

PURPOSE

This document is designed to provide guidance, tools and resources to Educational Institutions and Hospitals to ensure appropriate preparation and orientation **related to COVID-19 activities** for learners beginning placements in Toronto Region Hospitals during the COVID-19 pandemic. Pre-existing content and processes for general orientation (non-COVID related) are excluded from this document.

INTENDED AUDIENCE

These guidelines provide suggested content for inclusion in the preparation of learners for hospital-based placements. Supervisors/Preceptors/Faculty/Clinical Educators should be made aware and provided with the content included in learner preparation strategies.

These guidelines are intended to **complement Hospital-specific policies applicable to all Physicians, Staff, Learners and Visitors. Supervisors and Learners should adhere to standards and/or policies defined by their local Hospital.**

BACKGROUND

The COVID-19 pandemic has created unprecedented challenges as to how health professionals' practice and provide care within Hospitals. As a result, many changes have been introduced to minimize associated risk to patients, other health care providers and learners, such as various infection prevention and control (IPAC) measures to prevent the spread of infection, the shifting of in-person care to virtual care and practicing in new and different areas of need across Hospitals.

As learners are reintegrated into Hospital-based placements, learners need to be educated on the restrictions and new practices and policies that have been implemented to ensure that patients, staff, and they themselves are responsible and safe. In preparation for placement, learners participate in courses within their Educational Institutions to prepare them for the new realities of practice, reflected in Affiliation and/or Placement Agreements. Once their placement begins, learners commonly participate in an hospital-led orientation, which outlines hospital-specific related practices and processes.

To ensure learners are appropriately prepared to begin placement during COVID-19, the following provides Educational Institutions and Hospitals with recommended inclusions for entry to placement education and learner orientation, as well as offering tools and resources to support the training.

PRINCIPLES

- **Safety & Wellbeing:** The Hospitals and Academic Institutions are, and must remain, committed to the safety and well-being of patients, health professionals, staff, researchers, learners and our community.
- **Collaboration:** Practices are grounded in collaboration, a sense of community and togetherness. As partners, hospitals and Educational Institutions should share resources and best practices to ensure continued progress and advancement, and to minimize duplication of efforts.
- **Flexibility:** Circumstances may shift as the situation unfolds (i.e., redeployment of staff, capacity changes, second pandemic wave), and may require flexibility in responding to education activities such as preceptor models and placement locations. Each organization will respond and recover according to local context, setting, location, needs and organizational directions.
- **Transparency:** Practices should be clearly articulated to all stakeholders, such as staff, learners, patients, and organizational partners.

CONSIDERATIONS

To ensure safe and successful preparation for placements, the following should be considered to support local processes and practices.

- **Contact Information:** All organizations should ensure accurate and up-to-date contact information for learners to enable prompt communications and contact tracing processes (where applicable).
- **Communication Channels:** All organizations should ensure clear communication channels and key contacts (e.g., organizational contacts, preceptors, etc.).
- **Resources:** Hospitals should ensure learners understand processes and policies related to resource requirements and responsibilities for working remotely and working onsite (e.g., expected attire, privacy, PPE, physical distancing etc.).

RECOMMENDED APPROACH

To ensure preparedness of learners to begin Hospital-based placements, the following sections are suggested as the **minimum** content to be included, as well as proposed responsibilities for Hospitals and Educational Institutions. Tools & Resources are provided to inform the development of each section.

Learner requested an overview of topics to be covered be provided in this sections that will be covered, including:

1. Understanding COVID-19
2. Infection Prevention & Control
3. Professional & Safety Obligations
4. Exposure & Follow Up Care
5. Mental Health & Wellbeing
6. Privacy, Security & Virtual Care & Learning

It is suggested that learners' complete entry to practice curricula at a frequency determined by the Educational Institution (e.g., may be required each term depending on program/placement requirements) and ensure proof of completion. As well, Educational Institutions should be prepared to confirm that appropriate COVID-19 related preparation has been provided to learners if asked by Hospitals.

1. Understanding COVID-19

This section should provide information related to the COVID-19 virus, including basic information on the virus and pandemic, how it started, how it spreads, how it is detected, symptoms, research and local response activities.

Learning Objectives

1. Learners should be able to explain foundational elements of COVID-19, including transmission, symptoms, testing practices and common treatment practices.
2. Learners should be aware of local guidelines and directives related to COVID-19 (e.g., physical distancing, etc.).

Educational Institution	Hospital
Foundational information related to COVID-19 Virus (e.g., transmission, signs & symptoms, testing practices).	Supplementary information related to COVID-19, specifically how it will relate to their practice and learning while on placement at the Hospital.
Current Research & Vaccine Progress	
Response Activities (e.g., self-isolation, international restrictions, local by-laws, etc.)	

Section 1 Tools & Resources

Coronavirus	World Health Organization
Coronavirus Disease (COVID-19): Outbreak Update	Government of Canada
COVID-19 Public Resources	Public Health Ontario

2. Infection Prevention & Control

This section should include an overview personal protective equipment requirements, including mask fit testing as appropriate, donning and doffing, critical supplies, and hand hygiene.

Learning Objectives

1. Learners should be able to select appropriate personal protective equipment (PPE) and demonstrate donning and doffing of PPE.
2. Learners should be able to describe strategies for reducing risk, transmission, and infection.

Educational Institution	Hospital
PPE requirements, Critical Supplies & Hand Hygiene during COVID-19	IPAC Policies & Processes (including PPE, Critical Supplies, Hand Hygiene)
PPE Donning & Doffing Processes	In Person Practice Donning & Doffing. For example, buddy system, simulated donning and doffing, observers, etc. Aerosol Generating Medical Procedures (AGMP) and Protected Code Blues should be captured, where appropriate.
Importance of PPE Conservation	Importance of PPE Conservation
Strategies to Reduce Risk, Transmission and Infection	Occupational Health & Safety Requirements for Testing (e.g., long term care testing requirements), Self-Isolation and Contact Tracing.
Occupational Health & Safety Requirements for Testing (e.g., long term care testing requirements), Self-Isolation and Contact Tracing (may differ by Hospital).	

Section 2 Tools & Resources

Donning & Doffing Personal Protective Equipment	Trillium Health Partners
Donning & Doffing PPE – Full Precautions for Aerosol Generating Medical Procedures (AGMP)	Michael Garron Hospital
Full Precautions PPE Video	UHN
Hand Hygiene Fact Sheet	Public Health Ontario
IPAC Recommendations for Use of Personal Protective Equipment for Care of Individuals with Suspect or Confirmed COVID-19	Public Health Ontario
Making the Best Use of PPE	University of Toronto
Virtual PPE Orientation for Learners	University of Toronto
Your 4 Moments for Hand Hygiene	Public Health Ontario

3. Professional & Safety Obligations

This section should provide information to learners on their professional and safety obligations related to COVID-19, including physical distancing, their professional responsibilities and safety requirements.

Learning Objectives

1. Learners should be able to describe and demonstrate appropriate physical distancing practices, both in the community and in hospitals.
2. Learners should be able to explain their scope of practice as it relates to caring for COVID+ patients.

Educational Institution	Hospital
Physical Distancing	Physical Distancing & Safety in Hospitals
Understanding of Responsibilities and Scope of Practice as it relates to Working with COVID+ Patients (including Program Restrictions)	Process to manage learner restrictions related to COVID+ (faculty, preceptors, learners, etc.)
Communicating Scope of Practice to Clinicians and Supervisors as it relates to COVID+ Patients	Hospital Contacts for learners
Educational Institution Contacts for learners	
Conflict Resolution Strategies and Self-Advocacy	

Section 3 Tools & Resources

COVID Conversation Guide	UHN
Physical Distancing Fact Sheet	Public Health Ontario

4. Exposure & Follow Up Care

This section provides learners with information, instructions and contact information (where possible) should they be exposed to COVID-19 during their hospital-based placement.

Learning Objectives

- Learners should be able to describe how to self-isolate and self-monitor for COVID-19, as well as explain the appropriate steps to take if exposed to, or experiencing symptoms of COVID-19.

Educational Institution	Hospital
	What does a COVID-19 “exposure” mean? What is a COVID-19 Outbreak?
How to Self-Monitor (both when exposed and generally)	How to Self-Monitor (both when exposed and generally)
Process if a learner is exposed or test positive for COVID-19 (including who to contact)	Process if a learner has an unprotected exposure or test positive for COVID-19 (including who to contact)
How to self-isolate	How to Self-Isolate
COVID-19 Outbreaks in Educational Institutions and Processes for Communication (to Hospitals and Learners)	What is a COVID-19 Outbreak? COVID-19 Outbreaks in Hospitals and Processes for Communication (to Educational institutions and Learners)

Section 4 Tools & Resources

How to Self-Monitor Fact Sheet	Public Health Ontario
How to Self-Isolate Fact Sheet	Public Health Ontario

5. Mental Health & Wellbeing

This section includes mental health and wellbeing resources and information for learners beginning or participating in hospital-based placements.

Learning Objectives

- Learners should be able to list the resources available to them.

Educational Institution	Hospital
Educational Institution Mental Health & Wellbeing Resources	Hospital Mental Health and Wellbeing Resources

Mechanisms for learners to report mistreatment and/or escalation	Mechanisms for learners to report mistreatment and/or escalation
Wellness Contacts (if applicable)	Wellness Contacts (if applicable)

Section 5 Tools & Resources

ECHO Coping with COVID	CAMH
Mental Health & COVID-19	CAMH
Tips & Strategies for Coping & Resilience During COVID-19	UHN

6. Privacy, Security & Virtual Care & Learning

This section focuses on core elements of privacy, security and confidentiality for learners to be aware of while on placement during COVID-19.

Learning Objectives

- Learners should be able to describe and demonstrate appropriate behaviours for virtual care practices, specifically related to privacy, security, and confidentiality.

Educational Institution	Hospital
Review of Privacy, Security & Confidentiality (changes related to COVID-19)	Review of Privacy, Security & Confidentiality (changes related to COVID-19)
Preparing for a Virtual Care Placement	What to expect in virtual care experiences
	Approved Hospital Platforms & Forums for Virtual Care and Virtual Meetings.

Section 6 Tools & Resources

Primer for Teaching & Supervision in Virtual Care	Unity Health Toronto
Principles for Virtual Learning	Toronto Academic Health Science Network (TAHSN)
Teaching & Learning Resources	UHN
Teaching & Supervision in Virtual Care	Unity Health Toronto
Virtual Teaching (Interactive Webinar)	University of Toronto

GENERAL TOOLS & RESOURCES

COVIDCareLearning.ca For access to curated discipline and sector specific resources please create an account (using your hospital or school email address). Use access code Trcc2020! during registration and wait for email confirmation from donotreply@criticalcarelearning.ca with subject line "Critical Care Learning: account confirmation" (if you do not receive it within 2 minutes, check your spam/junk mail folder).	Michener Institute of Education at UHN & TAHSN
Teaching & Learning Resources	UHN
Sample Learner FAQ	TAHSN
TAHSN Learner Orientation Guidelines and Sample Welcome Letter	TAHSN
COVID Curriculum for Health Sciences Students (editable version available)	University of Toronto
Teaching and Learning in the Time of COVID-19	UHN

REFERENCES

- Toronto Academic Health Science Network. [Hospital-Based Academic Recovery Strategy & Guidelines](#). 2020.
- Toronto COVID-19 Hospital Education Table. [Guidelines for Group Placements During COVID-19](#). 2020
- Toronto COVID-19 Hospital Education Table. [Guidelines for Delivering Educational Activities in Hospitals \(Hand Hygiene, PPE & Physical Space\)](#). 2020
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Prepared By:

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