TRILLIUM HEALTH PARTNERS
Application Package
High School Co-operative Education Program

Credit Valley Hospital (CVH) Site - 2200 Eglinton Ave. West, Mississauga
Mississauga Hospital (MH) Site - 100 Queensway West, Mississauga
Queensway Health Centre (QHC) Site - 150 Sherway Drive, Toronto

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**Co-op Placement Positions**

*** A FREE shuttle bus is available regularly to and from MH & QHC & CVH locations ***

Students with the appropriate school schedules will be accepted for the following positions:

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<tr>
<td>Research Operations – Trillium Health Partners Institute for Better Health (MH)</td>
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<tr>
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See next page for more available Placement Positions
Further Relevant Information:

- Interviews will be granted based on completion of application and references.
- Please note that NO personal references will be accepted or considered.
- One reference MUST be completed by each of:
  1) A teacher (can include a Science / Math / Health & Wellness teacher) and
  2) A professional (i.e. employer, volunteer supervisor, or community member, etc.)

In accordance with Regulation 965, Section 4 of the Public Hospitals Act, the Hospital follows protocols set out by the Ontario Hospital Association (OHA) Communicable Disease Surveillance Protocols which apply to all individuals who carry out activities within the hospital. This means all students are required to have their immunizations reviewed and updated as necessary. This could take up to 30 days to complete.

Selected students will be invited to an interview and after acceptance by Trillium Health Partners, co-op students will:

- Book an appointment with their family physician ASAP to complete a two-step Tuberculosis test and record of immunity. This can take up to 30 days to complete and needs to be completed prior to the first day of placement.
- Attend a half-day General Hospital Orientation session.
- Attend a Silver Spoon Training (Meal Assistance & Feeding Training) – where required.
- Be provided with a photo identification/parking badge which must be worn at all times during their placement.
- Be provided with a non-standard co-op student uniform and are to wear the uniform (only where required).
- Complete a Work Education Agreement (WEA) form and Confidentiality Agreement.
- Be required to return their photo identification/parking badge at the end of the placement.

Please Note:

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Visit: Trillium Health Partners’ website: [www.trilliumhealthpartners.ca](http://www.trilliumhealthpartners.ca)
Site Legend:       Credit Valley Hospital (CVH)       Mississauga Hospital (MH)       Queensway Health Centre (QHC)

DESCRIPTIONS:

Ambulatory Care (CVH)

Ambulatory Care provides a scope of services including: diagnostic, assessment, treatment interventions, procedures, and observation/recovery. Clinics include: Fracture, ear nose and throat (ENT); general medicine, general surgery, gerontology, acute internal medicine, hematology, infectious disease, ophthalmology, plastics, thoracic, rheumatology, vascular surgery, and urology. Approximately 60% of the visits to ambulatory care are associated with two of the clinics – fracture and plastics – more than 70% of these are generated through the emergency department.

Students will assist the department staff with various tasks throughout the day. They include: organizing clinics, stocking and restocking of supplies, deliveries and pick up of supplies, medications and specimens, transporting patients, and assisting in way finding in the hospital. You play an integral role in the day to day operations and functioning of the department.

Hours of Operation:  Full day – Monday to Friday (8:00 a.m. – 4:00 p.m.).
Age Requirement:    Students must be 16 years of age or older at the start of their co-op placement.

Cardiology / Medicine Patient Care Unit 3B (CVH)

3B is an inpatient unit caring for complex cardiac and medical patients. Cardiac patients have had either chest pain, a heart attack or are awaiting advanced cardiac services such as a pacemaker, bypass surgery or an angiogram. Medical patients may have a variety of diagnoses including: complications of diabetes, pulmonary embolus, pneumonia and cellulitis. The percentage of cardiac to medicine patients is averaging 50-50.

Students selected for the program will have direct interaction with patients and staff and will be provided with the opportunity to learn about various professionals within the healthcare team including nurses, doctors, pharmacists, physiotherapists, dietitians, speech language pathologists, and occupational therapists. Students will also participate in patient visitation, exercise therapy, recreational therapy and patient education programs. The student will also assist the nurse manager, clinical educator, UCAs and other staff with stocking of supplies and unit administration.

Preferences will be given to students who are outgoing with excellent verbal and nonverbal communication skills and are responsible regarding direct contact with patients, can demonstrate the ability to work independently and are highly self-directed in meeting their course and career goals.

Hours of Operation:  Full day - 7:45 a.m. – 3:45 p.m.
Age Requirement:    Students must be 16 years of age or older at the start of their co-op placement.
Chronic Kidney Disease Program (CVH) – NEW

The Chronic Kidney Disease Program at Trillium Health Partners consists of in-center hemodialysis units and outpatient clinics. The team consists of doctors, nurses, dietitians, nurse practitioners, social workers, pharmacists and Unit Coordination Assistants (UCAs) all committed to provide the highest level of care for every patient.

You will play an integral role in the day to day operations and functioning of the department. Students will assist the department staff with various tasks throughout the day. Tasks include: assisting with stocking and restocking of supplies, deliveries and pick up of supplies, transporting patients and assisting with administrative tasks. Students selected for the program will also have direct interaction with patients and staff and will be provided with the opportunity to learn about careers in healthcare.

Preferences will be given to students who are outgoing with excellent communication skills and can demonstrate the ability to work independently and are highly self-directed in meeting their course and career goals.

Hours of Operation: Full day preferred or half day. 8:00 a.m. – 4:00 p.m. Monday to Friday.
Age Requirement: 16 or older

Communications and Public Affairs (MH) – NEW

If you are interested in a career in health care, government or communications/public relations, this may be the opportunity for you. Students selected for this program will gain experience in corporate communications, media relations, stakeholder communications, and social media applications.

Students will have the opportunity to work on different communications channels, events and projects. This placement will help develop excellent verbal and written communication skills and offer an understanding of the importance of communications to an organization.

The work environment will be separate from the hospital, in the Mississauga Hospital site’s Clinical Administration building. Students will be provided with their own workspace and computer while in office. This is a fast-paced, high-performing and highly collegial working environment.

Hours of Operation: Full day or half day (if half day – AM preferred), Mon – Fri, 9:00 a.m. – 5:00 p.m.
Age Requirement: Grade 12 student.
Complex Continuing Care (MH)

If you are interested in any career in healthcare this is the position for you!

In a clinical setting, students participate in an integrated education program to learn about each discipline in the healthcare team. These include Registered Nurse, Registered Dietitian, Speech Language Pathologist, Occupational Therapist, Physiotherapist, Therapeutic Recreationist, Registered Nurse, Social Worker, Pharmacist, Unit Clerical Associate and Physician. Students selected for the program will have direct interaction with patients and staff and will be provided with the opportunity to learn about opportunities in the healthcare field. Students will be certified in the Silver Spoon Mealtime Assistance Program and provide mealtime assistance to patients who fit the criteria. Students will also participate in patient visitation, exercise therapy and recreational therapy. Based on the goals and objectives of the student's observation of tests and procedures may be made available to the student as well as the opportunity to spend time in a medical area of interest. Preferences will be given to students who are outgoing, demonstrate the ability to work independently and are self-starters with excellent communication skills.

Hours of Operation: Full day. 8:30 a.m. – 4:30 p.m.
Age Requirement: 15 (Mature student).

Customer Support & Transportation (MH)

The co-operative education student will have the opportunity to assist and coordinate administrative functions within the Customer Support & Transportation portfolio, working with hospital staff on specific tasks and assignments.

The student will have the opportunity to assist the department secretary with day to day operations including assisting with daily room bookings and catering, filing paperwork, photocopying, updating department-specific user manuals and databases, and other duties as assigned. In addition, the student may support the Team Leader and Manager in administrative tasks which may include monitoring the Linen Management System, programming ScrubEx cards, reviewing Linen inventory levels and related orders.

Preference will be given to students who are outgoing, demonstrate the ability to work independently and are self starters with excellent communication and computer skills (MS Word, Excel).

Hours of Operation: Half day. 8:30 a.m. – 4:30 p.m.
Age Requirement: Grade 12 preferable but Grade 11 also acceptable.
Decision Support / Performance Measurement (CVH)

In Decision Support, co-operative education students will work with the Business Intelligence (BI) Team where you would have the opportunity to developed automated solutions to displaying hospital performance information. This includes assisting the BI team with report automation, troubleshooting, web development and the development of other user friendly interfaces for hospital staff to access key reports, tables, and graphs. Preference will be given to those students with strong computer programming skills.

Hours of Operation:  Full day or half day. 9:00 a.m. – 5:00 p.m. (hours flexible)
Age Requirement:    None – need to be computer savvy.

Diabetes Care Centre (CVH)

If you are looking at working in a position in a medical office, please consider this placement. In the Diabetes Care Centre, co-operative education students will have the opportunity to experience working alongside unit clerk and other professionals within the department. Students will have an opportunity to sit in the gestational diabetes education class. Students will also get an opportunity to understand how the clinic works and how patients flow through the program.

Students will assist the department staff with various tasks throughout the day. They include: organizing clinics and charts, stocking and restocking of supplies, deliveries and pick up of supplies, assisting in way finding in the hospital, making patient handout packages, and reminder phone calls.

Hours of Operation:  Full day or half day. Hours 8:00 a.m. to 4:00 p.m.
Age Requirement:    Students must be 16 years of age or older at the start of their co-op placement.

Diabetes Management Centre (MH)

If you are looking at working in a position in a medical office, please consider this placement. In the Diabetes Management Centre, co-operative education students will have the opportunity to experience working alongside unit clerk and other professionals within the department. Duties of this placement include organizing charts, making patient handout packages, and reminder phone calls, preparing documentation for scanning, and stocking shelves. Students will have an opportunity to sit in type 2 diabetes education classes and shadow a nurse and dietitian while at the Diabetes Management Centre. Students will also get an opportunity to understand how the clinic works and how patients flow through the program.

Hours of Operation:  Full day or half day. Hours 8:00 a.m. to 4:00 p.m.
Age Requirement:    Students must be 16 years of age or older at the start of their co-op placement.
Sarah Johnson

Site Legend:       Credit Valley Hospital (CVH)       Mississauga Hospital (MH)       Queensway Health Centre (QHC)

DESCRIPTIONS:  Continued

Diagnostic Imaging (MH)

In the Diagnostic Imaging Department, the co-operative student will, observe patient registration, observe
entering exams in radiology, matching paperwork with requisitions, assist with patient flow, burning CDs,
assisting with mail distribution, reminder phone calls and assist with filing.

Hours of Operation: Full day or half day. Mon – Fri. 8:00 a.m. – 4:00 p.m. or 8:00 a.m. – 12:00 p.m. &
Weekends possibly same.
Age Requirement: Grade 12 student.

Emergency (CVH)

CVH’s ED provides 24-hour emergency care services for the immediate assessment, triage, and
management of health emergencies, illness or injury. Our emergency team provides an optimal level of
emergency care to all of our patients through immediate triage assessment prioritization and intervention,
24 hours a day, seven days a week.

Each year we see approximately 87,000 patients in the emergency department. The Credit Valley
Hospital emergency department is among the busiest "ER's" in Metro and 905/GTA. The type of care
provided in the "ER" has shifted over the past several years, with more clinical intervention, diagnostic
testing and observation care being provided in the "ER" in place of admission to a hospital bed whenever
possible. Paediatric visits are one-third of the visits to "ER" - approximately 24,000 per year. The high
volume of paediatric patients requires additional resources and specialized skills among the
multidisciplinary team for children and families.

Co-op students assist the emergency department staff and physician with various tasks throughout the
day. They include: stocking and restocking of supplies; providing comfort and assistance to patients and
families; work closely with the nursing leads in the care centers observing patient care; trained to perform
tasks to assist the staff. Part of your placement will include observing critical cases in the resuscitation
area of the department to see how the emergency team works together to provide life saving care. The
coop students play an integral role in the day to day operations and functioning of the department.

Hours of Operation: Full day.
Age Requirement: Grade 12 student.
Employee Health Safety & Wellness (EHSW) (CVH)

If you are looking for a career in healthcare and are interested in a wide variety of health, safety and wellness experiences, this may be the opportunity for you. You will learn the roles of each of our interprofessional team including: Occupational Health Nurses, Occupational Health Physician, Physiotherapist, Occupational Therapist, Wellness coordinator, Safety Specialist, Disability Claim Specialists and administrative staff.

During this placement the student will have the opportunity to learn about employee health safety and wellness strategies and will actively participate in activities such as respiratory fit testing of staff. He/She will assist our wellness coordinator with programming and creation of wellness brochures. He/She will also assist the EHSW administrators by handling incoming phone calls, booking appointments, data collection and input. The successful candidate must have working knowledge of Microsoft office and be able to work independently at times.

Hours of Operation: Full day or half day. Weekdays 7:30 a.m. – 3:30 p.m.
Age Requirement: Grade 12 student.

Employee Health Safety & Wellness (EHSW) (MH)

If you are looking for a career in healthcare and are interested in a wide variety of health, safety and wellness experiences, this may be the opportunity for you. You will learn the roles of each of our interprofessional team including: Occupational Health Nurses, Occupational Health Physician, Physiotherapist, Occupational Therapist, Wellness coordinator, Safety Specialist, Disability Claim Specialists and administrative staff.

During this placement the student will have the opportunity to learn about employee health safety and wellness strategies and will actively participate in activities such as respiratory fit testing of staff. He/She will assist our wellness coordinator with programming and creation of wellness brochures. He/She will also assist the EHSW administrators by handling incoming phone calls, booking appointments, data collection and input. The successful candidate must have working knowledge of Microsoft office and be able to work independently at times.

Hours of Operation: Full day or half day. Weekdays 7:30 a.m. – 3:30 p.m.
Age Requirement: Grade 12 student.
Site Legend: Credit Valley Hospital (CVH) Mississauga Hospital (MH) Queensway Health Centre (QHC)

DESCRIPTIONS: Continued

Endoscopy Suite (MH)

If you are interested in a career in healthcare and would enjoy the experience of spending time in a fast passed endoscopy suite this is the opportunity for you. Students selected for the program will have direct interaction with patients, families, physicians, nurses and support staff. Duties include helping with patient flow in the recovery area, cleaning stretchers, supporting nurses by getting juice etc for patients, directing patients in the area upon arrival etc.

Preferences will be given to students who are positive, outgoing, possess excellent communication skills, and the ability to work independently Students will better understand the delivery of care in an endoscopy unit that support inpatients and outpatients care.

Hours of Operation: Full day or half day. 8:00 a.m. – 4:00 p.m. Monday to Friday.
Age Requirement: 16 years.

Enterprise Risk Department including Emergency Management (Primarily CVH & MH & QHC)

If you are interested in a career in healthcare and have a hunger for the knowledge and inner working of one of Canada’s largest healthcare organizations, look no further. The Enterprise Risk Department including Emergency Management will give you the opportunity to witness planning, response, recovery and mitigation strategies behind the scenes and on the front lines. This program is primarily located at Credit Valley Hospital but will require some work at all 3 of our major sites. Students interested in this experience should be outgoing (willing to approach patients and staff), demonstrate the ability to work independently (including basic Microsoft office/excel skills), have excellent communication skills and are eager to seek their own additional learning opportunities.

Hours of Operation: Full day or half day. 8:00 a.m. – 4:00 p.m.
(there is some flexibility on start and end times).
Age Requirement: 17 or Grade 12 student.
Site Legend:  Credit Valley Hospital (CVH)  Mississauga Hospital (MH)  Queensway Health Centre (QHC)

DESCRIPTIONS:  Continued

Finance / Accounts Payable (QHC)

In Finance/Accounts Payable department, co-operative students will have the opportunity to experience working in a fast pace, high volume environment paying close attention to details and accuracy. Duties of this placement will include opening incoming mail, filing, scanning and some exposure to Meditech Accounts Payable Module.

Hours of Operation: Full day or half day. 8:30 a.m. – 4:30 p.m.
Age Requirement: Student must be 16 years of age or older at the start of their co-op placement.

Finance / Accounts Receivable (QHC)

In the Finance / Accounts Receivable department, co-operative students will have the opportunity to experience providing customer service as a frontline personnel. Duties of this placement will include opening incoming mail, filling, mailing of bills/statements, handling incoming calls and data input. Students will have a variety of involvement in the different phases of billing, collection and payment processing.

Hours of Operation: Full day or half day. 8:30 a.m. – 4:30 p.m.
Age Requirement: 15 years.
Site Legend:  Credit Valley Hospital (CVH)  Mississauga Hospital (MH)  Queensway Health Centre (QHC)

 DESCRIPTIONS:  Continued

**General Medicine Patient Care Unit 2C (CVH)**

Patients are admitted to 2C General Medicine for medical reasons such as dementia, pneumonia or, for the treatment, management, and care related to any chronic disease such as diabetes or pulmonary disease. The goal of 2C is to provide patients and families with the highest quality of care within an environment that encourages patient/family involvement in the development of the care plan. The entire health care team meets on a regular basis to develop and review the plan of care as the patient’s needs change.

Students selected for the program will have direct interaction with patients and staff and will be provided with the opportunity to learn about opportunities in the healthcare field. Students **may** be certified in the *Silver Spoon Mealtime Assistance Program* and provide mealtime assistance to patients who fit the criteria. Students will also participate in infection control supplies stocking, interaction with patients, and become familiar with the patient experience in the medical program. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available as well. Preferences will be given to students who are positive, outgoing, demonstrate the ability to work independently and are self starters with excellent communication skills.

**Hours of Operation:** Full day preferred Monday to Friday (8:00 a.m. – 4:00 p.m.) or half day.

**Age Requirement:** Students must be 16 years of age or older at the start of their co-op placement.

**General Medicine (5J-Respirology) (MH)**

If you are interested in a career in healthcare and would enjoy the experience of spending time on a Medical in-patient unit ….. this may be an opportunity for you to experience both. In this clinical setting, students participate in an integrated education program to learn about and “buddy with” each discipline within the healthcare team. Interdisciplinary team members include Nurses, Pharmacists, Physiotherapists, Dietitians, Speech Language Pathologist, Occupational Therapist, Social Work, and Physicians. Students selected for the program will have direct interaction with patients and staff and will be provided with the opportunity to learn about opportunities in the healthcare field. Students will be certified in the *Silver Spoon Mealtime Assistance Program* and provide mealtime assistance to patients who fit the criteria. Students will also participate in patient visitation, exercise therapy, recreational therapy and patient education programs. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available as well as the opportunity to spend time in a medical area of interest. Preferences will be given to students who are positive, outgoing, demonstrate the ability to work independently and are self starters with excellent communication skills.

**Hours of Operation:** Full day. 24 hours.

**Age Requirement:** No age limit, but must be mature.
Co-op Placements for Winter – Semester 2 2015

Site Legend:  Credit Valley Hospital (CVH)  Mississauga Hospital (MH)  Queensway Health Centre (QHC)

DESCRIPTIONS:  Continued

Gift Shop (MH)

In the Gift Shop, co-operative education students will have the opportunity to work alongside management and hospital volunteers, becoming an integral part of the fundraising initiatives for the Trillium Health Partners and contribute to the holistic atmosphere the gift shop offers patients, visitors, staff and volunteers. All funds raised from the shop are donated to the hospital. Duties include: retail, customer service, pricing, stocking, displays, purchasing, receiving, marketing, volunteer recruitment, scheduling and communications. Students will be encouraged to enhance their customer service, communication and people skills. This is an environment that is NOT nut free.

Hours of Operation:  Half day. Monday-Friday 10:00 a.m. – 8:00 p.m. / Saturday & Sunday: 11:00 a.m. – 8:00 p.m.

Age Requirement:  16 years.

Learning & Organizational Development (MH)

The co-operative education student will have the opportunity to assist and coordinate administrative functions within the Learning & Organizational Development Department. The student will work alongside and support the Team with preparation of learning sessions, meetings and organization wide events. This will also include data entry and daily operational duties as assigned.

Preference will be given to students who are outgoing, demonstrate the ability to work independently and are self starters with excellent communication and computer skills (MS Office: Word, Excel, Powerpoint & Access would be an asset).

Hours of Operation:  Full day or half day.  8:30 a.m. – 4:30 p.m.

Age Requirement:  Grade 12 preferable. Grade 11 mature student will also be considered.

Medical Clinics (QHC)

If you are interested in a career in healthcare and would enjoy the experience of spending time in an high demand outpatient clinical setting that support Emergency and Urgent Care this is the opportunity for you....... Students selected for the program will have direct interaction with patients, families and the healthcare team. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available. Preferences will be given to students who are positive, outgoing, possess excellent communication skills, and the ability to work independently. Students will better understand the delivery of care in an outpatient clinic.

Hours of Operation:  Half day.  8:00 a.m. – 4:30 p.m. Monday to Friday.

Age Requirement:  16 years.
Site Legend:       Credit Valley Hospital (CVH)       Mississauga Hospital (MH)       Queensway Health Centre (QHC)

DESCRIPTIONS:  Continued

**Nephrology / Neurology / General Medicine Patient Care Unit 2B (CVH)**

Patients are admitted to 2B for medical reasons such as stroke (CVA), pneumonia or, for the treatment, management, and care related to kidney disease. The goal of 2B is to provide patients and families with the highest quality of care within an environment that encourages patient/family involvement in the development of the care plan. The entire health care team meets on a regular basis to review and continue to develop the plan of care as needs change.

Students selected for the program will have direct interaction with patients and staff and will be provided with the opportunity to learn about careers in healthcare. Students will participate in visitation, exercise therapy, recreation therapy and will be a general assistant to the charge nurse for linen and infection control supplies. Preferences will be given to students who are positive, outgoing and demonstrate the ability to work independently and have excellent communication skills.

Hours of Operation:  Full day ONLY beginning at 8:00 a.m.
Age Requirement:  Students must be 16 years of age or older at the start of their co-op placement.

**0A Inpatient Oncology / Palliative Care (CVH)**

If you are interested in learning more about any career in healthcare then this placement is for you!

In a clinical setting, students participate in an integrated education program to learn about each discipline in the healthcare team, which include Nursing, Unit Coordinating Assistant, Pharmacy, Physiotherapy, Dietitian, Speech Language Pathologist, Occupational Therapist, Social Work, Pharmacy and Physicians. Students selected for the program will have direct interaction with patients and staff and will be provided with the opportunity to learn about opportunities in the healthcare field. Students will also participate in patient visitation, exercise therapy, recreational therapy and patient education programs. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available as well as the opportunity to spend time in a medical area of interest. Preferences will be given to students who are outgoing, have a strong initiative to learn and excellent communication skills.

Hours of Operation:  Full day preferred – half day may be considered for afternoons only.
Age Requirement:  Students must be 16 years of age or older at the start of their co-op placement.
Site Legend: Credit Valley Hospital (CVH)  Mississauga Hospital (MH)  Queensway Health Centre (QHC)

DESCRIPTIONS: Continued

**OM Fracture Clinic (MH)**

More than 25,000 patients visit the OM Fracture clinic for specialized services which include orthopaedic consultation, acute and follow up fracture care, pre-operative and post-operative care for elective and non-elective patients, custom bracing both upper and lower extremities. Viscosupplementation along with bone stimulator systems are available to our patients. The interdisciplinary team of Orthopaedic surgeons and Registered Orthopaedic technologists provide our outpatient Orthopaedic care. A clinical educator and manager complement this team.

Fracture clinic is a high demand, high volume clinic. Based on the goals and objectives of the student, the fracture clinic offers the additional opportunity to observe procedures and treatments as well as opportunity to spend time in medical area of interest. Students will better understand the delivery of care in an outpatient clinic. Students will assist in satisfaction surveys and collection of data, patient flow during peak times, given certain clinic responsibilities to assist staff.

Preference will be given to students who are outgoing, motivated with the ability to work independently. Excellent communication skills are required.

Hours of Operation: Full day. 7:00 a.m. – 3:00 p.m.
Age Requirement: Grade 12 student.

**Oncology Clinic – Patient Education (CVH)**

If you are interested in a career in healthcare and would enjoy the experience of spending time in an outpatient clinical setting specializing in oncology care this is the opportunity for you……. Students selected for the program will have some direct interaction with patients, families and the healthcare team. Students will better understand the delivery of care in an outpatient clinic.

Students will work closely with the patient education coordinator to ensure education sessions are set up and cleaned up, patients are able to get to education sessions, and materials needed for each sessions is organized.

Preferences will be given to students who are outgoing, demonstrate the ability to work independently and are self starters with excellent communication skills. Basic knowledge of Power Point and Word Documents an asset.

Hours of Operation: Full day preferred. 8:00 a.m. – 4:00 p.m. Monday to Friday.
Age Requirement: 16 years.
Oncology/Systemic Clinic (CVH)

If you are interested in a career in healthcare and would enjoy the experience of spending time in an outpatient clinical setting specializing in oncology care this is the opportunity for you. Students selected for the program will have direct interaction with patients, families and the healthcare team. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available. Preferences will be given to students who are positive, outgoing, possess excellent communication skills, demonstrate compassion and the ability to work independently. Students will better understand the delivery of care in an outpatient clinic.

Hours of Operation: Full day preferred or half day. 8:30 a.m. – 4:30 p.m. Monday to Friday.
Age Requirement: 16 years.

Oncology Clinic (QHC)

If you are interested in a career in healthcare and would enjoy the experience of spending time in an outpatient clinical setting specializing in oncology care this is the opportunity for you. Students selected for the program will have direct interaction with patients, families and the healthcare team. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available.

Students will work closely with the patient education coordinator to ensure education sessions are set up and cleaned up, patients are able to get to education sessions, and materials needed for each session is organized.

Preferences will be given to students who are positive, outgoing, possess excellent communication skills, demonstrate compassion and the ability to work independently. Students will better understand the delivery of care in an outpatient clinic.

Hours of Operation: Full day preferred or half day. 8:30 a.m. – 4:30 p.m. Monday to Friday.
Age Requirement: 16 years.
Outpatient Physiotherapy (CVH)

If you are interested in a career in healthcare and would enjoy the experience of spending time in an outpatient clinical setting, physiotherapy is the place to be. Students selected for the program will have direct and indirect interaction with patients, families and the healthcare team. Students will be assigned a variety of duties that assist the entire team. Preferences will be given to students who are positive, outgoing, possess excellent communication skills, demonstrate compassion and the ability to work independently. Students will better understand the delivery of care in an outpatient setting.

Hours of Operation: Full day preferred or half day. 8:00 a.m. – 4:00 p.m. Monday to Friday.
Age Requirement: 16 years.

Pharmacy (CVH)

In the Pharmacy, co-operative education students will have the opportunity to experience working alongside a Pharmacy Technician and other professionals within the pharmacy department. Duties of this placement include assistance with labeling, receiving, stocking shelves, conducting weekly inventory counts, scanning documents. Students will be encouraged to engage in or initiate activities that will enrich their learning experience.

Hours of Operation: Full day or half day. 8:00 a.m. to 4:00 p.m.
Age Requirement: 16 years.

Pharmacy (MH)

In the Pharmacy co-operative education students will have the opportunity to experience working alongside a Pharmacy Technician and other professionals within the pharmacy department. Duties of this placement include storeroom assistance, labelling, receiving, stocking shelves, conducting weekly inventory counts and assisting with heat sealing. Students will be encouraged to engage in or initiate activities that will enrich their learning experience.

Hours of Operation: Full day or half day. 8:00 a.m. to 4:00 p.m.
Age Requirement: 16 years.
Site Legend: Credit Valley Hospital (CVH) Mississauga Hospital (MH) Queensway Health Centre (QHC)

DESCRIPTIONS: Continued

Rehab 1D (CVH)

1D is an acute rehabilitation unit. Rehabilitation is offered to adults with neurological, medical, orthopaedic, and cognitive disabilities. The program offers a coordinated program of assessment, treatment, and education by an interprofessional team of health professionals.

Patients attend therapies according to their needs Monday to Friday and occasionally on weekends. Therapy is provided by Physiotherapists, Occupational Therapists, Recreation Therapists, Social Work, Dietitians, and Speech and Language Therapists. Therapies are schedules according to the needs of the patients and may last for several days or several weeks depending on the needs of the patient.

Students assist the unit clerks with answering the telephone, call bells and other clerical duties. Students assists nursing staff by stocking linen carts, isolation carts, reading to patients, making vacant beds etc. Students assist recreation therapy in group activities such as knitting circle or 1:1 as directed by recreation therapists. Students may also be allowed to shadow an OT and or PT.

Hours of Operation: Full day or half day.
Age Requirement: Students must be 16 years of age or older at the start of their co-op placement.

Rehab 1E / Complex Continuing Care (CVH)

Rehab1E/CCC has a combination of Complex Care Patients and Acute Rehabilitation and Geriatric Patients. Rehabilitation is offered to adults with neurological, medical, orthopaedic, and cognitive disabilities. Geriatric assessment is offered to the elderly person requiring assessment and Interprofessional team involvement to enable the person to maximize functioning. Both programs offer a coordinated program of assessment, treatment, and education by an Interprofessional team of health professionals. The Rehab Patients attend therapies according to their needs Monday to Friday and occasionally on weekends. Therapy is provided by Physiotherapists, Occupational Therapists, Recreation Therapists, Social Work, Dietitians, and Speech and Language Therapists. Therapies are schedules according to the needs and goals of the patients. Our Complex Care Patients are assessed regularly by the Interdisciplinary team and their Care is provided by a high level Nursing and Allied Care team. Staff have a very unique opportunity of getting to know their patients/families very well and can develop lasting relationships. RN (Registered Nurse) & RPN’s (Registered Practical Nurses) play key roles on the multi-disciplinary team.

Students assist the unit clerks with answering the telephone, call bells and other clerical duties. Students assist nursing staff by stocking linen carts, isolation carts, reading to patients, making vacant beds etc. Students assist recreation therapy in group activities such as knitting circle or 1:1 as directed by recreation therapists. Students may also be allowed to shadow an OT and or PT.

Hours of Operation: Full day or half day.
Age Requirement: Students must be 16 years of age or older at the start of their co-op placement.
Research Operations – Trillium Health Partners Institute for Better Health (MH)

In the Research Operations department of our Institute for Better Health, co-operative education students will gain valuable exposure to the integrated operational management and research ethics components of research operations within an academic community-hospital setting. In this placement setting students will have the opportunity to learn about opportunities in research and the various processes, requirements and considerations within the field of health research. Depending on students’ interests and suitability, students will have the opportunity to interact with physicians and staff members from different areas within the hospital (clinical and administrative), and attend monthly Research Ethics Board meetings. The duties of this placement may include assisting with managing correspondence, filing, sending reminder notices, data entry and developing and amending standard working documents. Students may also be provided with opportunities to work on and/or support specific projects within the Institute.

This placement will provide students with exposure to the broad scope of research operations within the public healthcare setting.

Preference will be given to students that demonstrate the ability to work independently, are self starters, have excellent communication skills and have excellent computer skills (Microsoft Office including Outlook, Word, Excel, PowerPoint and Access).

Hours of Operation: Full day or half day. 9:00 a.m. – 5:00 p.m. Monthly meetings starting at 7:30 a.m. (every third Thursday of the month).

Age Requirement: No age requirement.
Site Legend:       Credit Valley Hospital (CVH)       Mississauga Hospital (MH)       Queensway Health Centre (QHC)

DESCRIPTIONS:  Continued

Security & Parking (CVH & MH & QHC)

In the Security department, co-operative students will have the opportunity to observe and assist in patrols of all areas of the hospital, observe and accompany officers in parking enforcement activities on hospital grounds, assist visitors in locating specific areas of the hospital, respond to Emergency codes and observe, carry out daily security administrative functions (i.e. Lost and Found, ID badges, Parking Cards, Lockers), prepare detailed notes on daily routines and duties, work with hospital staff on specific assignments, follow and complete assigned tasks given to them by the hospital Security Manager or designate, prepare Security department incident reports as required and assist Security staff in searching for and locating missing or wandering patients.

In the Parking Department, co-operative students will have the opportunity to observe and assist with daily inspection of equipment, troubleshooting software, assisting visitors, staff and patients with general inquires related to parking.  They will also assist the customer support associates with their day to day operations, including filing paperwork, programming parking cards, distributing hangtags and all related visitors parking passes.

Lastly, based on the performance of co-op student throughout their semester, they will have the opportunity to interview new and potential candidates for the next semester’s co-op placement. During the interview they will be able to ask the interviewee questions, jot down notes and provide feedback on the interviewee.

Hours of Operation:  Full day.  8:00 a.m. – 4:00 p.m. Monday to Friday.
Age Requirement:    16 years.

Surgical Clinic (QHC) – NEW

If you are a student that would enjoy spending time in a high demand, fast paced outpatient clinical setting that supports the Emergency Department and Urgent Care Center; this is the opportunity for you! Students selected for this clinical program will have direct interactions with patients, their families and the entire Healthcare team. The student may have the additional opportunity to observe some additional tests and procedures based on their goals and objectives. Preference will be given to those students that are positive and outgoing; you must possess excellent communication skills, and have the ability to work independently. This experience will help the student better understand the delivery of care in this outpatient clinic.

Hours of Operation:  Half day. Monday to Friday 7:30 a.m. – 4:30 p.m.
Age requirement: 16 years.
Site Legend: Credit Valley Hospital (CVH)  Mississauga Hospital (MH)  Queensway Health Centre (QHC)

DESCRIPTIONS: Continued

**Surgical Oncology / Gynecology and General Medicine Patient Care Unit 1A (CVH)**

1A provides post operative care to a diverse group of patients who have had surgeries for various cancers as well as some general surgery patients. 1A also provides acute care for general medicine patients.

The role of the coop student is to provide support to the 1A team with a variety of functions within the unit. Duties may include: answering call bells, meeting and greeting patients and families when they arrive on the unit, and returning equipment to the designated areas and special project support. The student will work closely with the unit clerks and coordinating nurse on a daily basis.

Hours of Operation: Full day beginning at 8:00 a.m.
Age Requirement: Students must be 16 years of age or older at the start of their placement.

**Surgical Patient Care Unit 1B (CVH)**

Welcome to 1B the Inpatient Surgical Care Unit. Our inter-disciplinary team will strive to promote optimal health and wellness during your hospitalization.

**What to Expect on 1B.** 1B is a surgical nursing unit with patients at all stages of recovery. This unit offers surgical services in the following areas: ear/nose/throat, dental, vascular, orthopaedic, plastics, urology, thoracic/oncology, ophthalmology and general surgery. Patients are admitted post-operatively from the post anesthetic care unit (PACU) and also from the emergency room. Patient care is prioritized based on the patient's condition. 1B also has a surgical observational unit for patients who require closer monitoring. Our goal is to provide quality of care within an environment that encourages patient/family involvement.

The role of the coop student is to provide support to the 1B team with a variety of functions within the unit for example, answering of the call bells, meeting and greeting patients and families and returning equipment to the designated areas.

Hours of Operation: Full day preferred – 2 half days or 1 half day may be considered beginning at 8:00 a.m. with the earliest departure time from the hospital of 11:00 a.m.
Age Requirement: Students must be 16 years of age or older at the start of their co-op placement.
Winter – Semester 2 2015

TRILLIUM HEALTH PARTNERS
High School Co-operative Education Program

Credit Valley Hospital (CVH) Site - 2200 Eglinton Ave. West, Mississauga
Mississauga Hospital (MH) Site - 100 Queensway West, Mississauga
Queensway Health Centre (QHC) Site - 150 Sherway Drive, Toronto

HEALTH CARE FACILITY PLACEMENT APPLICATION FORM for
Co-op Placement Positions

SCHOOL BOARD CONTACTS:

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD:
Alexa Lazaric, St. Francis Xavier, 905-507-6666 ext. 73240 (MH & QHC sites)
Basil Somers, St. Francis Xavier, 905-507-6666 ext. 73239 (CVH site)

PEEL DISTRICT SCHOOL BOARD:
Janice Farrow, Co-op Placement Officer, 905-890-1010 ext. 2348

TORONTO DISTRICT SCHOOL BOARD:
Mary Nickell, Placement Facilitator – NW, 416-394-6205

TORONTO CATHOLIC DISTRICT SCHOOL BOARD:
Linda Wren, Resource Teacher, Co-op Education & Experiential Learning, 416-222-8282 ext. 2057

HALTON CATHOLIC & HALTON DISTRICT SCHOOL BOARDS:
Michelle Murray, Director of Operations, Halton Industry Education Council, 905-634-2575 ext. 12

ÉCOLE SECONDAIRE JEUNES SANS FRONTIERES:
Vincent Bénard, Cooperative Education Teacher, 905-450-1106 ext. 134

PHILOPATEER CHRISTIAN COLLEGE:
Lilian Mikhail, Co-op Coordinator, 905-814-5181 ext. 416
Phoebe Wasfy, Principal, 905-814-5181 ext. 103

CO-OP TEACHER INFORMATION:

A. Submit directly to your School Board Contact.

B. Ensure your student submits one application per placement and indicate the placement position is the same as it appears on the application as well as the site location.

C. Ensure you select the appropriate placement that will suit student’s school schedule (i.e. Full Day or Half Day (refer to the Placement Schedule on the first four pages of the application).

D. Submit application by Wednesday, November 19, 2014 for Winter – Semester 2 2015 placements.
Co-op Placement Positions

SECTION A

Application form to be completed accurately and legibly. *Incomplete applications will NOT be considered.*

Student's Name: ________________________________________ Home Phone: ______________________

Student's email address: ________________________________ Student's cell phone:_________________

Co-op Teacher: ____________________________ School Board:_____________________________

Co-op Teacher's email address: ____________________________

School Name: ___________________________________ School Phone: ____________________________

Career Goals:__________________________________________________________________________

**Placement Position Requested:** Placement Position MUST appear the same as on the Application

**Option 1:**
________________________________________________________________________________

**Option 2:**
________________________________________________________________________________

***Indicate Site Location and please ensure Placement Position descriptions have been reviewed.***

**IMPORTANT:** Your teacher will require a completed application package for each placement.  
**Maximum of 2 applications per student will be accepted.**

**Level of Study:** Pertinent school subjects: (i.e. Grade 11 Biology, etc.) _______________________________

No. of credits completed by start of placement: __________

Check off box if you are enrolled in the **Specialist High Skills Major Program** □ please specify

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<th>Co-op Placement Schedule (i.e. Monday - Thursday)</th>
<th>Hours Per Day (approx. hours)</th>
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**Start Date:** (i.e. Month/Day/Year)

**End Date:** (i.e. Month/Day/Year)
TRILLIUM HEALTH PARTNERS
High School Co-operative Education Program

Credit Valley Hospital (CVH) Site - 2200 Eglinton Ave. West, Mississauga
Mississauga Hospital (MH) Site - 100 Queensway West, Mississauga
Queensway Health Centre (QHC) Site - 150 Sherway Drive, Toronto

Co-op Placement Positions

SECTION B
TO BE COMPLETED BY STUDENT

Please ANSWER THE FOLLOWING QUESTIONS on a separate sheet of paper and include this with your application: (Please ensure you include the question and your answer together.)

1. Why have you requested a placement in a health care facility?

2. How will this placement help you with your career choice?

3. What can you contribute as a Co-op student in this placement? (Discuss your volunteer work, personal strengths, and prior relevant experience.)

4. Who have you talked to, what have you read, or which web site have you investigated that has encouraged you to seek a health care placement?

Please attach a current resume.

Application Package Checklist

| Placement Application Form (Sections A & B) | Employer, Volunteer Supervisor, or community member Reference Request Form |
| Teacher Reference Request Form | Current Resume |

Completed application package for each placement. Maximum of 2 applications per student will be accepted.

**Please Note:** If you are the successful candidate, you will be required to have all of your immunizations up to date and completed prior to placement. Please book an appointment with your family physician ASAP to complete a two-step Tuberculosis test and record of immunity. This needs to be completed prior to the first day of placement. This can take up to 30 days.
High School Co-operative Education Program
Confidential Reference Request Form

Teacher (can include a Science / Math / Health & Wellness teacher)

Applicant, please attach to your application package

____________________________ has given your name as a reference for the co-op program at Trillium Health Partners. As part of our principles and protocols for screening practices, we would appreciate a few moments of your time to complete this form. Please return form via applicant as soon as possible. There may be a follow-up telephone call to you from Trillium Health Partners to confirm documentation.

1. Relationship to the applicant ___________________________
   How long have you known the applicant _____ years _____ months

2. Check each item at the point of scale, which best indicates your rating of the applicant.

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3. From your knowledge of this individual, do you have insight into their reason for applying to this program?
   ____________________________________________________________________________

4. Would the applicant make a good co-op student in a healthcare setting? ☐ Yes ☐ No
   If yes, refer to their qualities. If no, please explain.
   ____________________________________________________________________________

5. a) What experience and skills do you feel the applicant has that would be valuable in performing in a co-op position?
   (Please indicate applicant’s strengths and areas for development or improvement).
   ____________________________________________________________________________

   b) Trillium Health Partners is considered a learning organization, what support may we provide the applicant to support their role in team settings, communication and leadership?
   ____________________________________________________________________________

6. Would you welcome the opportunity to work with this individual again? ☐ Yes ☐ No

   Name: ___________________________________________ Position: _____________________
   (Please print)

   School: _________________________________________ Tel. No: _______________________

   Signature: _____________________________________ Date: _________________________
High School Co-operative Education Program
Confidential Reference Request Form

Employer, Volunteer supervisor, or Community member

Applicant, please attach to your application package

____________________________ has given your name as a reference for the co-op program at Trillium Health Partners. As part of our principles and protocols for screening practices, we would appreciate a few moments of your time to complete this form. Please return form via applicant as soon as possible. There may be a follow-up telephone call to you from Trillium Health Partners to confirm documentation.

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2. Check each item at the point of scale, which best indicates your rating of the applicant.

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3. From your knowledge of this individual, do you have insight into their reason for applying to this program?
___________________________________________________________________________________________________
___________________________________________________________________________________________________

4. Would the applicant make a good co-op student in a healthcare setting? □ Yes □ No
   If yes, refer to their qualities. If no, please explain.
___________________________________________________________________________________________________
___________________________________________________________________________________________________

5. a) What experience and skills do you feel the applicant has that would be valuable in performing in a co-op position?
   (Please indicate applicant’s strengths and areas for development or improvement).

b) Trillium Health Partners is considered a learning organization, what support may we provide the applicant to support their role in team settings, communication and leadership?
___________________________________________________________________________________________________

Name: ____________________________________________________________Position: ________________________
(Please print)
School: __________________________________________________________Tel. No: _________________________
Signature: _______________________________________________________ Date: _______________________

Due: Wednesday, November 19, 2014