

Approved by the Academic Council: August 19, 2014

Effective Date: August 19, 2014

Updated name of the name of the learning management system in Appendix A and B on June 25, 2018

Rationale and background

An International Placement in the MScPT or MScOT Program is an optional way to achieve course credit for one of the required placements in the respective programs. It is recognized that International Placements provide students with a unique opportunity to develop clinical skills, while also combining learning in the areas of global education and cultural diversity. That being said, the safety of all students on an international clinical placement is of paramount importance and the University has a responsibility to help manage the risks associated with International Placements.

This document sets out the necessary steps that must be followed by Queen's University and the School of Rehabilitation Therapy (SRT) to demonstrate due diligence prior to making a decision in regards to a Queen's SRT student participating in an International Placement opportunity.

Scope of policy

For the purposes of this policy, "Placement" refers to Community Development Placements in the OT Program, Clinical Fieldwork Placements in the OT Program, and Clinical Placements in the PT Program.

These guidelines were prepared to assist in the understanding and administration of International Placements, and apply to Physical Therapy (PT) and Occupational Therapy (OT) students from the SRT, Queen's University. The opportunity to participate in an International Placement is considered to be a privilege which may be negotiated for a second year student with good academic standing, who has a record of excellent performance in all previous clinical placements.

Policy statements

To be considered for a placement outside of Canada, a student must be approved by the Physical Therapy/Occupational Therapy Program. Conditions for eligibility:

1. A student must be in their final year of the program in order to participate in an International Placement.
2. A student may participate in only one International Placement (with the exception of OT 862 and/or OT 877)
3. A letter of intent and two references (one from a clinical instructor/preceptor and one from a faculty member) must be submitted by the student.
4. The student must maintain a minimum overall grade point average of 80%, without exception. This standing must be maintained until the commencement of the International Placement.
5. The student must have progressed through the program with no conditions, concerns, or course failures.

6. The student must complete the “Acknowledgement of Risk” form and a “Higher-Risk” Off Campus Activity Safety Policy (OCASP) online submission. Completion of the pre-departure orientation, part of the on-line OCASP process, is strongly recommended.
7. There must be favourable consensus from both the respective academic and clinical faculty that the student demonstrates professional behaviour in both academic and clinical situations (e.g., independence, maturity).
8. A signed affiliation agreement with the international site must be in place, prior to confirmation of the placement.
9. For “Level 2” countries [“Exercise high degree of caution”, according to Global Affairs Canada] students may be required to travel in pairs.
10. For “Level 2” countries (Global Affairs Canada), the International Placement Committee in the SRT must approve the country and/or region of interest. Applications must be submitted to the ACCE/FC before the deadline (identified each year).

Procedures

1. Normal Steps in Securing an International Placement
 - a. See Appendix A for Clinical/Fieldwork Placements
 - b. See Appendix B for Community Development Placements

Note: A student must be prepared to accept a placement in the Queen’s catchment area in the event of cancellation of the International Placement.

The School of Rehabilitation Therapy cannot guarantee the cooperation of foreign institutions should students require accommodations while on an International Placement. Although we can assist in communicating needs to international institutions, not all countries possess human rights legislation that would compel an institution to provide appropriate accommodations, including accommodations for human rights related grounds such as disability or faith requirements, etc. Please be aware that the SRT also offers several local options to gaining the necessary credits for completion of the MScPT or MScOT degree.

2. Location of the Placements
 - a. The SRT has established relationships with a variety of International Placement partners. Students will be informed of these opportunities through the Academic Clinical Coordinator of Education (ACCE) or Fieldwork Coordinator (FC). Students may seek placements with facilities other than those with pre-existing relationships with the SRT.
 - b. Under no circumstances will a student be permitted to participate in a placement in a country deemed a “Level 3 (Avoid non-essential travel) or Level 4 (Avoid all travel)” by Global Affairs Canada.

3. Timing and Duration

Students should refer to their program specific guidelines for information about placement timing and duration.

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

Appendix B: INTERNATIONAL COMMUNITY DEVELOPMENT (OT862) PLACEMENT PROCESS SUMMARY

Student name: _____

Student identifies interest in an international community development (CD) placement by completing the letter of intent and collecting two references (one faculty and one clinician—forms found on the LMS). Submit to the course coordinator once complete. Must include CD site of interest. Course coordinator will review the student file (academic record, placement history, etc.) to confirm eligibility and obtain program faculty approval.

6-7 months
prior to start
of placement

Initials: _____
Date: _____



If eligible to proceed, student will be asked to complete the “Risk Management Plan” (section 4) of OCASP (<http://webapp.queensu.ca/safety/ocasp>). Student must go to the Department of Foreign Affairs Trade and Development (DFATD) website (<http://travel.gc.ca/travelling/advisories>), examine the risks identified, and outline how each individual area of risk will be managed. Student will submit the incomplete OCASP form to the course coordinator and SRT Director for further review. The International Placement Committee will review the plans and make a decision about the proposed country.

5-6 months
prior to start
of placement

Initials: _____
Date: _____



Student signs “Acknowledgement of Risk” form (found on the LMS).

5 months
prior to start
of placement

Initials: _____
Date: _____



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

As per
immunization
and visa
schedules

Initials: _____
Date: _____



Student completes the online OCASP form, including a review of the DFATD website for changes (Higher Risk Activity). Information will automatically be sent to the Course Coordinator and SRT Director for review once completed by the student online. Note: the placement may be cancelled if the risks in the region have changed.

2 months
prior to start
of placement

Initials: _____
Date: _____



Student leaves on placement!

Department of Foreign Affairs Trade and Development (DFATD) Levels (<http://travel.gc.ca/travelling/advisories>)

Level 1 = Exercise normal security precautions

Level 2 = Exercise high degree of caution

Level 3 = Avoid non-essential travel

Level 4 = Avoid all travel