



Work Experience Policy and Procedure

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1 PURPOSE

- 1.1 The aim of this policy and procedure is to ensure that Canadian National Institute of Business ('CNIB') has a clear and defined structure to the requirements of Work Experience for its Medical Officers Assistant program.

2 SCOPE

- 2.1 This policy and procedure applies to all CNIB's students enrolled in the Medical Office Assistant program.
2.2 The work experience is a required part of the Medical Office Assistant program in which the student obtains practical skills relevant to the learning objectives of the program.

3 POLICY STATEMENT

- 3.1 A work experience (WE) is part of a program in which a student applies and practices skills and knowledge learned in the program in a work-place setting. It is provided by a host organization in a formal agreement with the school. The work performed by the student must be relevant to the learning objectives of the program. The student must be supervised by a person who is employed or retained by the host organization and who is qualified in a career occupation relevant to the program the student is taking.
- 3.2 This includes the need to collect and use information from the work placement as part of the student's overall assessment.
- 3.3 In a sector such as medical, work requirements are expressed as hours in a medical clinic setting environment to reflect the practice of using medical clinics administration areas that are open to the general public as the de facto workplace.
- 3.4 For the purpose of this program the WE component is referred to as a preceptorship" means a type of work experience component:
(a) in which one student is supervised by one preceptor, and
(b) that, subject to subsection (2), consists of not more than 10% of the total hours of the program.

4 PROCEDURES

- 4.1 The requirements for participation in the work experience are as follows:
- Participation in the Preceptorship is mandatory for each student enrolled and willing to complete the Diploma program successfully.
 - Completion of all modules that precede the work placement on the program.
 - Students are required to have completed the first 21 courses within the program prior to commencing their work experience component.
 - The requirement to have completed the first 21 courses is to ensure that the student is academically ready with the foundation skills and knowledge to be evaluation within the workplace setting.



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- A clear Criminal Records check (Vulnerable Sector Search),
 - Medical tests (ie. TB Test) or proof of vaccinations (ie. Hepatitis B) may be required by industry prior to placement. (or the tests must undertake within six months of start of the placement.
- Adequate level of physical health required to be able to fulfil job requirements.
- A signed agreement between the Canadian National Institute of Business, the student and the Practicum Centre prior to commencement of Placement pursuant to EQA 4.2.5.3.
- Students must be provided with a signed copy of the Agreement prior to commencement of the placement.

4.2 The process by which the student will be placed in a work experience is as follows:

- A signed agreement between the Canadian National Institute of Business, the student and the Practicum Centre prior to commencement of Placement
- Through an Orientation session, Student will be informed about the Placement Centre (also referred to as Practicum Centre) and the following related information:
 - The staff acting as Mentor at the Placement Centre. This mentor shall coordinate and
 - facilitate student's placement at the Centre
 - The staff acting as a Placement Coordinator at Canadian National Institute of Business.
 - This staff shall coordinate and facilitate student's placement at the Centre
 - Schedule of attendance - Times and Dates of attendance at the Placement Centre
 - Nature and Objectives of Preceptorship experience
 - Rules and Regulations to be followed at the Placement Centre
 - Vulnerable Sector Search Check may be required before placement can take place

4.3 Canadian National Institute of Business will select the host organisation and ensure that the list of suitable hosts is provided to the student.

4.4 Student are unable to find their own placement. Every student who enrolls in a program with a work experience and successfully completes the coursework and any other requirements for participation in the work experience are provided with a placement.

4.5 Students may be encouraged to seek their own placement in consultation with CNIB, for example by including job search skills and exercises in the program curriculum, but it remains CNIB's responsibility to ensure there is a placement for every student in the program by the end of the program.

4.6 The Selecting of hosts is undertaken through the following means:

- The host must be approved by CNIB and must be on the approved list of host provided to PTIB;
- The host must sufficiently undertake the learning objectives as part of its day-to-day business operations;
- The host organisation must appoint a Mentor / Preceptor who is qualified and experienced to precept the trainees for the role;
- The host organisation must have all the required tools and equipment in order to provide work experience training;
- The host organisation must have complete set of policies and procedures to support the trainees;
- The host organisation must have documented orientation procedure to new staff including trainees;
- The host organisation must have sufficient clients/patients to ensure that the trainees are able to engage in sufficient practical experience.
- The host organisation must have flexible and suitable hours that will accommodate trainee and be able to support the volume of work experience hours required.
- To ensure compliance with the EQA, the host organisation must submit a bi-weekly report to CNIB on the student's performance as set out in Appendix A.



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- 4.7 Canadian National Institute of Business, the student and the host organization, will enter into a written
- agreement detailing each party's responsibilities and the activities the student will undertake during the work experience. A copy of the agreement will be provided to the student before the start date of the work experience.
 - work experience.
 - work experience.
- 4.8 The process by which the student will be evaluated in relation to the work experience component is as follows:
- Student (also known as Preceptee while attending the preceptorship) evaluation will be conducted based on the observation by the Mentor at the Practicum Centre.
 - Student Evaluation will be conducted at 6 intervals – each one at the completion of every 20 hours.
 - There are total 113 hours and hence total 6 evaluations will be conducted.
 - All 6 evaluations will be recorded in a written format and will be kept in student academic folder.
 - At the end of the preceptorship, an evaluation briefing will be completed.
- 4.9 Canadian National Institute of Business will monitor the student during the work experience by reviewing:
- Twice a day whether the student is attending the work experience; and
 - each week whether the student is meeting the learning objectives of the Diploma of Medical Office Assistant with Unit Clerk.

5 RELATED DOCUMENTS

Documents

Preceptor Agreement
Work Experience Weekly Evaluation
Work Experience Guide
Preceptee Contract Information
Practicum Experience Agreement

6 FEEDBACK

- 6.1 CNIB staff and students may provide feedback about this document by emailing compliance@cniibc.ca

7 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Director
Administrator	Senior Education Administrator



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APPENDIX A

Bi-Weekly Work Experience Report					
Host Employer & Student Information					
Host Organization Name:					
Supervisor/Mentor Name:					
Student Name:					
Program Enrolled In:					
Report Period:	Start Date	/	/	End Date	/ /
Student Performance & Progress					
Please rate the student's progress in the following areas on a scale of 1 (Needs Improvement) to 5 (Excellent).					
Professionalism & Work Ethic	1	2	3	4	5
Communication Skills	1	2	3	4	5
Technical Skills & Application of Knowledge	1	2	3	4	5
Ability to Work Independently	1	2	3	4	5
Teamwork & Collaboration	1	2	3	4	5
Adaptability & Problem-Solving	1	2	3	4	5
Key Tasks & Responsibilities Completed					
Please provide a brief description of the student's key tasks, projects, or responsibilities completed during this period:					
Areas for Improvement & Recommendations					
Please identify any areas where the student needs improvement and provide suggestions for their development:					
Supervisor Comments & Sign-Off					
General Comments on Student's Performance:					
Signature:		Date:	/	/	