**Useful Information about Hospital Facilities and Student Processes**

**ACCESS TO THE BUILDINGS**

The hospital has two pedestrian entrances, both unlocked from 0630hrs to 1200hrs. Both can be opened with an access card outside these hours. The Main Entrance faces Broadview Avenue and the ambulance entrance faces Gerrard Street. There is also a single door next to the ambulance entrance which leads down to the Locker rooms. This is accessible with an access card.

The Administration Building also has two entrances, one facing east across Broadview Avenue and one facing south towards Gerrard. These are unlocked generally 0900-17000hrs, but are accessible with an access card. There is also a bridge between the hospital and administration building at Main Floor level.

**ACCESS CARD**

**You must collect your access card from Security on the first day of your placement.** Formost students this will be the last stop in the orientation tour**. Security** is located at the far south-west corner of the Ground Floor of the Hospital, in the **Central Alarm and Control Facilities (CACF) room** (**ext. 7012**). Bring your College picture ID when you come to collect your access card. Security is open for access card issue between 0830-1530hrs Monday – Friday.

**You must wear the Bridgepoint access card and your University/College ID at all times. Please wear your Bridgepoint card *above* your institutional card.** TheAcademic Office can provide lanyards/pouches/clips etc. Just ask.

**All Bridgepoint cards must be returned to the Security Office at the end of your placement. Lost cards will incur a charge.**

**ACCESS TO UNIT FACILITIES**

Your ID card will give you access to the building, to the stairwells and thus to Units and to meeting rooms. **Nursing students should also have access to Unit drugs rooms, clean supply rooms and similar**.  **If you find you do not have access to an area you need for your placement please ask your supervisor to contact the Academic Office**. In many cases card error has occurred and a quick reset will permit access. **Please do enquire – don’t go through your placement needing access to a room and not having it!**

**CATERING**

On-site catering is available via a café and a Tim Horton’s outlet. The cafe is open for service 0730-1500hrs. Hot meals are available from around 1100hrs to 1430hrs. Tim Horton’s is open 0645 - 2000hrs. After 1500hrs the sandwich and salad cooler from the café is moved to Tim Horton’s so remaining items can still be purchased.

**CLINICAL LIBRARY**

Bridgepoint has a well stocked clinical library, open 24/7 with your access card. Located at M.106 by the Main Entrance, the facility includes computers, printer, lockable charging stations, study carrels and a quiet meeting place.  Nursing Groups have a short session on the resources available as part of their InService training and the Bridgepoint Clinical Librarian, Patricia Petruga, is also available for group and one to one training. X. 2436.

**Email ACCESS AND COMPUTER FACILITIES**

All students with an individual Bridgepoint supervisor will have a Bridgepoint email address to use whilst on placement. We arrange this for you before your arrival, so long as we have your name in time. The Academic Office will tell you explicitly if we have *not* arranged email for you. Your login details are on the front of your Orientation folder.

You should **ensure you look at your Bridgepoint email at least once a day** whilst you are on placement. You will be set up to receive group emails for all the groups of which your supervisor is a member. For example – if your supervisor is a member of email groups for her discipline, an interprofessional team and her Unit then you, too will receive the emails that go to those groups. You will also be able to send emails to those groups, should the need arise. Patient information **must** be sent via the hospital email system.

Students with an individual supervisor will generally also have their own Directory on the hospital ‘H’ Drive. When you log in to the computer at Orientation you will see this allocated space. Here you can save placement related materials, presentations etc. Remember to abide by the Hospital’s privacy policies, especially with regard to patient information. You will not have access to this drive outside the hospital ‘fire wall’ or after the end of your placement, so do ensure you complete your work before you leave. Hospital computers are disabled for the use of USB keys.

Most students will obtain satisfactory computer access in their Unit with their supervisor. Where this is not possible the Academic Office can usually loan a laptop for the duration of the placement. A deposit of $10 will be required, returned when the laptop is returned at the end of the placement. Laptops must be returned to AM.07 between students, even if they are taken out again immediately.

**IF YOU BECOME ILL ON PLACEMENT**

If you have any of the following symptoms on a day that you are scheduled to be at Bridgepoint, *please stay at home* and notify your supervisor/Clinical Instructor and the Academic Office that you are too ill to come in.  If you have a *communicable disease* please contact your supervisor/CI, the Academic Office *and* the Occupational Health Department.

Academic Office telephone numbers:  416-461-8252 x2924 and 2167

Occupational Health telephone number: 416-461-8252 x2808 and 2082

If you experience any of the following symptoms while you are at Bridgepoint, *please let your supervisor/Clinical Instructor know and go home*.

 Symptoms include:

* Fever greater than 38°C or 100.4° F - ensure that you are fever free for 24 hours prior to returning to Bridgepoint
* Vomiting - diarrhoea - If your vomiting or diarrhoea is related to any communicable disease you should stay away 48 hours even **after your symptoms** have resolved.
* Rashes with or without fever
* Uncontrollable coughing
* Any type of draining lesion or weeping dermatitis
* Conjunctivitis / pink eye
* Upper respiratory infection with fever present
* Persistent sore throat lasting longer than 3 days and or accompanied by fever
* Any condition that affects your ability to wash your hands
* Known infectious diseases such as Chicken Pox, Influenza, Tuberculosis, etc.

Please contact your doctor to receive medical clearance prior to returning to Bridgepoint.  If you have had  a communicable disease please also contact Occupational Health prior to coming back to receive clearance that you may return to Bridgepoint.

**INJURY OR ACCIDENT ON PLACEMENT**

If you are injured or have an accident at work you need to inform your supervisor/Clinical Instructor *immediately.* This includes a needle stick injury.  Your supervisor/CI will inform the Occupational Health Department and the Academic Office and the following will happen:

* Occupational Health will provide immediate treatment as needed
* Occupational Health will arrange for patient blood tests to be done (if you have reported a needle stick injury)
* You will need to arrange for your own blood work to be done (through an emergency room or your family doctor) - if you have sustained a needle stick.  Occupational Health will advise you if you need to do anything else for immediate treatment.
* You, your supervisor/CI, Occupational Health and the Academic Office will complete appropriate Bridgepoint, college/university and WSIB forms, often immediately after you have reported your injury or accident
* Occupational Health and the Academic Office will complete an investigation of the incident - to determine if there are system issues related to your injury
* You will see your own doctor as necessary and may return to placement after they have cleared you.

**INTERNET ACCESS**

Wi-Fi access is available throughout the hospital and administration building for all staff, students, visitors and patients free of charge. **Connect to the BHGuest Network and “Accept terms and conditions.**” NB the first time you connect you will need to open your browser to accept the terms and conditions (and possibly reboot your devise to permit this), thereafter you will connect automatically. Bridgepoint has capacity for around 1000 simultaneous users of the wi-fi network.

**LOCKERS**

Individually supervised students generally have a secure space in the Unit for their coat and belongings. We allocate lockers initially only to nursing students. Lockers are located on the **Loading Level** (Level LL). Locker availability is limited and is therefore for **day use only** on the days you are on site. Students must provide their own locks. The **female** locker room is **Room LL.041**. The **male** locker room is **Room LL.037**.

Lockers will generally be shared during the week with different users on different days. You must remember to remove your lock and belongings at the end of your clinical days so that the other users can gain access to the locker.

If an individually supervised student finds the storage arrangements in the Unit are not satisfactory please contact the Academic Office and we should be able to allocate a locker to you.

The Academic Office also has a number of small day lockers**.** Again, students will need to provide their own locks. Please enquire at the Academic Office if you would like to take advantage of this facility.

**PARKING**

Please see the website for full information about parking at the hospital. The main point to note is that you need to obtain a ‘Value Card’ from Security when you acquire your access card and you load funds on to this card. The student rate for parking is not generally available on the first day, so park in the nearby GreenP or use public transport on your first day.

**SCHEDULES**

All schedules for events and presentations arranged by the Academic Office relating to your placement are in your Orientation folder. All students receive the SAILs schedule (lunch time **S**essions in **A**ccredited **I**nterprofessional **L**earning); nurses attending in groups will also receive timetables/lists for in-service training, daily post clinical conference rooms and locker assignments. Nurses working with an individual preceptor will receive the orientation schedule for the special, three day, orientation. The three day orientation schedule is also available on HSPNet.

The SAILs schedule is advertised weekly by email to all students who will be at Bridgepoint on the day of the presentation. Any changes to the printed schedule will be announced by email. The latest schedule is on the website (<http://www.bridgepointhealth.ca/en/join-our-team/interprofessional-learning-opportunities.asp>)

InService training schedules for nursing groups are not on the website. Any changes in these arrangements will be notified direct to the groups concerned.

**STUDENT POLICIES AND EXPECTATIONS**

More details and other information are available on the education pages of the hospital website – go to page:

<http://www.bridgepointhealth.ca/en/join-our-team/student-policies-and-procedures.asp>

[Join our team – Students – Before you arrive – Student Policies and Procedures]

**TRAINING ETIQUETTE AND PROFESSIONAL PRACTICE**

We ask and expect that all attendees follow best practice during training sessions and refrain from using phones, checking email etc. We also expect that attendees will give their respect and full attention to the presenter(s) during the presentation and will participate in the discussions and activities that follow.

**VACCINATION PROOF FOR INFLUENZA**

Please bring in a *copy* of your vaccination certificate for influenza and leave this with Occupational Health on your **first day**. Occupational Health will give you a sticker for your college student ID badge.

**ADDITIONAL INFORMATION**

For questions, concerns or suggestions please contact the Academic Office in Room AM.07 and speak to Robyn Davies or Katherine Brown.