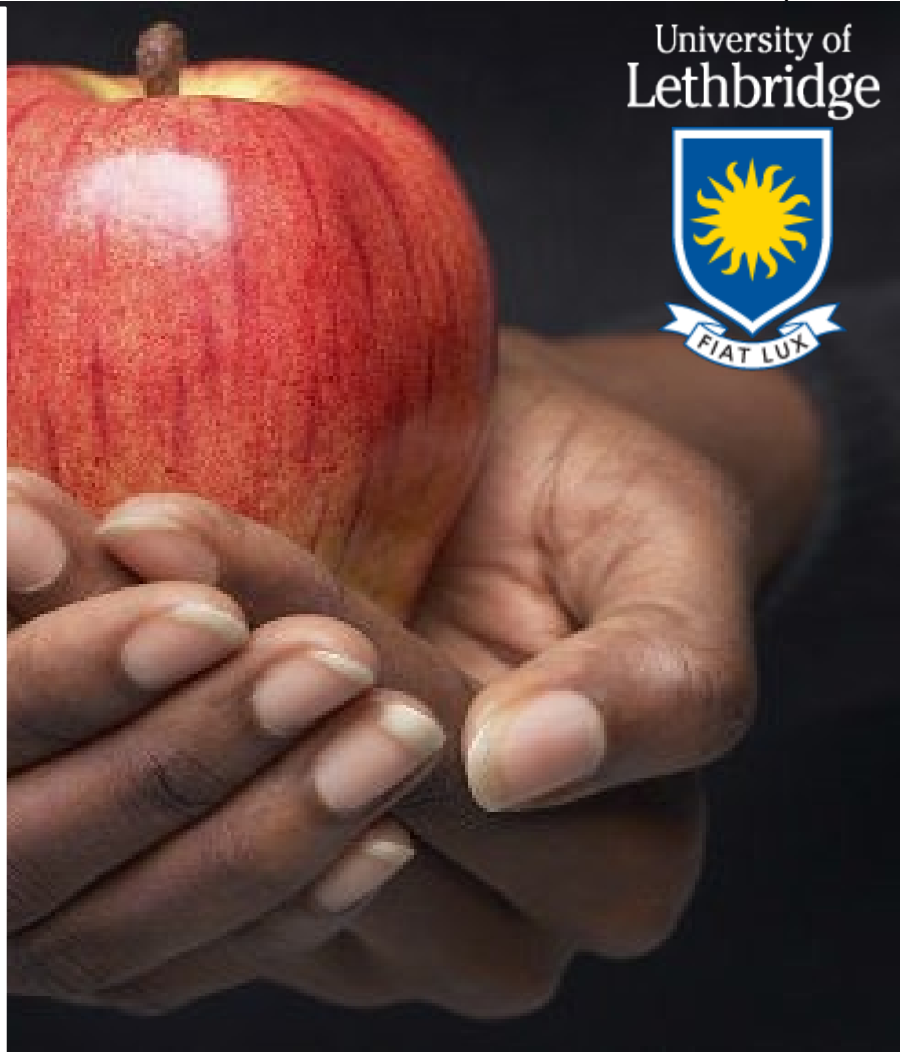


Public Health Student Handbook

Faculty of Health Sciences

2017 - 2018



The Policies and Procedures Described Herein Apply to the
2017/2018 Academic Year

Faculty of Health Sciences
Markin Hall - M3083
University of Lethbridge
4401 University Drive
Lethbridge, AB, T1K 3M4
health.sciences@uleth.ca
Phone: 403-329-2699
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Find us on 

Preface

The Public Health major is available in the following three degree programs at the University of Lethbridge: 1) Bachelor of Health Sciences, 2) Bachelor of Health Sciences/Bachelor of Management combined degrees program, and 3) Post-Diploma Bachelor of Health Sciences (required health leadership minor). These undergraduate programs in public health prepare students for non-clinical work and graduate study in the field of public health. Graduates will have the practical skills and the theoretical knowledge needed for employment in a variety of public health roles including: health promotion (individual or population-health focused), disease prevention, health data analysis and surveillance, health policy, program evaluation, and project management, coordination and community development.

Within this program, health is explored as a multidimensional concept with an emphasis on the economic, social, political, and cultural dimensions. The strong emphasis on relationships between health, biological and social sciences within this program provides the foundation for the critical thinking and analytic skills required for practice in the rapidly changing field of public health.

There are a variety of curriculum options for program completion. Among these, students have the opportunity to complete an optional practicum or undergraduate thesis. The practicum placement provides an opportunity for students to gain experience, while developing their skills and competencies for public health practice. Students who choose to complete a practicum or thesis may count the practicum/thesis course towards their elective requirements. Please see the Faculty of Health Sciences academic advisor for more details.

Vision

Strengthen public health capacity and advance public health science to improve health for all.

Mission

The mission of the BHSc in Public Health Program is to promote health for all by:

- Providing students with a solid foundation in public health
- Engaging students in practical experiences in interdisciplinary public health
- Modelling and teaching BHSc Public Health core values
- Fostering environments that are conducive to learning, growth, and critical thinking
- Partnering with local and global communities to advance the science of public health and support knowledge translation and exchange
- Engaging with internal and external stakeholders to build capacity to improve population health

1 Public health science includes qualitative, quantitative, and critical research.

Values

Health for All²

Equity

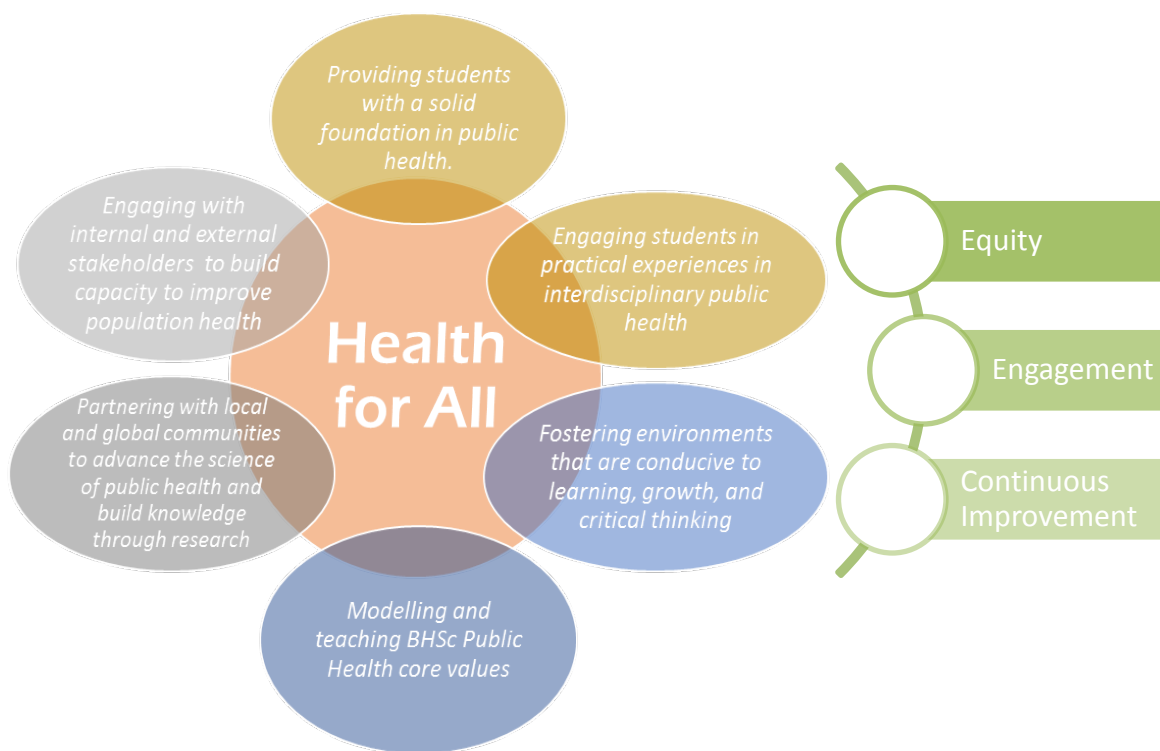
Promote health equity and social justice by demonstrating respect for all, ensuring conditions that are inclusive, addressing social inequalities, and promoting social change.

Engagement

Uphold the view that “everyone owns public health”; we are global citizens and leaders in advancing health for all.

Continuous improvement

Participate in ongoing evaluation and quality improvement activities that demonstrate accountability and enable optimum outcomes for students, partners, and communities.





Faculty of Health Sciences

Welcome from Dr. Chris Hosgood, Dean of the Faculty of Health Sciences, University of Lethbridge

It is my pleasure to welcome you to the Public Health major in the Bachelor of Health Sciences program. My colleagues and I are delighted that you have selected our Public Health major, the only undergraduate degree in public health within the province of Alberta. This unique program will provide you with many opportunities to gain knowledge, skills and competencies, preparing you for future employment and graduate study in the interdisciplinary field of public health.

I know that you will enjoy your studies and experience both intellectual growth and personal development. We are committed to offering a dynamic and innovative curriculum that will engage you, and encourage you to think critically about the world around you, expose you to the complexities of promoting the health of individuals and populations and immerse you in settings that will prepare you for public health practice in a complex and challenging global environment.

Students have the opportunity to gain valuable work experience and course credit by completing an optional, semester-long practicum. We work closely with administrators and staff members in Alberta Health Services, as well as a range of government and non-governmental organizations involved in promoting the health of the public, to support opportunities for student learning. The University of Lethbridge also has agreements with the University of Alberta and the University of Calgary to support public health education within the province of Alberta. Your education will place you in the midst of faculty, health care researchers, and experts in public health practice who will provide you with a first rate education. Such a partnership model fosters a learning culture that supports continuing professional development and lifelong learning.

On behalf of all faculty members in the Faculty of Health Sciences, I extend best wishes to each of you as you embark upon your educational journey.

Best regards,

*Chris Hosgood, PhD
Dean, Faculty of Health Sciences*

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1. Academic Standing

To be in good standing, on academic probation or required to withdraw, a student must fall within the GPA ranges as indicated below:

Number of Completed Courses (includes transfer courses) ¹	Good Standing	Academic Probation	Required Withdrawal
0-5	1.70 or higher	0.00-1.69	-
6-10	1.70 or higher	1.50-1.69	Below 1.50
11-20	1.85 or higher	1.70-1.84	Below 1.70
21-30	2.00 or higher	1.85-1.99	Below 1.85
31-40	2.00 or higher	2.00	Below 2.00

¹The number of completed courses is based on a standard 3.0 credit hour course. Post-diploma students and students coming from Lethbridge College in the collaborative nursing programs are considered to have a minimum of 20 completed courses.

Required Withdrawal: A student is required to withdraw from the Faculty of Health Sciences if any of the following occurs:

- the cumulative GPA falls below the required levels for two or more consecutive terms at the end of the spring term;
- the student fails a practicum course; or
- the student fails to meet the Standards of Professional Conduct (see p. 196, 2017/2018 Academic Calendar)

A student dismissed for academic reasons may apply for readmission by the appropriate deadline after a lapse of one full year. Readmission is not guaranteed. Students dismissed for a second time will not be readmitted to the program. Students are advised to contact an academic advisor as early as possible to discuss the possibility of readmission. The Dean will review the case in a timely fashion to determine whether, and under what conditions, the student may return to the practice setting.

2. Health Requirements

Students are advised that certain health requirements need annual or periodic updates (see the Immunization History Form and the Immunization Follow-up Form Appendices I & II). This is particularly important prior to a practicum placement (see the pre-practicum check list). It is strongly recommended that all Public Health students review and maintain an up to date immunization status. Immunizations protect both the student and those they will come in contact with during classes, course assignments or a practicum placement. An annual influenza vaccination is recommended for all Public Health students. An Influenza vaccine is usually available in the fall of each year and can be obtained from the Health Centre at the University of Lethbridge (SU020) or at immunization clinics on or off campus during October and November.

Students are required to review their immunization status with a nurse³ (based on the immunization standards and recommendations for Health Care Professionals as defined by Alberta Health Services [AHS]) and submit all completed immunization forms to [Sharon Lawson](#), 3rd floor Markin Hall, Faculty of Health Sciences office, M3083 **at least one month prior** to a practicum placement (see Section 3).

The following are steps regarding your immunization forms:

1. Book an appointment for immunization review with a nurse (2 – 3 months prior)
2. Complete recommended immunization updates
3. Submit the completed *Immunization History Form*, the *Immunization Follow-up Form* and a copy of your AHS immunization record (at least one month prior).
or
4. Submit the Acknowledgement of Risks and Consent to Decline Immunizations Form (available at the Faculty of Health Sciences office, M3083).

It is important to note that students who fail to complete the recommended immunizations (the AHS immunization standards) may not be eligible for certain practicum placements or may be excluded from practicum during an outbreak of communicable disease. This may place the student at risk for not being able to complete course requirements during a term.

3 Immunization clinics are available at AHS community health sites. Some immunizations are available from the U of L Health Centre (Check with the Practicum Coordinator).

3. Student Planning

a. Program Planning

Consult the [Academic Advisor](#) regarding selection of optional courses and career planning in relation to areas of public health practice or graduate studies. Students are encouraged to review and track progress in the Program Planning Guide. Advanced planning is recommended to support optimal progression through the degree requirements.

b. Practicum Planning

Consult the Practicum Coordinator to discuss opportunities for completing a 13-week practicum placement. The optional practicum is highly recommended. Students are encouraged to contact the Practicum Coordinator 1 year prior to a practicum placement to begin planning, as a placement application is usually submitted no later than 6 months prior to a practicum (see Section 7, Optional Practicum and Appendix V Pre-Practicum Request Form). For example, if you are interested in doing a practicum placement in the fall of your last year, you would contact the practicum coordinator in the fall of your Third year. See the website for more details: <http://www.uleth.ca/healthsciences/practicum>

4. Student Support Services

a. Insurance

The University of Lethbridge maintains a liability insurance program, inclusive of Comprehensive General Liability, Errors & Omissions Liability and Professional Liability. These coverages extend to public health students enrolled in the program and while acting within the scope of their academic requirements and duties.

The insurance provides coverage for activities required for completion of the course of studies including home visits, field trips, and contracted affiliations at other agencies. (Note any activities performed outside of the student's academic program or independent of the student's academic requirements is not insured under the University's liability insurance program). The University provides proof of this coverage to affiliated organizations in line with the student placement contract terms.

The University of Lethbridge is not responsible for public health students who are working as volunteers (with the exception of service learning or field schools completed as a part of a course requirement) or paid employees in other institutions. Students participating in functions for other agencies do so as private individuals unless there is a contractual agreement between the University and the agency.

The student is responsible for ensuring that they have their own primary health care and an extended health insurance plan in place prior to beginning the academic program. Students registered PTE/FTE are automatically enrolled in the ULSU Student plan (unless the student has opted out). For more information on the student health and dental plan please visit web page: <http://ulsu.ca/health-and-dental>.

The student is further responsible for their own property insurance to cover off personal losses and for automobile insurance to cover use of private automobiles. The student should recognize their responsibility for their property and evaluate their need to bring it to a worksite and also determine their need for insurance coverage in the event their property is lost, damaged or stolen. Students carpooling others are additionally required to complete a University driver agreement and carry a minimum of \$1,000,000.00 Third Party Liability.

b. Workers' Compensation

Students, in accordance with part 7 of the Alberta Workers' Compensation regulation, may be eligible for benefits under the Workers' Compensation Board (WCB) for injuries/illnesses that occur while attending and participating in practicum learning experiences. In cases of an injury (any illness and injury that occurs at a worksite).

Non-Alberta resident students who are registered at the University and taking courses where practicum is required and are placed with an employer outside of Alberta are not covered by AB WCB program as criteria listed in Section 28 of the Alberta Workers Compensation Act are not satisfied. For more information on eligibility under a WCB/WSIB program please review the web page: <http://www.uleth.ca/risk-and-safety-services/distant-learners> . The University does not purchase worker's compensation coverage for distant learners and students in conjunction with the Faculty should locate a practicum site that will agree to:

- i. Accept the student without worker's compensation coverage in order to complete the practical component of the educational program or
- ii. Will agree to cover the student during the practicum at their expense and risk in order for the student to complete the educational practicum components required for the program; and/or
- iii. Agrees to accept the student with proof of medical, dental and accidental death and dismemberment coverage.

For the benefit of registered distant learners who do not qualify for AB, WCB coverage, the University participates in a Student Accident & Injury Coverage program. Students with questions relating to policy terms and exclusions should be directed to the Faculty advisor and then if further discussion is warranted please contact the department of Campus Safety, Insurance & Risk at: insurance.risk@uleth.ca or 403-329-2099.

c. Accident/Incident Reporting

For Wellness & WCB reporting, safety compliance and/or insurance purposes all incidents/accidents occurring in the course of the student's academic initiative that result in injury to the student and/or injury or property damage to others or that may have the potential to give rise to a claim against the student and/or the University, must be reported to the faculty advisor and through the on-line Campus Accident Incident Report at: (<http://www.uleth.ca/risk-and-safety-services/node/add/cair>)

Should an injury incident occur, inform your faculty advisor as soon as possible (within 24 hours) especially if medical treatment is required and further advise the attending physician that the injury is work related.

Your faculty advisor will support you in reporting the incident/injury, completing forms and assuring appropriate medical follow-up or risk assessment.

d. Support Services for Aboriginal Students in Health Sciences

The Faculty of Health Sciences provides personal and academic support services to self-declared First Nations, Inuit and Métis students who are interested in careers in the health sciences. An integrated approach involving incorporation of Elders, mentors and advisors is used. Assistance is also offered to help locate resources such as laptops, tutors, scholarships and bursaries. Social networking opportunities help students successfully adjust to student life and create peer support systems.

If you would like to access our services or have any questions, you're encouraged to contact the Learning Facilitator, Marilyn Lamb at 403-332-4579, or stop by her office, located in Markin Hall (M3078).

e. Scholarships (see <http://www.uleth.ca/healthsciences/travel>)

The Public Health Travel Award Is available to Public Health majors registered in Public Health 4550 (Practicum). Students must be in academic good standing as measured by the Faculty of Health Sciences and have a confirmed practicum placement located outside of a 500 km commuting distance from Lethbridge. Students cannot receive this award more than once and recipients will be selected by the Faculty of Health Sciences. Submit applications for the Public Health Travel Award to the Faculty of Health Sciences office M3083 (to Lansing Jacobson) 1 month prior to an approved practicum placement.

Speak to Scholarships and Student Finance (AH115) about other scholarships available for qualified Public Health students.

5. University of Lethbridge & Community Resources

UNIVERSITY OF LETHBRIDGE	
Student Success Centre AH148 learning.strategist@uleth.ca tutoring.services@uleth.ca http://www.uleth.ca/student-success-centre	The Centre offers workshops, events, tutoring, and access to resources designed to support your success with a focus on three areas: 1) Study Skills and Learning Strategies, 2) Tutoring, and 3) Mental Health Awareness and Education.
Accommodated Learning Centre B760 University Hall Phone: 403-329-2766 alc@uleth.ca http://www.uleth.ca/ross/alc	The Accommodated Learning Centre offers registered students access to specialized supports including assistive technology, tutors, learning strategists, note-takers and educational assistants that may be needed in order to achieve success in their academic program. A consultation with our Specialized Support Coordinator is available.
Health Centre SU 020 Phone: 403-329-2484 http://www.uleth.ca/hr/health-centre	The Health Centre seeks to help students stay healthy. Offering Physician, Chiropractor, Registered Massage Therapist, and Dietician clinics as well as nursing assessment and care.
International Centre for Students SU 040 Phone: 403-329-2053 http://www.uleth.ca/global	Provides services and programs to international admission students, including English for Academic Purposes (EAP) and English Language Services.
Scholarships & Student Finance AH151 Phone: 403-329-2585 http://www.uleth.ca/ross/student-finance	Students can access information and applications for scholarships and financial assistance.
Writing Centre L1012 http://www.uleth.ca/artsci/academic-writing/writing-centre	All students have access to the Writing Centre where students may book a session with a writing tutor, access online tutorials, and access online writing guides.
ULSU Food Bank SU 180 Phone: 403-329-2039 food.bank@ulsu.ca http://www.ulsu.ca/?p=23	The U of L Students Union Food Bank supplies food to the neediest members of our university community. Please email the food bank 24 hours in advance for a food hamper.
OTHER SERVICES	
Interfaith Food Bank Society 1103 – 3 rd Avenue North Phone: 403-320-8779 http://www.interfaithfoodbank.ca/index.php/contact	Recognize the human dignity of people in need and to assist these people living in Lethbridge and the surrounding communities.
Lethbridge Food Bank Society 1016 – 2 nd Avenue South Phone: 403-320-1879 http://lethbridgefoodbank.ca/contact-us	Acknowledging the disparity in the availability of resources among Canadians and recognizing that while food banks will be needed for the foreseeable future, they are a short-term response for those living with difficult circumstances.
Immigrant Services, Lethbridge Family Services 701 – 2 nd Ave. S. Phone: 403-320-1589 http://www.lfsfamily.ca/IS/immigrant.php	Immigrant Services, a department of Lethbridge Family Services, provides support to help recently immigrated newcomers to settle into the community. Orientation sessions are open to all newcomers.

*For the Calgary campus, please check with your Academic Advisor for information on Calgary resources.

6. Public Health Directory

OFFICE	NAME/TITLE	PHONE
Administration		
M3090	Chris Hosgood, Dean, Faculty of Health Sciences hosgood@uleth.ca	403-329-2676
Public Health Faculty – Lethbridge Campus		
M3047	Ali Walker, Program Coordinator & Instructor III ali.bowden@uleth.ca	403-332-4097
M3063	Julia Brassolotto, Assistant Professor Julia.brassolotto@uleth.ca	403-332-4059
M3051	Cheryl Currie, Associate Professor cheryl.currie@uleth.ca	403-332-4060
M3057	Brenda Leung, Assistant Professor brenda.leung@uleth.ca	403-329-2366
M3049	Richard Larouche, Assistant Professor Richard.larouche@uleth.ca	403-332-4439
M3054	Namesh Patel, Instructor namesh.patel@uleth.ca	403-329-2299
Public Health Sessional Instructors – Calgary		
BVC	Tammy Troute-Wood, Sessional Instructor (at Calgary) tammy.troutewood@uleth.ca	
BVC	Dan Dutton daniel.dutton@uleth.ca	
BVC	Wendy Lokanc-Diluzio wendi.lokancdiluzio@uleth.ca	
BVC	Monica Rincon Garcia monica.rincongarcia@uleth.ca	
BVC	Manju Acharya acharya@uleth.ca	
BVC	Adam Betzelt adam.betzelt@uleth.ca	
BVC	Lydia Wytenbroek lydia.wytenbroek@uleth.ca	
Other Faculty – Lethbridge Campus		
M3059	Olu Awosoga, Assistant Professor olu.awosoga@uleth.ca	403-332-4058
M3119	Jean Harrowing, Associate Professor harrjn@uleth.ca	403-394-3944
M3067	Monique Sedgwick, Associate Professor monique.sedgwick@uleth.ca	403-332-5254
M3100	Janice Victor, Assistant Professor janice.victor@uleth.ca	403-317-2861

M3129	Kathy Haight Katherine.haight@uleth.ca	403-394-3947
M3113	Mark Zieber m.zieber@uleth.ca	403-329-2659
M3115	Bill McKay Bill.mckay@uleth.ca	403-382-7165
M3121	Claudia Stienke Claudia.stienke@uleth.ca	403-394-3945

Support Staff – Lethbridge		
M3083	Lansing Jacobson, Administrative Support lansing.jacobson@uleth.ca	403-329-2699
M3083	Sharon Lawson, Administrative Support sharon.lawson@uleth.ca	403-382-7186
M3083	Pat Anderson andersonp@uleth.ca	403-329-2699
M3080	Tara Froehlich, Public Health Academic Advising health.sciences@uleth.ca	403-329-2649
M3078	Marilyn Lamb, Learning Facilitator, Support Services for Aboriginal Students in Health Sciences marilyn.lamb@uleth.ca	403-332-4579
M2060	Faculty of Management Academic Advising Undergraduate Programs Office (re: Combined Degree) undergrad.management@uleth.ca	403-329-2153
Support Staff – Calgary Campus (at Bow Valley College)		
Calgary	Mark Matias, Administrative Support mark.matias@uleth.ca	403-571-3360
Calgary	Rebecca Friesen, Administrative Support Rebecca.friesen@uleth.ca	403-332-4693
Calgary	Hana Curties, Academic Advisor A-K Hana.curties@uleth.ca	403-571-3360 Ext 4669
Calgary	Sydney McNally, Academic Advisor L-Z sydney.mcnally@uleth.ca	403-571-3360 Ext 4674

7. Police Information Check

Contact the [Academic Advisor](#) for a letter **before** requesting a police information check for a course (a discount is available for students). A police information check is required prior to courses involving service learning activities, the optional practicum (PUBH 4550), or an optional cooperative education work experience (See section 8).

As per legislation and affiliation agreements, health care and community agencies (an outside agency) require police information checks of all students **prior** to participating in a service learning, practicum placement or work experience. The University of Lethbridge is authorized to collect this information on their behalf.

Students are advised to **keep their original police information check** and bring a photocopy of the police information check with them on the first day of a learning experience with an outside agency. Inability to produce a copy of the police information check, if requested by the agency, may result in a delay in starting your learning experience with an agency.

The initial police information check submission is usually sufficient for the duration of the program except in instances where an agency may require a more recent check. Students who leave the Public Health major for one semester or longer will be required to submit a new police information check upon returning to the program. Students are obligated to inform the program of any changes to their Police Information check status while enrolled in the Public Health major and most agencies require notification if there is a change that may affect your status during a learning experience with an outside agency. Failure to inform the Faculty of Health Sciences office of a change of status is considered a breach of ethical student conduct.

8. Optional Practicum

Public Health majors may choose to complete a full-time, unpaid 13-week practicum placement (15 credit hours) as part of their degree (see below and see Public Health 4550 – Practicum in Public Health, U of L Academic Calendar, p. 432). This course provides students a placement with a preceptor in a community setting and the opportunity to gain skills and competencies for public health practice. PUBH 4550 is a pass/fail course.

Students who are unsuccessful may request to repeat this practicum course. Such requests will be reviewed by a committee of the Faculty of Health Sciences. Repeat requests are subject to availability and meeting pre-placement requirements.

All Public Health degree students registered in PUBH 4550 are required to meet and maintain certain requirements to participate in a practicum placement during the program. Students may be excluded from a practicum placement if all requirements are not met or maintained.

Timelines for Practicum Planning:

- Discuss your *areas of interest* (concentration area) by filling out a pre-practicum request form and go see the Practicum Coordinator 12 months in advance or by the fall of 3rd year.
- Students interested in an *out-of-region practicum placement (> 500 km from Lethbridge) or and international practicum placement* must provide contact information for a proposed agency placement at least 12 months in advance of the placement. Additionally, students requesting and international placement must meet the eligibility requirements listed in the ***International Practicum Criteria***. Proposed placement options will be assessed by the Practicum Coordinator.

Prerequisites for Practicum:

Prior to registering for practicum (PUBH 4550), students must have met the following course requirements:

- Health Sciences 2003, Public Health 3000, Public Health 3420, and a minimum of 90.0 credit hours.

a. Pre-Placement Requirements for Practicum

Students **are required to submit** the following documentation **one month prior to a** practicum:

- a completed Immunization History Form and Immunization Follow-up Form
- an Acknowledgement of Risk and Consent to Decline Immunizations Form is required if the requirements listed on the Immunization Follow-up Form are not met
- written notification of changes in immunization status
- current Standard First Aid certificate
- current CPR (HCP) certificate
- a recent (<3 months) police information check (including a Vulnerable Persons check)
- a Driver's Agreement form
- a security check prior to certain placements
- A driver agreement form

Submit all documentation for these practicum requirements to Sharon Lawson, Faculty of Health Sciences M3083) at least **one month prior** to a practicum placement. Use Appendix VI: Public Health Degree – Practicum Checklist (final preparations) for reference.

In the event that there is an influenza outbreak or pandemic affecting the facility/community agency in which the student is placed for a practicum, all unvaccinated students, or students for whom flu vaccination status is unknown, will be excluded from the practicum for the duration of the outbreak. Inability to access the practicum setting may subsequently contribute to failure to attain course outcomes and result in delays in program progression.

i. Standard First Aid & Health Care Provider Cardiopulmonary Resuscitation (HCP-CPR) Certification

Prior to a practicum placement, all public health majors are expected to hold current Standard First Aid and HCP-CPR certification (e.g., St John Ambulance or Red Cross). Students in public health are expected to be citizens capable of providing emergency assistance to others in a community setting. CPR certification is valid for one calendar year only regardless of any other expiration dates listed on documentation. Students will be **excluded** from all practicum settings if they do not have valid CPR certification. If current HCP-CPR certification is due to expire during the time of the practicum placement, students are encouraged to submit proof of renewed certification one month prior to the expiry date.

ii. Police Information Check

All students are required to submit a police information check (including a Vulnerable Persons check) that is dated no earlier than 90 days prior to the commencement of their practicum placement⁴. Students will be advised by the Practicum Coordinator if additional security checks are required for a practicum placement. To reduce the cost of a police record check, please email the student advisor at health.sciences@uleth.ca and indicate you are requesting one for a practicum placement. The student advisor will then provide you with a letter that will allow you to get your police check at a reduced cost.

iii. Security Check

Practicum placements with a child service focus may require a child security check, while a national security check is required for placements with federal government agencies (e.g., Health Canada or Public Health Agency of Canada). If required, complete three months prior to a practicum placement.

b. Ethical Conduct for Public Health Practice

Public Health faculty members are committed to maintaining freedom of thought, belief, opinion, and expression among teachers and learners. We have the responsibility for fostering academic freedom within the context of standards for ethical conduct. We are also committed to supporting your knowledge and skill development in the field of public health.

Students are expected to *review the principles of ethical practice of public health* prior to a practicum placement (as listed below and also see Public Health Leadership Society⁵). A breach of ethical conduct may result in dismissal from a practicum and the Public Health major. The following ethical principles guide practice and education in public health:

- Promoting and protecting the public's health, preventing disease and preventing adverse outcomes.
- Promoting population health in ways that respect the rights of individuals and communities (the common good and human rights).
- Engaging the public in the creation of healthy public policies, programs, and priorities (participation).
- Advocating for the empowerment of disenfranchised community members (health equity, social inclusion and social justice).
- Collaborating to address the social determinants of health (collaboration).
- Seeking the information needed to implement effective policies and programs.
- Creating accessible information to support individual and community decision-making (autonomy and self-determination).
- Taking timely action to prevent harm and promote health with available information (precautionary principle).
- Maintaining the public trust and informing the public of potential harm/risk (duty to inform).
- Anticipating and respecting the dignity of each person, diverse values, beliefs, and cultures in the community (human dignity and diversity).
- Acting to enhance and protect the physical and social environment (sustainable development).

⁴While students may submit a police information check at the start of the program, a current police information check is usually required by health agencies prior to the start of a practicum.

⁵Public Health Leadership Society (2002). *Principles of the ethical practice of public health*. Retrieved from: <http://phls.org/CMSuploads/Principles-of-the-Ethical-Practice-of-PH-Version-2.2-68496.pdf>

- Protecting the confidentiality of individual information while acting to protect the public from significant harm (confidentiality, and do no harm).
- Promoting competency and excellence in public health practice.

The following standards describe the characteristics for **ethical public health practice** that should be visible to instructors, patients, and colleagues in your behaviours as a student in all classroom and practicum interactions.

- Act in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, age, ancestry, physical characteristics, or place of origin.
- Treat clients, peers, and personnel in agencies and faculty with dignity and respect and be considerate of their circumstances.
- Act in a responsible manner that includes being punctual, dependable, trustworthy, consistent, and reliable.
- Demonstrate empathy for others by showing concern for and understanding of others' feelings and/or ideas.
- Respond to feedback by listening, evaluating and responding to suggestions.
- Maintain positive interpersonal relationships by contributing, cooperating, participating and working with others in a flexible and adaptable way.
- Show maturity and sound judgment.
- Show enthusiasm and initiative by being actively involved as a participant while encouraging the involvement and participation of others.
- Respect the confidentiality of information about clients and their families, agency personnel, peers, or faculty that has been received in confidence in the course of public health practice.
- Apprise your public health advisor and preceptor at an agency practicum site in advance of unavoidable absences in recognition that **attendance** at all hours of assigned practicum experiences is **expected conduct for ethical public health practice**.
- Report unethical conduct (e.g., risk of harm to others in a practicum setting) through appropriate channels.

c. International Practicum Placement Criteria

An international practicum placement refers to a placement with a preceptor in a setting outside of Canada with distance supervision from a faculty advisor. Students are responsible for the cost of their tuition fees, travel, travel insurance, travel immunizations, living expenses and any additional fees associated with an international practicum placement. Students may apply for a Public Health Travel Award (see Section d. Scholarships).

Students interested in an international practicum placement should speak to the Practicum Coordinator **at least 12 months prior** to a placement. Students are required to identify a suitable placement and provide contact information to the Practicum Coordinator and meet all pre-placement requirements and International Practicum Placement Criteria (see next page).

Students will be considered for an international practicum placement subject to meeting the following criteria:

- i) Minimum cumulative GPA of 3.0
- ii) Letter of Intent written by the student, outlining:
 - Why (s)he is interested in this experience
 - Any previous experience (special skills, previous international travel)

- How this experience will be of benefit to the student
 - How this experience meets three selected core competencies for public health
 - An understanding of international/cultural issues related to the specific program of study.
- iii) Three letters of reference including two from Health Sciences faculty or community professionals (i.e. supervisors, employers, faculty, clergy)
- iv) Interview with a panel of three faculty members
- Practicum Coordinator – Faculty of Health Sciences
 - Facilitator/instructor involved
 - External faculty with international experience
- v) Guidelines for interview may include:
- Academic role of student
 - Strong interpersonal skills& group work skills
 - Health care and self-care skills
 - Cultural competency and respect for diversity
- vi) Identify three Core Competencies for Public Health of interest (see Appendix VII Core Competencies for Public Health – Expectations) and describe in writing at least one of your learning goals for this International Practicum Placement.

d. Policies


Public Health policies are [available on the website:](http://www.uleth.ca/healthsciences/PHpolicies)
<http://www.uleth.ca/healthsciences/PHpolicies>

- i) Attendance Policy
- ii) Student Dress Policy

Public Health students participating in a practicum are required to sign off on having reviewed these policies prior to beginning a practicum placement. See the Practicum Coordinator.

9. Appendices

Appendix I Public Health Immunization History Form

 <p>University of Lethbridge Faculty of Health Sciences</p>		<h3>Appendix I PUBLIC HEALTH - IMMUNIZATION HISTORY FORM</h3>	
Please identify if you are: <input type="checkbox"/> Faculty or <input type="checkbox"/> Student		Date of Birth: _____	
Name: _____		Program: _____	
Student ID#: _____		Provincial Health Care #: _____	
<p>ATTENTION: PUBLIC HEALTH NURSE (or other Health Care Professional)</p> <p>The purpose of this form is to provide a one-time snapshot of the current immunization status of the above mentioned individual. Please indicate either "Met" or "Not Met" as per the immunization standard. These standards are based on the <i>Alberta Health Services Immunization Program Standard #08.302 (V2, dated July, 2013)</i>. If standard is met, please check the "Met" box and provide the information requested if applicable (e.g. date of vaccine). <u>If standard is "Not Met", please check the "Not Met" box. Please ensure you have checked either "Met" or "Not Met" for each immunization standard, i.e. do not leave any blank.</u></p> <p>These immunizations are strongly recommended (exception is rubella – legislated requirement) for a practicum placement in the Public Health degree. <u>Submit a copy of the form to the Faculty of Health Sciences Office (required 1 month prior to practicum).</u></p>			
DISEASE	IMMUNIZATION STANDARD	IMMUNIZATION STATUS	
Tetanus, Diphtheria	Primary series completed and booster every 10 years	<input type="checkbox"/> Met Provide date of last vaccine in series or booster: _____	<input type="checkbox"/> Not Met
Pertussis	One dose of acellular pertussis containing vaccine (dTdap) as adolescent or adult regardless of interval since last dose of Td	<input type="checkbox"/> Met Provide date of dTdap: _____	<input type="checkbox"/> Not Met
Measles	<u>Assumed immunity if born before 1970</u> OR If born in 1970 or later, 2 documented doses of measles containing vaccine after 12 months of age <u>OR</u> Documented laboratory evidence of immunity	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Mumps	<u>Assumed immunity if born in Canada or US before 1970</u> OR If born in countries other than Canada or US or born in 1970 or later, 2 documented doses of mumps containing vaccine after 12 months of age	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Rubella	**Legislated requirement ** One dose of rubella containing vaccine after 12 months of age <u>OR</u> Documented laboratory evidence of immunity	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Varicella (Chicken Pox)	<u>Documented history of age-appropriate varicella vaccine</u> OR 2 doses of varicella vaccine if negative or indeterminate varicella IgG <u>OR</u> STRONG history of past infection at 12 months of age or older <u>OR</u> History of herpes zoster (shingles)	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met

Appendix I (continued)			
DISEASE	IMMUNIZATION STANDARD	IMMUNIZATION STATUS	
Influenza	One dose annually during flu season (Vaccine available each fall at LC or various influenza clinics in the South Zone)	<input type="checkbox"/> Met Provide date of vaccine: _____	<input type="checkbox"/> Not Met
Hepatitis B	Immunity evidenced by HBs AB level >10 (Applicable to students with anticipated risk of exposure to blood, body fluids, or sharps)	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Tuberculosis	A one-step tuberculin skin test (TST) with results <10 mm within the last year <u>OR</u> Chest xray if TST results are >10 mm or history of BCG	<input type="checkbox"/> Met Provide date of last TST: _____ <u>OR</u> Provide date of chest xray: _____	<input type="checkbox"/> Not Met
*Polio vaccine screening is no longer recommended for health care students per AHS, July 1 2016.			

Initial review of the current immunization status of the above mentioned individual was completed by:

Name (print): _____ Title: _____

Agency/Health Unit: _____ Phone Number: _____

Date: _____ Signature: _____

ATTENTION STUDENT/FACULTY:


**Bring photocopy of this form to the Health Sciences Office (M3083)
once completed and signed by Health Care Professional**

The personal information requested in this form is collected under the authority of the Post-Secondary Learning Act, Section 33(c) of FOIPP Act and Sect .27 and Sect. 20(b) of the Health Information Act (HIA). Certain personal information may be made available to federal and provincial government department authorities and agencies under appropriate legislative authority. Personal information is protected under the Alberta FOIPP Act, the Health Information Act and in conformance with the University records retention policies. Questions can be directed to the Public Health Coordinator, Faculty of Health Sciences, University of Lethbridge (403) 332-5233.

To the best of my knowledge, the above information is true and accurate. Any falsification of information may result in disciplinary action. I understand that failure to meet immunization requirements may result in my practicum placements not being facilitated.

Student's Signature _____

Date _____

 Appendix II PUBLIC HEALTH - IMMUNIZATION FOLLOW-UP FORM		
Please identify if you are: <input type="checkbox"/> Faculty or <input type="checkbox"/> Student Date of Birth: _____		
Name: _____ Program: _____		
Student ID#: _____ Provincial Health Care #: _____		
ATTENTION: PUBLIC HEALTH NURSE (or other Health Care Professional) The purpose of this form is to identify and facilitate necessary immunization follow-up. Student to submit copy of this form to the Health Sciences Office once an immunization has been verified as met by a PHN.		
IMMUNIZATION FOLLOW-UP (check and initial if required)	FOR HEALTH OFFICE USE ONLY	IMMUNIZATION STANDARD MET (Based on Immunization History Form)
Tetanus, Diphtheria		<input type="checkbox"/> Met Date: _____ Signature: _____
<input type="checkbox"/> Initial		
Pertussis		<input type="checkbox"/> Met Date: _____ Signature: _____
<input type="checkbox"/> Initial		
Measles		<input type="checkbox"/> Met Date: _____ Signature: _____
<input type="checkbox"/> Initial		
Mumps		<input type="checkbox"/> Met Date: _____ Signature: _____
<input type="checkbox"/> Initial		
Rubella		<input type="checkbox"/> Met Date: _____ Signature: _____
<input type="checkbox"/> Initial		
Varicella (Chicken Pox)		<input type="checkbox"/> Met Date: _____ Signature: _____
<input type="checkbox"/> Initial		
Influenza		<input type="checkbox"/> Met Date: _____ Signature: _____
<input type="checkbox"/> Initial		
Hepatitis B		<input type="checkbox"/> Met Date: _____ Signature: _____
<input type="checkbox"/> Initial		
Tuberculosis		<input type="checkbox"/> Met Date: _____ Signature: _____
<input type="checkbox"/> Initial		
*Polio vaccine screening is no longer recommended for health care students per AHS, July 1 2016.		

**Appendix III Consent for Collecting and Disclosing Student Information
Public Health Major**

**Consent for Collecting and Disclosing Student Information
and Acknowledgement of Procedures**

This consent form outlines the process for collecting and sharing personal student information within the Public Health Major

The personal information requested on this form is collected and protected under the authority of the Post-secondary Learning Act of Alberta and the Alberta Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of authorizing the collection and disclosure of personal information. Questions can be directed to the Public Health Coordinator (403-332-5233).

Last Name	First Name	Middle Initial
University of Lethbridge Student ID Number		

PLEASE READ THE FOLLOWING BEFORE SIGNING BELOW

With regard to collection and disclosure of my personal information, by signing this form:

- I authorize the Faculty of Health Sciences to collect and disclose information about me with administration, faculty, and support staff, practicum site administration, teaching and support staff, and others as appropriate. Types of information may be information about my practicum placement requirements, learning needs and goals, and other information, as appropriate, for my success in the program.
- I understand that the purpose of the collection and disclosure of information about me in this regard is for the purpose of helping me further my public health education and/or practicum experience. I further understand that giving my consent to do so will greatly facilitate my learning opportunities.
- I understand that this consent is valid for the duration of my registration in the Public Health major

With regard to acknowledgement of procedures, by signing this form:

- I acknowledge my receipt and understanding of the terms and conditions of the Public Health major as outlined in the Public Health Student Handbook, course syllabi, and University of Lethbridge Calendar.
- Further, I understand that failure to meet requirements (e.g., health requirements, police information check, current HCP-CPR, and as required a security check) for practicum placement may result in my practicum placements not being facilitated.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Student Signature			
DATE OF SIGNING	MONTH:	DAY:	YEAR:

Appendix IV Core Competencies for Public Health – Expectations

Graduates of the Public Health major of the Bachelor of Health Sciences program will:¹

- 1. Demonstrate knowledge of the core theoretical foundations for public health including the social determinants of population health and principles of health promotion.**
 - a. Knowledge of the determinants of health and illness.
 - b. Knowledge of and able to identify trends in population health status.
 - c. Knowledge of concepts, models, and theories related to the health status of populations, inequities in health, and the determinants of health and illness.
 - d. Knowledge of strategies for health promotion and disease and injury prevention.
 - e. Knowledge of policies and legislative strategies for health protection.
 - f. Aware of a range of disciplines, interdisciplinary roles and services in public health at community, provincial, national and global levels.
- 2. Demonstrate knowledge of approaches to public health assessment and surveillance to support evidence-informed decision-making.**
 - a. Recognize and identify public health issues.
 - b. Identify applicable information, assets and resources to address public health issues.
 - c. Identify and collect appropriate information.
 - d. Respects confidentiality and privacy.
 - e. Store, retrieve and manage information based on applicable guidelines or policies.
 - f. Participate in information analysis and interpretation with assistance
- 3. Demonstrate the ability to appraise information and evidence to guide planning, policy, implementation and evaluation.**
 - a. Identify applicable literature on a public health issue.
 - b. Identify strategies and options to promote health and prevent disease/injury with community members/partners.
 - c. Reviews applicable legislation, regulations and policies.
 - d. Participate in collaborative planning.
 - e. Participate in evaluating and adapting health promotion strategies and interventions.
- 4. Demonstrate the ability to collaborate with partners in addressing public health issues.**
 - a. Identify partners in the community with shared public health issues.
 - b. Work effectively in teams/groups.
 - c. Identify differing interests and group dynamics.
 - d. Co-facilitate group discussions with prepared questions.
 - e. Identify healthy public policies with community members and partners and support advocacy efforts.
- 5. Demonstrate respect for diversity among peoples.**
 - a. Recognize and identify how the determinants of health impact the health and wellbeing of specific population groups.
 - b. Respect for diversity and human dignity in interactions.
 - c. Adapts written and oral communications for literacy and population diversity.
 - d. Engage community members and vulnerable groups in identifying assets/issues to promote health equity and social justice.
- 6. Demonstrate effective communications (oral and written) in working with clients (individuals, groups and communities) in practice settings.**
 - a. Communicate effectively as part of an interdisciplinary team, partners and community members.
 - b. Communicate effectively with clients, groups, and community organizations/agencies
 - c. Utilize technology to communicate effectively.
 - d. Design presentations with appropriate media, materials and presentation approaches.
 - e. Knowledge of strategies for community mobilization and social marketing.
 - f. Knowledge of and use of vocabulary of terms used in the field of public health.
 - g. Effective written communications.
- 7. Demonstrate leadership and ethical practice in promoting the capacity of organization and communities to create healthy workplaces and environments.**
 - a. Apply public health ethical principles and standards and demonstrate ethical conduct.
 - b. Contribute to collaborative planning.
 - c. Contribute to team projects by sharing knowledge, tools, and resources.
 - d. Reflect on and apply knowledge in public health practice settings.
 - e. Work independently and with supervision.

¹ adapted from the Public Health Agency of Canada *Core Competencies for Public Health in Canada Release 1.0* (2008)

Appendix V PUBH 4550 Pre-Practicum Request Form

Students name: _____ ID # _____

Student email: _____

Current Academic Year (ex. First, second etc): _____

1. U of L Consent for Release of Information Form (signed) _____ (yes attached)

2. Planned Term for Practicum Placement _____

3. Core Competency to focus placement

4. Core Competency area(s) of focus (specify 1 – 3):

Core Competency: 1 _ _ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____

5. Top three preferred areas of focus (epidemiology, disease prevention, population health promotion, health protection & communicable disease control, health surveillance, healthy public policy, community development, public health leadership, global health etc.)

Choice 1: _____

Choice 2: _____

Choice 3: _____

6. Preferred area of practicum placement (ex. Lethbridge, Medicine Hat, Red Deer, Edmonton, Calgary, Grand Prairie, or a rural placement, etc.)

6.1 In Province Request

Choice 1: _____

Choice 2: _____

Choice 3: _____

6.2 Out of Province Request: _____ (yes) _____ (no)

a) Meets timelines for request (1 year or more in advance)

_____ (yes) _____ (no)

6.3 International Placement Request: _____ (yes) _____ (no)

For an international placement request

a) Meets timelines for request (1 year or more in advance)

_____ (yes) _____ (no)

b) Meets GPA requirements – as per the Public Health Student handbook policy)

_____ (yes) _____ (no)

Appendix VI Public Health Degree – Practicum Checklist (final preparations)

One Year Prior to Practicum (forms submitted to Faculty of Health Sciences office at least one (1) month prior to the start of practicum – either August 1 or December 1)

- _____ Updated *Health Requirements Form* (updated annually) or Acknowledgement of Risks Form (complete all immunizations/screening well in advance of the start of practicum)¹
- _____ Meet with Public Health Coordinator 1 year prior to practicum term to plan a placement

Term Prior to Practicum (submit to [Practicum Coordinator](#))

- _____ Consent for Collecting & Disclosing Student Information and Acknowledgement of Procedures (complete at least six (6) months prior to the start of practicum)

Government of Canada – National Security Check (Only required for federal government placements)²

- _____ Done if applicable – National Security Check – completed ≥ 3 months prior to the start of practicum

Pre-Practicum Requirements (forms submitted to FoHS office at least one (1) month prior to the start of your practicum term)³

- _____ Standard First Aid (renew every 3 years)
- _____ CPR (HCP) (renew annually – complete no more than 8 months in advance of placement)
- _____ Police Information Check (complete within 90 days of the start of your practicum) (can take up to two months to obtain)
- _____ U of L Public Health Student name tag (arrange early pickup for out-of-region placements)

Alberta Health Services (AHS) Pre-Practicum Requirements

- _____ HSPnet consent form (if applicable) – completed ≥ 6 months prior to AHS placement
- _____ HPSnet application form (if applicable) – completed ≥ 6 months prior to AHS placement
- _____ Computer Access (complete one month prior to practicum)
- _____ [AHS Security & Confidentiality video and on-line training](#) (1-2 months prior to practicum) – AHS Oath of Confidentiality form completed at the end of this module

Prior to Practicum – Orientation (forms submitted to FoHS office one (1) week prior to the start of practicum)

- _____ U of L Liability Waiver Form
- _____ U of L Driver Agreement
- _____ Health Hazard Assessment form (risk assessment for practicum site)
- _____ Government of Alberta [FOIP Training Certificate \(On-line\)](#)

Submit your Checklist and All Documentation One Month Prior to the Start of Practicum

I confirm that all requirements checked have been completed and documentation has been submitted prior to the start date for my practicum.

Student Signature

Date

- 1 Plan to book an appointment 3 months prior to the start of practicum to update immunizations – contact AHS Train Station site for an appointment (403-388-6666) for Adult Immunization Clinic (expect a 1 month delay for an appointment). Complete records transfer requests prior to your immunization appointment (for out-of-area records).
- 2 Failure to meet this requirement will exclude students from this practicum placement opportunity.
- 3 Failure to submit required documentation by deadlines may result in a delay in the start of practicum.

Appendix VII Program Planning Guides – Bachelor of Health Sciences Public Health major degree programs

See the links below for the appropriate program planning guide:

- a) Program Planning Guide - [Bachelor of Health Sciences – major in Public Health](#) (Lethbridge Campus)
- b) Program Planning Guide - Bachelor of Health Sciences – PH/Bachelor Management Program I, [Public Health/General](#) or [Public Health/Human Resource Management and Labour Relations](#) (Lethbridge Campus)
- c) Program Planning Guide – [Post-Diploma Public Health Leadership](#) (Lethbridge or Calgary Campus)