

Appendix A: INTERNATIONAL CLINICAL PLACEMENT/FIELDWORK PROCESS SUMMARY

Student name: _____

Student identifies interest in an International Placement by completing the letter of intent and collecting two reference forms in support of the applicant (one faculty and one clinical supervisor-- form found on the learning management system [LMS]). Submit to the ACCE/FC once complete. Must include country/region of interest.

6-9 months
prior to start
of placement

Initials: ____
Date: _____



ACCE/FC will review the student file (academic record, placement history, etc.) to confirm eligibility and obtain program faculty approval. ACCE/FC will inform student once approved. Student must maintain academic standing.

6 months
prior to start
of placement

Initials: ____
Date: _____



ACCE/FC researches information regarding country and region on the Department of Foreign Affairs Trade and Development (DFATD) website. If Level 1, move to next step. If level 3 or 4, stop search process and student informed that country will not be approved. (*see description of levels on 2nd page) If Level 2, student will be asked to fill out the "Risk Management Plan" (form found on the LMS— which mirrors the OCASP form). Students are asked to go to the DFATD website (<http://travel.gc.ca/travelling/advisories>), examine the risks identified, and outline how each individual area of risk will be managed for the "Risk Management Plan". Student will submit the Risk Management Plan to the ACCE/FC and Director of the School for further review. The International Placement Committee will review all Level 2 Risk Management Plans and make a decision about the proposed country. The ACCE/FC will inform the student if they may continue to investigate a placement in the proposed country.

6 months
prior to start
of placement

Initials: ____
Date: _____



Student begins to explore options for facilities that may accept a student. Student may look on the SRT website for locations where Queen's students have been on placement in the past. Also, the student may make an appointment with the ACCE/FC to discuss sites with existing affiliation with Queen's.

6 months
prior to start
of placement

Initials: ____
Date: _____



Student finds a facility that offers to supervise them. Student will need to send the ACCE/FC:

1. Full contact information of CI/facility
2. Description of PT/OT services
3. Written confirmation of placement dates, type of placement and setting and willingness to accept and supervise the student.

4-5 months
prior to start
of placement

Initials: ____
Date: _____



4-5 months
prior to start
of placement

Initials: ____
Date: _____

ACCE/FC will contact the CCCE/CI/Preceptor at the host facility, confirm the details of the placement (dates, type of placement, full name of CI/Preceptor) and request CCCE fill out a "Site Profile". ACCE/FC will review the Site Profile and ensure that responses meet the established criteria for an appropriate clinical placement. ACCE/FC will inform the student if additional information is required or if the site/hours/CI/Preceptor credentials, etc. do not meet the standards for a placement.

3 months
prior to start
of placement

Initials: ____
Date: _____

ACCE/FC will obtain a signed affiliation agreement and inform the student once the affiliation agreement is in place

3 months
prior to start
of placement

Initials: ____
Date: _____

Student signs "Acknowledgement of Risk" form (found on the LMS)

As per
immunization
and visa
schedules

Initials: ____
Date: _____

Student investigates and secures required visas, immunizations, travel/medical insurance, airfare, accommodations at their own expense. (Note: may need to start visa process earlier depending on country)

6-8 weeks
prior to start
of placement

Initials: ____
Date: _____

Student will complete the OCASP form <http://webapp.queensu.ca/safety/ocasp> (Higher Risk Activity), including the information used in the risk management plan AND review of the DFATD website <http://travel.gc.ca/travelling/advisories> for changes. Information will be sent to the ACCE/FC and Director of the SRT for review once completed by the student online. The student will receive a response of "approved" or "rejected"

Note: the placement may still be cancelled if the risks in the region have changed

Student leaves on placement!

Department of Foreign Affairs Trade and Development (DFATD) Levels

* Level 1 = Exercise normal security precautions
Level 3 = Avoid non-essential travel

Level 2 = Exercise high degree of caution
Level 4 = Avoid all travel