings*. Pg. 176. Retrieved August 8, 2019 from <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/routine-practices-precautions-healthcare-associated-infections.html>

¹³⁴ Public Health Agency of Canada. (November 2016). *Routine Practices and Additional Precautions for Preventing the Transmission of Infection in Healthcare Settings*. Pg. 9 & 26. Retrieved August 8, 2019 from <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/routine-practices-precautions-healthcare-associated-infections.html>

¹³⁵ Office of the Information & Privacy Commissioner for British Columbia. (2015). *A Guide to B.C.'s Personal Information Protection Act for Businesses and Organizations*. Pg. 36-37. Retrieved March 4, 2021 from <https://www.oipc.bc.ca/guidance-documents/1438>

¹³⁶ Government of Canada. (2014). *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS (2018), Chapter 5, Privacy and Confidentiality Key Concepts, Security*. 5C-Article 5.3. Retrieved March 4, 2021 from https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html

¹³⁷ Canadian Medical Protective Association. (n.d.) *Scopes of Practice*. Retrieved February 7, 2021 from https://www.cmpa-acpm.ca/serve/docs/ela/goodpracticesguide/pages/teams/Healthcare_teams/scopes_of_practice-e.html

¹³⁸ Secondment. (n.d.). In *Oxford Dictionaries*. Oxford University Press. Retrieved June 4, 2019 from <https://en.oxforddictionaries.com/definition/secondment>

¹³⁹ Winnipeg Regional Health Authority. (2011). *Occupational and Environmental Safety & Health Operational Procedure*. Pg. 2. Retrieved August 13, 2019 from <http://www.wrha.mb.ca/professionals/safety/files/OP-BloodandBodyFluidExposure.pdf>

¹⁴⁰ British Columbia College of Nurses & Midwives. (November 2012). *Nurse Practitioners and Registered Nurses Professional Standards*. Pg. 21. Retrieved February 7, 2021 from <https://www.bccnm.ca/RN/ProfessionalStandards/Pages/Default.aspx>

¹⁴¹ College of Physicians and Surgeons of British Columbia. (2021). *Practice Standards and Professional Guidelines*. Retrieved February 7, 2021 from <https://www.cpsbc.ca/for-physicians/standards-guidelines>

Practice Education Guidelines for BC Terms and Abbreviations

Term/Abbreviation	Definition
<i>Strike</i>	"...a cessation of work, a refusal to work or to continue to work by employees in combination or in concert or in accordance with a common understanding, or a slowdown or other concerted activity on the part of employees that is designed to or does restrict or limit production or services ..." ¹⁴²
<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 ¹⁴³ Other terms: student intern, trainee, apprentice, preceptee, mentee
<i>Student involvement</i>	Degree of involvement can range from observation to participatory Observation: "...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." ¹⁴⁴ Other terms: job shadow, career observation, observership Participatory: actively takes part in direct client services including accessing/reading the health record; participation varies according to the Student's program of study and stage within it, and level of competence. (see PEG Student Practice Activities, Limits, and Conditions ; PEG Supervision of Students)
<i>Student Works</i>	Any materials created/authored wholly or in part by a Student specifically for the HCO during the course of a practice education experience – includes but not limited to written materials (brochures, posters, handouts, reports), digital works (presentations, web sites, computer programs and applications, programming language, video recordings), artwork (paintings, drawings, photographs, maps, musical scores or lyrics), or other works. ^{145, 146}
<i>Substitute decision-maker</i>	"In B.C. there are three kinds of substitute decision makers for health care decisions. They are: <ul style="list-style-type: none"> - an adult appointed by the court to be a committee of person under the <i>Patients Property Act</i>; - a representative under the <i>Representation Agreement Act</i>; a Temporary Substitute Decision Mater (TSDM) chosen by a health care provider or authorized by the Public Guardian and Trustee (PGT) under the <i>Health Care (Consent) and Care Facility (Admission) Act</i> (the Act)." ¹⁴⁷

¹⁴² Queen's Printer. (May 2019). *Labour Relations Cods [RSBC 1996] Chapter 244*. Government of British Columbia. Retrieved January 17, 2021 from https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96244_01

¹⁴³ 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

¹⁴⁴ 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>

¹⁴⁵ World Intellectual Property Organization. (2003). *What is Intellectual Property?* (No. 450). WIPO. Page 2. Retrieved April 30, 2019 from www.wipo.int/edocs/pubdocs/en/intproperty/450/wipo_pub_450.pdf

¹⁴⁶ World Intellectual Property Organization. (2016). *Understanding Copyright and Related Rights (No. 909E)*. Geneva, Switzerland. Retrieved May 2, 2019 from www.wipo.int/edocs/pubdocs/en/wipo_pub_909_2016.pdf.

¹⁴⁷ Public Guardian and Trustee of British Columbia. (August 2019). *Information for Temporary Substitute Decision Makers*. Pg. 1. Retrieved January 31, 2021 from <https://www.trustee.bc.ca/documents/STA/Information%20for%20Temporary%20Substitute%20Decision%20Makers%20Authorized%20by%20the%20Public%20Guardian%20and%20Trustee.pdf>

Practice Education Guidelines for BC Terms and Abbreviations

Term/Abbreviation	Definition
<i>Supervision</i>	Oversight of Students 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. Supervisors remain responsible and accountable for the actions of the individual under their direct or indirect supervision. ^{148, 149, 150}
<i>Supervision - Direct</i>	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). Other terms: Close supervision, constant supervision
<i>Supervision - Indirect</i>	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 Other terms: general supervision, remote supervision (supervision from a distance)
<i>Third party liability</i>	"...form of liability insurance purchased by an insured (first party) from an insurer (second party) for protection against the claims of another (third party)." ¹⁵¹ "It protects the insured in the event he or she is sued for claims that come within the coverage of the insurance policy." ¹⁵² Minimum of \$2 million is usually recommended for personal vehicles holding 7 or less passengers including the operator ^{153, 154, 155}
<i>Trauma-Informed Practice</i>	Recognizing the link between substance use, mental health, stigma, health care access barriers, and other challenges, and making sure that people feel safe and are not re-traumatized by their care. ¹⁵⁶
<i>Transitory Records</i>	"...records of temporary usefulness that are not an integral part of an administrative or operational record series, that are not regularly filed with standard records or filing systems, and that are only required for a limited period of time for completion of a routine action or the preparation of an ongoing record." ¹⁵⁷ "Transitory records are records of temporary usefulness that are needed only for a limited period of time in order to complete a routine action or prepare a final record. As with all records, they can exist in any format or medium (paper or electronic), and can be created and shared using a variety of technologies...All confidential (including restricted) transitory records should be securely destroyed." ¹⁵⁸ Examples of transitory records: worksheets, rough notes, informational material, convenience copies, and returned academic works

¹⁴⁸ 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>

¹⁴⁹ 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

¹⁵⁰ 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>

¹⁵¹ Third-Party Insurance. (n.d.) In *Investopedia*. Dotdash Publishing. Retrieved June 9, 2019 from <https://www.investopedia.com/terms/t/third-party-insurance.asp>

¹⁵² Wikipedia contributors. (2019, May 6). Liability insurance. In *Wikipedia, The Free Encyclopedia*. Retrieved June 9, 2019 from https://en.wikipedia.org/wiki/Liability_insurance

¹⁵³ Insurance Corporation of BC. (2020). *Extended Third Party Liability coverage*. Retrieved October 29, 2020 from <https://www.icbc.com/insurance/products-coverage/Pages/extended-liability.aspx>

¹⁵⁴ Financial Services. (2012). *Insurance Coverage- Insurance/ Risk Management Overview*. Thompson Rivers University. Retrieved June 9, 2019 from https://www.tru.ca/finance/pro_manual/payroll_insurance.html

¹⁵⁵ Interior Health Authority. (2018). *AU1100 – Student Placements: 3.17 Vehicle RideAlong*. Retrieved June 9, 2019 from <https://www.interiorhealth.ca/AboutUs/Policies/Documents/Clinical%20and%20Practice%20Education%20-%20Student%20Placements.pdf>

¹⁵⁶ BC Mental Health & Substance Use Services. (2020). *Trauma-Informed Practice*. Provincial Health Services Authority. Retrieved October 29, 2020 from <http://www.bcmhsus.ca/health-professionals/clinical-professional-resources/trauma-informed-practice>

¹⁵⁷ Government of British Columbia. (n.d.) *Transitory Records (schedule 102901)*. Retrieved February 28, 2021 from <https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/records-management/information-schedules/special-schedules/transitory-records>

¹⁵⁸ University of the Fraser Valley. (n.d.). *Transitory Records Schedule*. Para. 5. Retrieved February 28, 2021 from <https://www.ufv.ca/secretariat/records-management/official-record-schedules/transitory-records-schedule/>

Practice Education Guidelines for BC Terms and Abbreviations

Term/Abbreviation	Definition
<i>Transmission</i>	"The process whereby an infectious agent passes from a source and causes infection in a susceptible host." ¹⁵⁹
<i>Vaccine-Preventable Communicable Disease</i>	"Vaccine preventable diseases (VPDs) are infectious diseases caused by viruses or bacteria that can be prevented with vaccines." ¹⁶⁰
<i>Vehicle</i>	"a device in, on or by which a person or thing is or may be transported or drawn on a highway, but does not include a device designed to be moved by human power, a device used exclusively on stationary rails or tracks, mobile equipment or a motor assisted cycle" ¹⁶¹
<i>Vendor</i>	"...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> . ¹⁶² Examples: representatives of pharmaceutical, medical equipment and supplies, non-medical equipment and supplies, or technology companies; self-employed consultants; small business owners
<i>Violence: Horizontal or Lateral</i>	"Violence, harassment or bullying directed at colleagues who are of equal level within an organization." ¹⁶³
<i>Violence: Vertical</i>	"Violence, harassment or bullying that occurs between colleagues who are at unequal levels within an organization" ¹⁶⁴
<i>Vulnerable Person</i>	"A person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them, as defined by the Criminal Records Act" ¹⁶⁵
<i>Workplace Impairment</i>	"... being mentally or physically unable to perform assigned work functions safely due to the use or after-effects of alcohol, cannabis, illegal drugs, prescription drugs, or over-the-counter medications, or any other issue that may impair judgment or performance" ¹⁶⁶

¹⁵⁹ Public Health Agency of Canada. (November 2016). *Routine Practices and Additional Precautions for Preventing the Transmission of Infection in Healthcare Settings*. Pg. 176. Retrieved August 8, 2019 from <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/routine-practices-precautions-healthcare-associated-infections.html>.

¹⁶⁰ ¹⁶⁰ Infection Prevention and Control Canada (n.d.). Personal Protective Equipment. Retrieved October 31, 2023. <https://ipac-canada.org/reprocessing-of-ppe>

¹⁶¹ Government of British Columbia. (2020). *Motor Vehicle Act [RSBC 1996] Chapter 318*. Retrieved October 27, 2020 from https://www.bclaws.ca/civix/document/id/complete/statreg/96318_01#section1

¹⁶² 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>

¹⁶³ Registered Nurses Association of Ontario. (2019). *Best Practice Guideline: Preventing Violence, Harassment and Bullying Against Health Workers*. (Second edition) Pg. 8. Retrieved July 21, 2019 from https://mao.ca/sites/mao-ca/files/bpg/VPW_FINAL_WEB_July_2.pdf

¹⁶⁴ Registered Nurses Association of Ontario. (2019). *Best Practice Guideline: Preventing Violence, Harassment and Bullying Against Health Workers*. (Second edition) Pg. 8. Retrieved July 21, 2019 from https://mao.ca/sites/mao-ca/files/bpg/VPW_FINAL_WEB_July_2.pdf

¹⁶⁵ Ministry of Public Safety and Solicitor General. (January 2015). *BC Provincial Policing Model Policy Guidelines: Police Information Checks*. Pg. 1. Retrieved February 21, 2021 from <https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/modelpolicyguidelines.pdf> on <https://www2.gov.bc.ca/gov/content/justice/criminal-justice/policing-in-bc/publications-statistics-legislation/publications/police-information-checks-guidelines-for-police>

¹⁶⁶ WorkSafeBC. (2018). *Guide to Managing Workplace Impairment and Developing an Impairment Policy*. Retrieved June 15, 2019 from <http://www.worksafebc.com/en/resources/health-safety/books-guides/guide-managing-workplace-impairment-developing-impairment-policy?lang=en>