



SUPERVISOR-STUDENT GUIDELINES

Introduction and Overview

The Enriching Educational Experiences (EEE) Program provides University of Toronto Medical Students with opportunities for unpaid clinical placements either as a required part of the Foundations Curriculum or as non-curricular activities. EEE activities play an important role in a student's career development, and allow students to experience and explore different practices and specialty settings.

Many EEE activities are organized directly between students and supervisors and take place during designated self-directed learning times in Years 1 and 2. Some EEE activities occur as part of more organized Longitudinal Experiences developed by departments or interest groups. Regardless of how the experience is organized, the Faculty of Medicine expects that the supervisor and student will participate in an educational experience that upholds the principles of **delegated** and **graded** responsibility as outlined by the CPSO and is in accordance with relevant institutional policies. According to the CPSO, it is understood that medical students will be involved in observation and interaction with patients from the start of their medical education. Initially, supervisors should closely observe interactions between medical students and patients. When the supervisor is satisfied with the level of education and demonstrated expertise of the student, the student may be permitted to see patients alone. The degree of involvement of the student in clinical care is at the discretion of the supervisor.

CPSO References:

<http://www.cpso.on.ca/Policies-Publications/Policy/Professional-Responsibilities-in-Undergraduate-Med> and
<http://www.cpso.on.ca/Policies-Publications/Policy/Delegation-of-Controlled-Acts>

Supervisor-Student Guidelines

The Supervisor Will:

1. **Introduce** and identify the status of the Enriching Educational Experience students to patients/staff with whom they will have interaction.
If the experience is taking place at a University of Toronto teaching facility outside of the regular academic year, the supervisor will advise the hospital or institution that the student will be participating in an enriching educational experience.
2. **Obtain verbal consent** from patients prior to any student involvement with their care, *including reading of the patient chart*.
3. **Directly evaluate** the capabilities of the student before making judgments on the latitude and scope of subsequent student involvement with patients.

4. **Supervise** all student interactions with patients or clearly designate another clinician as the individual responsible for direct supervision.
5. **Counter-sign** any entry made by the student in a patient chart.
6. **Ensure that students do not initiate any investigation or management plan** with patients unless specifically instructed to do so by the supervising clinician.
7. **Ensure that students understand the principles of patient confidentiality and follow policies that safeguard patient privacy and Personal Health Information.**
8. For insurance information, please refer to:
<http://www.md.utoronto.ca/sites/default/files/2016%20WSIB%20Form.pdf>

The Student Will:

1. **Log** their EEE activities with the EEE Module in MedSIS.
2. **Clearly identify their status** by wearing their University of Toronto/Academy Student ID badge at all times.
3. **Follow the policies governing EEE activities at the teaching site.** All students arranging a clinical experience at **Trillium Health Partners** MUST register with the Medical Education Office to approve their experience. If the Enriching Educational Experience is taking place at another University of Toronto teaching hospital outside of the regular academic year, the student is required to advise the Undergraduate Medical Education Office within that institution.
4. **Abide by the standard of ethical behaviour** as laid down by the CMA code of ethics located at www.cma.ca and uphold the professional behaviours expected of students at the University of Toronto Faculty of Medicine.
<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppsep012008i.pdf>
5. Refrain from performing any unauthorized investigation, procedure, physical examination or provision of advice or counsel.
6. **Immediately report** to the supervisor any change in a patient's demeanor or health that occurs while the supervisor is not in the room.
7. **Refrain** from any clinical contact when he/she could be **impaired** by drugs, alcohol or illness.
8. **Understand the principles of patient confidentiality, and follow the policies of the hospital and clinic/site that safeguard patient privacy and Personal Health Information.**
9. For insurance information, please refer to:
<http://www.md.utoronto.ca/sites/default/files/2016%20WSIB%20Form.pdf>