



## 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 co-curricular activities.

The Faculty of Medicine expects that the supervisor and student will participate in an educational clinical 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. The degree of involvement of the student in clinical care is at the discretion of the supervisor.

CPSO References: <https://www.cpso.on.ca/Physicians/Policies-Guidance/Policies/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. If required, sign (or identify a signatory for) a Student Placement Agreement and a Placement Employer WSIB form, to establish the partnership with the University of Toronto.
2. **Introduce** and identify the status of the Enriching Educational Experience student 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.
3. **Obtain verbal consent** from patients prior to any student involvement with their care, *including reading of the patient chart*.
4. **Directly evaluate** the capabilities of the student before making judgments on the latitude and scope of subsequent student involvement with patients.
5. **Supervise** all student interactions with patients or clearly designate another clinician as the individual responsible for direct supervision.

6. **Counter-sign** any entry made by the student in a patient chart.
7. **Ensure that students do not initiate any investigation or management plan** with patients unless specifically instructed to do so by the supervising clinician.
8. **Ensure that students understand the principles of patient confidentiality and follow policies that safeguard patient privacy and Personal Health Information.**
9. **Contact the Registrar** regarding all questions pertaining to malpractice or occupational injury insurance coverage.

#### The Student Will:

1. **Register** their EEE activities with the EEE Module in MedSIS **in advance, and in a timely manner.**
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.** This may include registering with or advising 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](http://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. **Contact the Registrar** regarding all questions pertaining to malpractice or occupational injury insurance coverage. Registered U of T medical students doing approved EEE placements are covered for general liability insurance, including incidental medical malpractice, and are generally eligible for workplace injury coverage in clinical settings in Canada in which they have identified themselves to the placement site as medical students enrolled at the University of Toronto. This extends through the summer months. For more information, please contact the Faculty Registrar.