

# VCH SPECO Checklist Completion Guidelines



Please refer to the completion guidelines below prior to starting the checklist. If you have additional questions about any section, please connect with your school placing coordinator for assistance.

**Students are to provide school placing coordinators with a completed SPECO checklist and current SPECO Curriculum completion records/transcript prior to every VCH placement they are assigned to.**

**Immunizations** (as per PEGs): The student and the school placing coordinator are to cross reference the Immunizations requirements from the information in the [Practice Education guidelines](#).

**CPR** (as required by program): Further clarification to this is that if your school program requires you to have CPR and this has been done, check off the box that applies – Direct Care or Non-Clinical. If this is not required, put N/A – “not applicable” in the pertinent box.

**Covid-19 Vaccination:** as per [the Public Health Order](#), all students and healthcare workers are expected to be immunized with primary series (at least 2 doses)

**Flu Shot:** All healthcare workers, staff, physicians, contractors, volunteers and students working at all VCH sites are expected to be immunized against influenza or wear a surgical mask while in patient care areas.  
If a student is placed at a VCH site initially that carries over into flu season, the student is to be vaccinated when the shot is available and send the document to the school.  
If the student is **unable to get immunized during the flu season**, they are expected to wear a procedure mask provided by VCH while at a Patient Care Location (includes any building, property, or site owned, leased, rented or operated by VCH where there are clients who are receiving care; and any client home or other location where covered individuals interact with clients in the course of their work for VCH). The student must also abide by VCH’s infection control practices to prevent the transmission of communicable disease, including Influenza.

**Criminal Records Check:** All students (except for observations less than 3 days) registered in an educational program that requires placements with vulnerable children or vulnerable adults must complete a full criminal record check (CRC) as per the [Practice Education Guidelines](#):  
(1) prior to their first placement; (2) every five years, and (3) upon any subsequent charge or conviction

**Fit Testing / Respiratory Protection** (as required by site/preceptor): Schools are responsible for fit testing their students prior to the placement start date. If unable to fit test at school, students may complete fit testing at one of the alternate external fit testing providers.  
A fit test is a test protocol conducted by a certified technician to verify that a respirator is comfortable and correctly fits the user. As per WorkSafeBC Regulation 8.40, employers are required to provide workers with appropriate respirators wherever workers are exposed to hazardous substances in the air. In BC, the N95 mask is used and students on sites are also required to be protected.  
**Students with beards** are expected to clean-shave for respirator testing and use per WorkSafeBC OH&S Regulations. If there are **religious/cultural reasons** that prevent someone from shaving, the individual would elevate to a product called a



## Student Practice Education Core Orientation (SPECO) - Preparation Checklist

All students/faculty/residents participating in practice education must complete this checklist and maintain currency of all applicable pre-requisites. Submit this form with supporting documentation to your school and retain a copy for your records. It is your responsibility to re-submit an updated checklist as required.

**1**

Legal last name:	Legal first name:	
Your school email:	Phone:	Date:
School:	Program:	
Health Authority Network ID (if known):		

**2 All students/residents\***

The following pre-requisites are administered and tracked by your school:

Vaccinations:	Renewal Period	Completed
• Immunizations (per <a href="#">Prevention, Screening and Monitoring Communicable Disease</a> Guideline), including:		
o COVID Vaccination (per <a href="#">PHO Order</a> )	As required	<input type="checkbox"/>
o Influenza Vaccination (Flu Shot or mask in patient care areas)	Annual	<input type="checkbox"/>
Criminal Records Check	5 years (Or upon any subsequent charge or conviction)	<input type="checkbox"/>
Fit Testing / Respiratory Protection	Annual (as required)	<input type="checkbox"/>
CPR (as required by your program)	---	<input type="checkbox"/>

**3 Student Practice Education Core Orientation (SPECO)**

Online modules on LearningHub	Course Code	Renewal Period	Date completed
<a href="#">Quick Reference Guide</a> for account set-up			
Introduction to Student Practice			
- Introduction, Information Privacy, Safety at Work, MSIP	8558	---	
Violence Prevention (Modules 1 – 8)	7317, 7318, 7321, 7323, 7324, 7327, 7328, 7329	---	
Violence Prevention Classroom Training		Annual	
- May be required for <a href="#">high risk areas</a> . Check schools/health authority websites.			
Provincial Code Red – Fire Safety Training (Acute & LTC Facilities)	10853	Annual	
Infection Prevention and Control Practices – complete one of the options			
- for Direct/Clinical Care Providers**	24610	2 years	
- for Health Care Personnel Not Involved in Direct Clinical Care			
Waste Management Basics	9114	---	
WHMIS Provincial Course	6941	3 years	
Code Silver – Active Attacker	29687	---	
Hazardous Drugs Safety for Students (complete modules based on discipline)	31208	---	

As per the [Practice Education Guideline: Orientation](#), educational institutions maintain records of completion for the pre-requisites identified above.

**New students** are to use their school emails when creating a Learning Hub account. Students who are also VCH employees are to login to the Learning Hub and type “SPECO Curriculum” into the search and complete any courses that need to be renewed.

**Returning students** to any health authority are to login to the Learning Hub to ensure any modules requiring renewal are completed before starting their placements at VCH.

**Students placed at multiple health authorities** only have to complete the one SPECO Curriculum, however they will need to complete each specific health authority Confidentiality Undertaking. i.e. [VCH Confidentiality Undertaking](#) (page 2 of the SPECO checklist).

**Direct Care** refers to anyone who comes within 2 meters of patients, regardless of role. **Non-Clinical** refers to anyone who does not come within 2 meters of patients, regardless of role.

For **Non-clinical** students, **CPR** and **Fit testing** may not be required, depending on the discipline and location of the practicum. If unsure, please check with your school placing coordinator.

**All students** are to print or download the SPECO Curriculum completion certificate and provide this document to their school placing coordinator.

- The SPECO Checklist is to include all supporting documentation:
- SPECO Curriculum completion document
  - CRC record, as per [Practice Education Guidelines](#)
  - All immunization records, cross referenced with the [Practice Education Guidelines](#)
  - Fit testing document, *if required*

The student will also need to confirm that they have used their legal name in the Learning Hub, only has one Learning Hub account and has used their school email address. **If a student is also a health authority employee**, it is *advisable* to update their existing Learning Hub account as a student with the school email, however if this is not possible, the account should have the legal name and health authority email.

**Violence Prevention Classroom Training:** Students and instructors *will be notified* by their placement units or preceptors if deemed to require the classroom training for their placement.