

Practice Education Guidelines for BC Contractor/Vendor Practice Education Experiences

August 2021

Intent / Purpose

- Outline the expectations and requirements for Post-Secondary Institution (PSI) Students in practice education experiences with third parties (Contractor/Vendor) who provide goods or services within or on behalf of the Health Care Organization (HCO).
- Identify the responsibilities of third parties (Contractor/Vendor) who accept students for a practice education experience when any portion of the experience takes place while providing goods or services within or on behalf of the HCO.

Examples: Student Dietitian supervised by an HCO dietitian requests added practice education experience with the Food Services Contractor for part of the current practice education experience within the HCO.

Information Technology Student supervised by a Contractor while the Contractor is providing services under contract to the HCO.

Definitions

Refer to: [Standard Terms and Abbreviations](#)

<i>Contractor</i>	"...is the legal entity (organization or individual) who has entered into a contract with the buyer to deliver goods and/or services, as described in the Contract. A Vendor becomes a Contractor after the Contract is fully executed by all parties." ¹ Examples of non-clinical contractors: security services, food services, cleaning services, consultants for architectural and engineering services, energy management, information management/technology Examples: clinical contractors: dentists, midwives, nurse practitioners, physicians
<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." ² 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>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. ^{3, 4, 5}

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

² 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>

³ 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>

⁴ 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

⁵ 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>

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<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>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> . ⁶ Examples: representatives of pharmaceutical, medical equipment and supplies, non-medical equipment and supplies, or technology companies; self-employed consultants; small business owners,

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This guideline applies to:

- non-clinical Contractors who are contracted by the HCO to deliver goods and/or services
- clinical Contractors who are authorized to practice and provide clinical services within or on behalf of the HCO through the HCO's credentialing and privileging process⁷
- pre-qualified vendors approved to exhibit or demonstrate goods and/or services within the HCO⁸

PSIs placing Students with Contractors/Vendors, where any portion of the practice education experience takes place within or on behalf of the HCO, require both:

- an [Educational Institution Affiliation Agreement](#) between the PSI and the HCO within which the Contractor/Vendor provides good and/or services, and
- an [Educational Institution Affiliation Agreement](#) between the PSI and the Contractor/Vendor

Depending on the location of the practice education experience, the PSI might need to enter into a separate agreement with the practice education setting, such as with self-governing First Nations communities or private care facility or non-profit agency in which the HCO has an established agreement to provide certain goods and services.

⁶ 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>

⁷ BC Medical Quality Initiative. (2019). *Privileging dictionaries: Use*. Provincial Health Services Authority. Retrieved May 29, 2019 from <http://bcmqi.ca/credentialing-privileging/dictionaries>

⁸ Provincial Health Services Authority. (2020). *Information for Vendors – Becoming a Vendor*. Retrieved November 26, 2020 from *Practices*. Retrieved November 19, 2020 from <http://www.phsa.ca/our-services/support-services/supply-chain/information-for-vendors/becoming-a-vendor>

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HCOs' authorized contacts are responsible for conducting criminal record checks or criminal record check verification for Contractors/Vendors who could have direct access or potential for unsupervised access to children and/or vulnerable adults, if not done through other means such as a regulatory body⁹ (see [PEG Criminal Record Check](#)).

All HCO practice education requirements and policies apply to Students under the supervision of a Contractor/Vendor (see [PEG Guiding Principles to the Placement Process](#); [PEG Criminal Record Check](#); [PEG Communicable Disease Prevention](#); [PEG Respiratory Protection](#); [PEG Orientation – Students](#)).

Contractors/Vendors:

- Ensure all persons they employ or retain to perform care or services are competent to perform them and are properly trained, instructed, and supervised.¹⁰
- Ensure third party liability coverage includes Students as agents of the Contractor/Vendor (such as Commercial General Liability, Automobile Liability, and Professional Liability or Errors and Omissions insurance)¹¹ and time period coincides with when the Students are in the HCO¹² (see [PEG Safety Event/Incident Reporting](#)).
- Request permission from authorized agents of the HCO to allow practice education experiences while within or acting on behalf of the HCO before experiences take place.
- Assume responsibility for the Student's actions while providing goods or services within or on behalf of the HCO (see [PEG Supervision of Students](#)).

Students supervised by non-clinical Contractors or Vendors:

- Do not engage in any Client care activities.
- Have no contact with Clients without first obtaining permission from authorized HCO clinical Workers.¹³

⁹ Ministry of Justice. (n.d.). *Contractors*. Retrieved on February 25, 2021 from <https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/contractor-criminal-record-check-screenings>

¹⁰ Provincial Health Services Authority. (2020). *PHSA 02921 Request for Pre-Qualification for General Health Care and IMIT Consulting Services, Exhibit 5: Contact Terms and Conditions for General Health Care Consulting Services and IMIT Consulting Services*. Retrieved November 19, 2020 from <https://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>

¹¹ Ibid.

¹² Healthcare Insurance Reciprocal of Canada. (October 2017). *Contracts - Education Affiliation Agreements*. Retrieved March 18, 2021 from <https://www.hiroc.com/resources/risk-notes/contracts-education-affiliation-agreements>

¹³ Provincial Health Services Authority. (2020). *Information For Vendors – Vendor Guidelines: Visitation Practices*. Retrieved November 19, 2020 From [Http://www.phsa.ca/our-services/support-services/supply-chain/information-for-vendors/vendor-guidelines/visitation-practices](http://www.phsa.ca/our-services/support-services/supply-chain/information-for-vendors/vendor-guidelines/visitation-practices)

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Students supervised by Clinical Contractors:

- Only engage in Client care activities after permitted by an authorized agent of the HCO.
- Only observe or become involved in clinical services after the Clinical Contractor has obtained consent for Student involvement in care from Client or substitute decision-maker and before providing clinical services (see [PEG Consent for Student Involvement in Health Care](#)).

Roles, Responsibilities and Expectations

Post-Secondary Institutions/PSI Educators

- Ensure Affiliation Agreements are in place with all parties involved in the practice education experience.
- Collaborate with the HCO and Contractor/Vendor (and other parties as needed) to make sure the responsibilities of all parties are clear.
- Whether Students are placed with a HCO Supervisor or Contractor/Vendor, if the PSI and/or Students request an added experience with the other party as part of the current practice education experience:
 - Determine if the Student would benefit from an added learning experience with the other party.
 - Submit a separate placement request to other party on the Student's behalf according to the Placement Process (see [PEG Guiding Principles to the Placement Process](#)).
 - Confirm with all parties that Affiliation Agreements are signed and in effect before the Student begins the added practice education experience with the other party.
- Clarify with the Student the roles and responsibilities of the Contractor/Vendor as supervisor.
- Clarify with the Contractor/Vendor the expectations for the Student, including limits and conditions of the practice education experience.

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Contractors/Vendors

- Confirm with the PSI that:
 - Affiliation Agreements are in place between all parties.
 - Pre-qualification as a Contractor/Vendor exists with the HCO.
 - A contract is in place with the HCO:
 - to deliver goods and/or services (non-clinical Contractor), or
 - to practice and provide clinical services within or on behalf of the HCO (clinical Contractor).
- Inform the HCO of, or the potential for, any practice education experiences and seek permission for same.
- When all or part of the Student's practice education experience takes place while providing goods or services within or on behalf of the HCO, make sure:
 - Students are covered under various insurance policies as agents of the Contractor/Vendor.
 - Students have met all requirements expected by the HCO.
 - Students are oriented to the HCO site, including emergency responses.
 - Students adhere to the HCO policies and procedures (in particular, those related to privacy and confidentiality, infection control, and workplace health and safety) while in the HCO setting and/or while acting on behalf of the HCO (see [PEG Privacy and Confidentiality](#))
 - Students are supervised while in the HCO practice education setting so that HCO Clients or operations are not at risk (see [PEG Supervision of Students](#)).
 - The HCO is informed of all Students who are on the site.
- Follow all applicable HCO policies as per in the Contract Terms and Conditions.
- Assume responsibility for the Student's actions while providing goods or services within or on behalf of the HCO.
- Provide added supervision when the Student is exposed to new or unfamiliar procedures, activities, or equipment.
- Provide feedback to the PSI and HCO about the practice education experience.

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Students

- Complete all relevant pre-requisites and orientation requirements (see [PEG Orientation – Students](#)) within the expected timeframe.
- Provide proof of completion of relevant HCO pre-requisites and orientation requirements, if requested.
- When taking part in health care or service with a Contractor/Vendor within or on behalf of the HCO:
 - Have a working knowledge of HCO workplace health and safety policies, procedures, and guidelines.
 - Know how and where to access HCO policies, procedure, and guideline that support the practice education experience.
 - Request added supervision from the Contractor/Vendor when exposed to new or unfamiliar procedures, activities, or equipment.
- Comply with HCO, Contractor/Vendor, and PSI policies, protocols, and/or procedures, including those related to confidentiality (see [PEG Privacy and Confidentiality](#)) and workplace health and safety.

Health Care Organizations

- Identify authorized agents (departments or roles) within the HCO who approve various types of practice education experiences with Contractors/Vendors.
- Collaborate with the PSI and Contractor/Vendor to make sure the responsibilities of all parties are clear.
- Confirm with the PSI that Affiliation Agreements are in place with all relevant parties.
- Confirm to the PSI that the Contractor/Vendor is in good standing (either pre-qualified or with an existing contract and authorized to operate within or on behalf of the HCO).
- Review requests from the PSI and/or Contractor/Vendor for, or the potential for, practice education experiences beyond those solely between the PSI and the HCO to determine if they can proceed.
- Provide feedback to the PSI and Contractor/Vendor about the practice education experience.

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References and Resources

- 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>
- BC Medical Quality Initiative. (2019). *Privileging dictionaries*. Provincial Health Services Authority. Retrieved May 29, 2019 from <http://bcmqi.ca/credentialing-privileging/dictionaries>
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- 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>
- Ibid. (December 2020). *SOP-PRAC-07: Supervision*. Retrieved January 31, 2021 from <https://cshbc.ca/wp-content/uploads/2020/12/CSHBC-SOP-PRAC-07-Supervision.pdf>
- 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>
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- Ibid. *PHSA 02921 Request for Pre-Qualification for General Health Care and IMIT Consulting Services, Exhibit 5: Contact Terms and Conditions for General Health Care Consulting Services and IMIT Consulting Services*. Retrieved November 19, 2020 from <https://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>
- Ibid. *Information for Vendors – Vendor Guidelines: Visitation Practices*. Retrieved November 19, 2020 from <http://www.phsa.ca/our-services/support-services/supply-chain/information-for-vendors/vendor-guidelines/visitation-practices>

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Guideline Review History

Version	Date	People Responsible	Brief Description (reason for change)
1	Feb 2007	Authors/Editors: Carol A. Wilson (BCAHC), Barb Collingwood (BCAHC) Reviewers: Practice Education Committee of the BC Academic Health Council (Grace Mickelson, Chair)	
2	March 2013	Editors: Heather Straight (VCH) Carrie Edge (FHA) Barb Bedell (PHC) Deb McDougall (BCHAC)	Revised to new template Consult with legal
3	March 2021	Editor: Carol A. Wilson (PHSA) Reviewers: Judy Lee (KPU) BJ Gdanski (PHSA) Ministry of Health (Allied Health Policy Secretariat and Nursing Policy Secretariat) Ministry of Advanced Education, Skills and Training (Health Education Reference Committee) Health Authority Practice Education Committee	Updated format Added clarification that this guideline does apply to those 3 rd parties who work within the HCO under the HCO's credentialing and privileging process Revised to reflect situations where PE experience starts in either the HCO or with the Contracted Vendor and experience is expanded to also be with the other party Clarified differences between Vendors and Contractors and further between non-clinical and clinical Contractors Expanded responsibilities to reflect requirements in other Practice Education guidelines Included reference to insurance and liability coverage cross referencing the Terms and Conditions for Contractors References updated