

PRACTICE EDUCATION GUIDELINES & STANDARDS

QUICK REFERENCE GUIDE

The British Columbia Practice Education Guidelines and Standards (PEGS) provide direction for **Health Care Organizations (HCOs)** and **Post-Secondary Institutions (PSIs)** to work together in planning and delivering high-quality **Student Practice Education** across all healthcare disciplines and settings in BC. *Note: Bolded terms are defined in the online [PEGS Glossary](#).*

This Quick Reference Guide provides an at-a-glance overview of the PEGS topics. For the full PEGS and related resources, visit [BC Student Practice Education](#).

RESOURCES

Core context and definitions to support understanding and use of all PEGS

BC PEGS OVERVIEW

[RESOURCE](#)

Sets shared intent, principles, governance and equity commitments for all Student Practice Education in BC.

GLOSSARY

[RESOURCE](#)

Provides standardized definitions for PEGS terminology to support consistency across disciplines.

BEFORE PLACEMENT

Requirements that must be met before a Practice Education Placement begins

STUDENT PLACEMENT PROCESS

[STANDARD](#)

- To sustain a Student Practice Education Placement process that is Fair, transparent and Equitable, HCOs and PSIs follow a standard process and timeline for submitting and responding to Placement requests.
- A current, signed Education Affiliation Agreement between an HCO and PSI must be in place before a Practice Education Placement can begin.
- HCOs and PSIs should ensure Education Affiliation Agreement terms and conditions are met, including all prerequisites, before the start of any Practice Education Placement.

ORIENTATION

STANDARD

- Students, on-site Faculty and on-site PSI Personnel must complete pre-requisite and Orientation requirements before starting a Practice Education Placement.
- PSIs maintain documentation of Student, on-site Faculty and on-site PSI Personnel completion of the SPECO checklist and any general Placement prerequisites and Orientation requirements.
- HCOs maintain documentation of Student, on-site Faculty and on-site PSI Personnel completion of HCO-, site- and department-specific Orientation requirements and signed Confidentiality Agreements.

CRIMINAL RECORDS CHECK

STANDARD

- In British Columbia, Students, on-site Faculty and onsite PSI Personnel who work or volunteer with, or have the potential for unsupervised access to, children and/or vulnerable adults as part of a Practice Education Placement, must complete a Criminal Records Check before the start of the Practice Education Placement. This includes Students in Practice Education Placements within an HCO, even if the specific Placement does not have planned interaction with children or vulnerable adults.
- PSIs located within BC must coordinate with their Students, on-site Faculty and on-site Personnel to use the BC Criminal Records Review Program.
- Out-of-province or out-of-country PSIs cannot register with the BC Criminal Records Review Program and should follow the included guidance as there are variations in how to meet the Criminal Records Check requirement depending on PSI location and Student, on-site Faculty and on-site PSI Personnel citizenship or residency status in Canada.

IDENTIFICATION AND ACCESS CARDS

STANDARD

- Students, on-site Faculty and on-site PSI Personnel must wear clearly visible, PSI-issued or HCO-issued photo identification at all times while in a Practice Education setting.
- HCOs must establish processes that allow Students, onsite Faculty and on-site Personnel to gain access to facilities and systems when security measures are in place within the Practice Education setting (such as access cards or security codes).

PREVENTION, SCREENING AND MONITORING OF COMMUNICABLE DISEASES [GUIDELINE](#)

- HCOs, PSIs, Students, on-site Faculty and on-site PSI Personnel should follow Routine Practices to minimize potential Exposure to and prevent the spread of Communicable Diseases. Additional Precautions should be taken for specific conditions or clinical presentations.

IMMUNIZATIONS

- Students, on-site Faculty and on-site Personnel should follow the Immunization guidance for health care workers, as outlined by the BC Centre for Disease Control [Communicable Disease Control Manual, Chapter 2: Immunization](#).
- Students, on-site Faculty and on-site PSI Personnel should follow Immunization status reporting [guidance](#) when starting a Practice Education Placement with an HCO.

COMMUNICABLE DISEASE OUTBREAK

- HCOs may allow Practice Education to continue during an **Outbreak** upon confirmation by their Medical Health Officer. The HCO Medical Health Officer, or designate, determines the conditions with which to allow or limit Students, on-site Faculty and on-site PSI Personnel to enter affected areas.
- If a Student, on-site Faculty member or on-site PSI Personnel is unable to provide proof of vaccination or immunity as required, participation in the Practice Education setting may not be permitted.

RESPIRATORY PROTECTION

[STANDARD](#)

- Students, on-site Faculty and on-site PSI Personnel must have a valid **Fit Test** for brand(s), model(s) and size of Respirators available at an HCO before starting a Practice Education Placement that requires respiratory protection.
- Students, on-site Faculty and on-site PSI Personnel must be able to provide proof of Fit Testing results, which detail the Fit Test date, results (pass/fail), and the Respirator brand(s), model(s) and size, while in the Practice Education setting.
- PSIs must provide general respiratory protection training and provide or facilitate Fit Testing for Students, on-site Faculty and on-site PSI Personnel before starting a Practice Education Placement.
- HCOs must provide respiratory protection and site-specific training to Students, on-site Faculty and on-site PSI Personnel in the Practice Education setting.

STUDENT ACCOMMODATIONS

STANDARD

- PSIs are responsible for assessing and determining Accommodations required by a Student to fully participate in a Practice Education Placement on a case-by-case basis.
- PSIs and HCOs should collaboratively approach each Student Accommodation need and identify reasonable Environmental Attributes and Conditions to support the Student within the Practice Education setting, in accordance with relevant legislation and organizational capacity.
- HCOs are responsible for leading the implementation of Student Accommodations within the Practice Education Placement settings.
- All communication about Student Accommodation needs, and implementation of Student Accommodations in the Practice Education Placement setting, should be thoroughly documented by the PSI and HCO, respecting the Privacy and Confidentiality of all related Personal Information.

PRACTICE EDUCATION PLACEMENTS WITH CONTRACTORS

GUIDELINE

- PSIs and HCOs should follow the standard process for identifying Practice Education Placement opportunities within an HCO, including if there are Practice Education Placements with HCO Contractors.
- A current, signed Education Affiliation Agreement between an HCO and PSI must be in place before a Practice Education Placement with an HCO Contractor can begin.
- HCO contracts with third parties (i.e., Contractors) should include language addressing expected Preceptor roles and responsibilities, where applicable.
- All HCO Practice Education requirements and policies apply to Students under the Supervision of an HCO Contactor.
- Any HCO Contractor who acts as a Preceptor for a Practice Education Placement must abide by the provincial Practice Education Guidelines and Standards.

DURING PLACEMENT

PEGS that guide learning, supervision and conduct during Practice Education Placements

CONSENT FOR STUDENT INVOLVEMENT IN CARE

STANDARD

- Consent for Student involvement in Patient Health Care is a dynamic and ongoing communication process.
- On-site Faculty and/or HCO Preceptors must obtain Consent for Student involvement in Health Care from a Patient (or their Substitute Decision-maker) before the Student participates in the care activity.
- On-site Faculty, HCO Preceptors and/or Students must assess and confirm a Patient's ongoing Consent for Student Involvement in Health Care.
- Patients, or their Substitute Decision-makers, have the right to refuse Student involvement in Health Care at any time and must be assured by HCO Staff and/or onsite Faculty that this refusal does not adversely impact care or service.

DOCUMENTATION BY STUDENTS

GUIDELINE

- Students and on-site Faculty must document every care activity they perform in a Patient's Health Record immediately after the action or event occurs.
- For electronic documentation, Students must use their own network account to enter any information into a Patient Health Record.
- Documentation by Students and on-site Faculty in the Practice Education setting should be free from discriminatory, racist, derogatory and prejudiced language.

STUDENT PRACTICE ACTIVITIES, LIMITS AND CONDITIONS

GUIDELINE

- Students should only perform activities that are within the discipline-specific Student role of their future occupation and are permitted by the PSI and HCO. Any Student activity should only be performed after the Student has successfully completed any related educational program competency expectations.
- HCO Preceptors and Staff are responsible and accountable for the care of Patients and delivery of Patient services in the Practice Education setting, regardless of the type of activity a Student undertakes.
- Students are responsible for their actions, behaviours and decisions in the Practice Education setting and must seek additional guidance whenever required or needed based on individual education level, skills and competencies.

STUDENT PRACTICE ISSUES

STANDARD

- PSI should communicate Placement learning goals, processes for providing feedback, and processes for addressing Practice Issues to Students, on-site Faculty and/or HCO Staff and Preceptors.
- When a Preceptor and/or on-site Faculty member has identified a Practice Issue, they should address it with the Student and inform the PSI as soon as possible.
- Any Practice Issue should be clearly defined and documented before developing a Remediation or Response Plan. Any Remediation or Response Plan should be co-developed with the Student and PSI and align with the context of the situation and the severity of the Practice Issue.
- All communication and documentation related to Student Practice Issues must be treated as Confidential.

SUPERVISION AND EVALUATION BY STUDENTS

GUIDELINE

- HCO Preceptors and Staff hold ultimate responsibility for the care of Patients and delivery of Patient services in the Practice Education setting.
- Student Supervision requirements are set by regulators, accreditors and PSI programs. On-site Faculty and HCO Preceptors and Staff apply these requirements by providing the level of Supervision needed to safeguard Patient safety, uphold quality care, and provide effective Practice Education experiences.
- PSIs should provide HCO Preceptors with evaluation form or framework to provide feedback for Students on a Practice Education Placement.

SAFETY, PRIVACY & RISK

Guidance to prevent, manage and respond to safety and privacy risks in Practice Education Placements

PRIVACY & CONFIDENTIALITY

STANDARD

- Everyone involved in Student Education Placements is responsible for protecting the Privacy and maintaining the Confidentiality of any Personal or Confidential Information encountered in the Practice Education setting.
- Students, on-site Faculty and on-site PSI Personnel must take any required HCO Privacy and Confidentiality training (which includes signing a Confidentiality Agreement) before starting a Practice Education Placement.
- Any Records or Recordings made for Patient care or HCO business purposes, and any Confidential Information encountered in the Practice Education setting, are the property of the HCO and cannot be retained or shared by Students, on-site Faculty or PSI Personnel without written approval of HCO.
- Any proposed change(s) to the collection, use, disclosure or protection of Personal Information managed by the HCO requires review by the Privacy Office of the HCO before that change is made.
- Records, Recordings or any other type of Patient or HCO Confidential Information may not be collected without prior Express Consent from the Patient or HCO, respectively. Such information must not be posted on social media or anywhere on the internet, regardless of a website's Privacy settings or whether the Information was obtained for Patient care or service, HCO business or academic purposes.

SAFETY INCIDENT PREVENTION, RESPONSE AND FOLLOW-UP

STANDARD

- All parties involved in Practice Education (Students, on-site Faculty, on-site PSI Personnel, HCO Staff, HCO Preceptors, Contractors / Vendors) have a role in promoting a Health and Safety Culture.
- HCOs must have control measures in place to reduce the risk of a Safety Incident in the Practice Education setting.
- PSIs must have appropriate insurance coverage for Students, on-site Faculty and on-site PSI Personnel while taking part in a Practice Education Placement, as per the Education Affiliation Agreement.
- Students, on-site Faculty and on-site PSI Personnel must promptly report any Safety Incident by following both PSI and HCO protocols and completing all relevant documentation. The PSI leads any investigation of a Safety Incident involving a Student, on-site Faculty member or onsite PSI Personnel.

RESPECTFUL PRACTICE EDUCATION EXPERIENCES

STANDARD

- Student Practice Education Placements should be free from Disrespectful Behaviours, Indigenous-specific Racism and Discrimination, Racism and Discrimination, Bullying and Harassment, and Sexual Harassment and provide Students a supportive, respectful and quality learning environment.
- HCOs and PSIs must have Respectful Workplace and personal conduct policies in place that apply to HCO Staff and Practice Education Placements.
- HCO Staff and Preceptors, Students, on-site Faculty and on-site PSI Personnel must abide by HCO Respectful Workplace and personal conduct policies, as well as provincial and federal legislative requirements (e.g. BC Human Rights Code, WorkSafeBC policies).

VEHICLE RIDE ALONG AND USE

GUIDELINE

HCO VEHICLES

- HCO Staff, Contractors or Vendors who use an HCO Vehicle as part of their workday may have Students, on-site Faculty and on-site PSI Personnel as passengers, in accordance with HCO polic(ies).
- Students may only operate an HCO Vehicle if they are authorized to do so in writing by the HCO.

PERSONAL VEHICLES

- Any HCO Staff, Contractor or Vendor using a personal Vehicle, or other Mode of Transport as used in rural or remote settings, must have a valid and appropriate License Class, Rate Class insurance and Third-Party Liability insurance, and provide recommended safety training and equipment, if carrying a Student or on-site PSI Personnel as a passenger.
- Students must seek PSI approval before accompanying HCO Staff, Contractors or Vendors in their personal vehicles as part of their workday.
- Students may not transport Patients, whether operating an HCO Vehicle or using a personal Vehicle or other Mode of Transport.

PRACTICE CONSIDERATIONS

Considerations that shape practice education

GIFTS, REMUNERATION AND REIMBURSEMENT

[STANDARD](#)

GIFTS

- HCOs and PSIs should only accept Gifts according to their respective organizational policies (e.g., standards of conduct, conflict of interest) and applicable cultural practices and protocols.
- HCOs and PSIs must never demand or solicit Gifts, favours or services from on-site Faculty or Students as a condition of, or reward for, taking part in Practice Education Placements.

REMUNERATION

- Remuneration of HCOs and HCO Staff, and Financial Supports for Students, as part of Practice Education Placements is acceptable when a formal mechanism (e.g., provincial agreement) establishes Remuneration parameters, expectations, roles and responsibilities of Preceptors, Staff and/or Students.

REIMBURSEMENT

- PSIs should only reimburse, and HCOs should only accept, a Reimbursement for operational (i.e., equipment and/or supplies) expenses related to Practice Education Placements when following the parameters outlined in this Standard.

INTELLECTUAL PROPERTY

[GUIDELINE](#)

[Note: this section will be updated when the updated Intellectual Property PEGS is released]

LABOUR DISRUPTIONS

[GUIDELINE](#)

- In the event of a labour disruption within an HCO, PSIs should follow direction from HCOs, and Students should follow direction from their PSI regarding on-site Practice Education activities.
- Students are not considered part of Essential Workplace Services while on a Practice Education Placement during a labour disruption at an HCO.