

Fall 2022

TRILLIUM HEALTH PARTNERS

Placement Opportunities

High School Co-operative Education Program

Credit Valley Hospital (CVH) Site - 2200 Eglinton Ave. West, Mississauga

Mississauga Hospital (MH) Site - 100 Queensway West, Mississauga

Queensway Health Centre (QHC) Site - 150 Sherway Drive, Toronto

Co-op Placement Positions

***** A FREE shuttle bus is available regularly to and from MH & QHC & CVH locations *****

Trillium Health Partners is a Scent Free Organization.

We ask that you refrain from using perfumes, colognes and scented products.

Students with the appropriate school schedules will be accepted for the following positions :

Placement Position	Hospital / Health Centre Location	Placement Schedule (i.e. Full / Half day)
Operating Room 1 position	Mississauga Hospital	Full Day / Half Day
General Medicine Patient Care Unit 1C (CVH) 2 positions	Credit Valley Hospital	Full Day/Half Day
General Medicine Patient Care Unit 1E 2 positions	Credit Valley Hospital	Full Day/Half Day
General Medicine Patient Care Unit 2B (CVH) 2 positions	Credit Valley Hospital	Full Day/Half Day
General Medicine Patient Care Unit 2C (CVH) 2 positions	Credit Valley Hospital	Full Day/Half Day
Reactivation Care Centre 3 positions	200 Church Street York	Full Day/Half Day

Further Relevant Information:

- Interviews will be granted based on completion of application and references.
- Please note that **NO** personal references will be accepted or considered.
- One reference **MUST** be completed by each of:
 - 1) A teacher (can include a Science / Math / Health & Wellness teacher) and
 - 2) A professional (i.e. employer, volunteer supervisor, or community member, etc.)

In accordance with Regulation 965, Section 4 of the *Public Hospitals Act*, the Hospital follows protocols set out by the Ontario Hospital Association (OHA) Communicable Disease Surveillance Protocols which apply to all individuals who carry out activities within the hospital. **This means all students are required to have their immunizations reviewed and updated as necessary. This could take up to 30 days to complete.**

As of September 7, 2021, Trillium Health Partners (THP) requires that all employees, professional staff, learners and volunteers; as well as contractors and vendors operating on the hospital site, be fully vaccinated against COVID-19 OR be approved for a medical exception or Human Rights accommodation.

In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*, please inform Volunteer Resources if you require any accommodation(s) in respect of any learning materials or processes to ensure your equal participation

Selected students will be invited to an interview and after acceptance by Trillium Health Partners, co-op students will:

- Book an appointment with their family physician ASAP to complete a two-step Tuberculosis test and record of immunity. This can take up to 30 days to complete and needs to be completed prior to the first day of placement.
- Provide proof of 2 dose COVID-19 vaccination (Government issued)
- Attend a General Hospital Orientation session on Zoom, with Volunteer Resource Department.
- Attend a Silver Spoon Training (Meal Assistance & Feeding Training) – where required.
- Visit the security department on their first day for an identification/parking badge, which must be worn at all times during their placement.
- Be provided with a non-standard co-op volunteer student uniform and don the uniform during every shift.
- Complete a Work Education Agreement (WEA) form, Confidentiality Agreement and Student Agreement.

- Be required to return their photo identification/parking badge at the end of the placement.
- Log into the Volunteer Resource Department Hours Log Kiosk, before and after every shift.

DESCRIPTIONS:

Acute Internal Medicine (AIM) Clinic (MH)

If you are interested in a career in healthcare and would enjoy the experience of spending time in an high demand outpatient clinical setting that supports the Emergency Department, this is the opportunity for you. Students selected for the program will have direct interaction with patients, families and the healthcare team. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available. Duties will be stocking, answering phones, assisting nurse in getting patients ready for procedures and filing. Preferences will be given to students who are taking Biology and are positive, outgoing, possess excellent communication skills, and the ability to work independently. Students will better understand the delivery of care in an outpatient clinic.

Hours of Operation: Full day 7:30 a.m. – 3:30 p.m. Monday to Friday.

Age Requirement: no age requirement

Ambulatory Care (CVH)

Ambulatory Care provides a scope of services including: diagnostic, assessment, treatment interventions, procedures, and observation/recovery. Clinics include: Fracture, ear nose and throat (ENT); general medicine, general surgery, gerontology, acute internal medicine, hematology, infectious disease, ophthalmology, plastics, thoracic, rheumatology, vascular surgery, and urology. Approximately 60% of the visits to ambulatory care are associated with two of the clinics – fracture and plastics – more than 70% of these are generated through the emergency department.

Students will assist the department staff with various tasks throughout the day. They include: organizing clinics, stocking and restocking of supplies, deliveries and pick up of supplies, medications and specimens, and assisting in way finding in the hospital. You play an integral role in the day to day operations and functioning of the department.

Hours of Operation: Full day preferred or half day – Monday to Friday (8:00 a.m. – 4:00 p.m.).

Age Requirement: Students must be 16 years of age or older at the start of their co-op placement.

Better Mobilization – Trillium Health Partners Institute for Better Health (MH)

Communications and Design Student: In 2014, Trillium Health Partners established the Institute for Better Health to drive the hospital's key priorities in research and innovation. The Institute for Better Health leads research projects that align with the hospital's goals, while enabling and empowering researchers across the hospital.

The Institute for Better Health is comprised of five functional areas, one of which is Better Mobilizations. The Better Mobilization team is responsible for developing communication and design materials to support, build and promote the Institute for Better Health's brand and communications and to create a network of research across Trillium Health Partners and beyond.

A Communications and Design Student would support Better Mobilization's communication channels, projects, events and materials through supporting content development, the design of communications materials, and event logistics.

This role will help develop excellent verbal and written communication skills and offer an understanding of the importance of communications and branding in the support and development of a research institute. Writing, graphic design, web development, video and social media skills would be considered a strong asset. Knowledge, Experience and Skills including: Exceptional verbal and written communication skills, Excellent interpersonal and relationship management skills, Ability to manage and meet tight deadlines and work under pressure, A team player with the ability to work in an interprofessional and collaborative environment, Intermediate knowledge of Adobe Creative Suite is required, Social media and video editing knowledge is an asset.

The work environment will be separate from the hospital, in the Mississauga Hospital site's Clinical Administration building. There may be opportunity to work from the Credit Valley Hospital or Queensway Health Centre sites on occasion. Students will be provided with their own workspace and computer while in office. This is a fast-paced, high-performing and highly collegial working environment.

Hours of Operation: Full day preferred – 9:00 am – 5:00 pm

Age Requirement: 16 years of age or older.

Cardiology Care Unit 3B (CVH)

3B is an inpatient unit caring for complex cardiac and medical patients. Cardiac patients have had either chest pain, a heart attack or are awaiting advanced cardiac services such as a pacemaker, bypass surgery or an angiogram. Medical patients may have a variety of diagnoses including: complications of , pulmonary embolus, pneumonia and cellulitis.

Students selected for the program will have direct interaction with patients and staff and will be provided with the opportunity to learn about various professionals within the healthcare team including nurses, doctors, pharmacists, physiotherapists, dietitians, speech language pathologists, and occupational therapists. Students will also participate in patient visitation, exercise therapy, recreational therapy and patient education programs. The student will also assist the nurse manager, clinical educator, UCAs and other staff with stocking of supplies and unit administration.

Preferences will be given to students who are outgoing with excellent verbal and nonverbal communication skills and are responsible regarding direct contact with patients, can demonstrate the ability to work independently and are highly self-directed in meeting their course and career goals.

Hours of Operation: Full day or Half-Day- 7:45 a.m. – 3:45 p.m.

Age Requirement: Students must be 16 years of age or older at the start of their co-op placement.

Cardiology Unit (MH)

If you are interested in a career as a healthcare professional and would enjoy the experience of spending time with medical and cardiac patients on the Cardiology Unit ... this may be the opportunity for you. In this clinical setting, students participate in an integrated education program to shadow and learn about various professionals within the healthcare team including nurses, doctors, pharmacists, physiotherapists, dietitians, speech language pathologists, and occupational therapists.

Cardiology is an inpatient unit caring for complex cardiac and medical patients. Cardiac patients have had either chest pain, a heart attack or are awaiting advanced cardiac services such as a pacemaker, bypass surgery or an angiogram. Medical patients may have a variety of diagnoses including: complications of diabetes, pulmonary embolus, pneumonia and cellulitis.

Students selected for the program will also have plenty of opportunities to have direct contact with patients and become certified in the *Silver Spoon Mealtime Assistance Program*, providing mealtime assistance to those patients that may require help. Students will also participate in exercise and recreational therapies, and in patient education programs. Additional opportunities to observe tests and procedures experienced by the patients are available, as well as the opportunity spend time with patients and teams in other areas of the hospital. The student will also assist the nurse manager, clinical educator, UCAs and other staff with stocking of supplies and unit administration.

Preferences will be given to students who are outgoing with excellent verbal and nonverbal communication skills, advanced and responsible regarding direct contact with patients, can demonstrate the ability to work independently and are highly self-directed in meeting their course and career goals.

Hours of Operation: Full day preferred or half day 7:45 a.m. – 3:45 p.m.

Age Requirement: Grade 12 student.

Cardiovascular Unit (MH)

If you are interested in a career as a healthcare professional and would enjoy the experience of spending time with patients after heart and vascular surgery on the Cardiovascular Patient Unit ... this may be an opportunity for you to do both. In this clinical setting, students participate in an integrated education program to shadow and learn about various professionals within the healthcare team including nurses, doctors, pharmacists, physiotherapists, dietitians, speech language pathologists, and occupational therapists.

Students selected for the program will also have plenty of opportunities to have direct contact with patients and become certified in the *Silver Spoon Mealtime Assistance Program*, providing mealtime assistance to those patients that may require help. Students will also participate in exercise and recreational therapies, and in patient education programs. Our cooperative students also lead the cardiac surgery patient satisfaction survey initiative. Students perform daily interviews with patients to collect vital information about their stay while in hospital. This information is then summarized and shared with the Interprofessional Team to look at areas of quality of care improvement in the delivery of our patient care. Additional opportunities to observe tests and procedures experienced by the patients are available, as well as the opportunity spend time with patients and teams in other areas of the hospital.

Preferences will be given to students who are outgoing with excellent verbal and nonverbal communication skills, advanced and responsible regarding direct contact with patients, can demonstrate the ability to work independently and are highly self-directed in meeting their course and career goals.

Hours of Operation: Full day preferred or half day 7:45 a.m. – 3:45 p.m.

Age Requirement: Grade 12 student.

Chronic Kidney Disease Program [CVH & (possibly) Watline Renal Care Centre (off site location)]

The Chronic Kidney Disease Program at Trillium Health Partners consists of in-center hemodialysis units and outpatient clinics. The team consists of doctors, nurses, dietitians, nurse practitioners, social workers, pharmacists, Clinical Clerical Assistants (CCAs), renal assistants and technologists and all committed to provide the highest level of care for every patient.

You will play an integral role in the day to day operations and functioning of the department. Students will assist the department staff with various tasks throughout the day. Tasks include but not limited to: working on special projects, assisting with stocking and restocking of supplies, deliveries and pick up of supplies and assisting with administrative tasks. Students selected for the program will also have direct interaction with patients and staff and will be provided with the opportunity to learn about careers in healthcare.

Preferences will be given to students who are outgoing with excellent communication skills and can demonstrate the ability to work independently and are highly self-directed in meeting their course and career goals.

Hours of Operation: Full day or Half day. Hemodialysis Unit: 8:30 a.m. – 4:30 p.m.

Monday to Friday.

Age Requirement: 16 or older.

Clinical Nutrition (MH)

If you have a keen interest in science and are interested in career based in medicine or health sciences this may be an opportunity for you.

In a clinical setting on the UTM Clinical Teaching Unit and Respiratory Medicine 5J, the successful candidate will work with the clinical dietitian in data collection and analysis for a research project based on hospital malnutrition (<http://nutritioncareincanada.ca/>)

Students will also participate in an integrated program to shadow and learn about members of the interdisciplinary healthcare team (which includes Dietitians, medical students, physicians, nurses, pharmacists, physiotherapists, speech language pathologists, and occupational therapists).

Students selected for the program will become certified in the *Silver Spoon Mealtime Assistance Program* so that they can provide mealtime assistance to those patients that may require help. Additional opportunities to observe tests and procedures experienced by the patients are available, as well as the opportunity spend time with patients and teams in other areas of the hospital.

Preferences will be given to students who are outgoing with excellent verbal and nonverbal communication skills, advanced and responsible regarding direct contact with patients, can demonstrate the ability to work independently and are highly self-directed in meeting their course and career goals.

Hours of Operation: 8:00 - 4:00

Age requirement: Preference will be given to Grade 12 students however grade 11 students are encouraged to apply.

Corporate Services – Quality Team (CVH & MH)

In Corporate Services, co-operative education students will work with the Quality Team where you would have the opportunity to learn about the variety of activities the Corporate Service Quality Department performs. Some duties would include performing various types of Environmental Surface Audits; Microbial Simulation Auditing (MSA), Continuous Quality Improvement (CQI), and Adenosine Triphosphate (ATP). This would include assisting the Quality Team by performing audits, logging audit results, generating audit reports, and updating staff training record.

Preference will be given to students that demonstrate the ability to work independently, are self starters, have excellent communication skills and have excellent computer skills (Microsoft Office including Outlook, Word, Excel, PowerPoint and Access).

Hours of Operation: Full day or half day. 8:30 a.m. – 4:30 p.m. (hours flexible).

Age Requirement: 16 years.

Customer Support & Transportation (CVH)

The co-operative education student will have the opportunity to assist and coordinate administrative functions within the Customer Support & Transportation portfolio, working with hospital staff on specific tasks and assignments.

The student will have the opportunity to assist the department Team Leaders with day to day operations including assisting with scheduling processes, filing paperwork, photocopying, updating department-specific user manuals and databases, and other duties as assigned.

Preference will be given to students who are outgoing, demonstrate the ability to work independently and are self-starters with excellent communication and computer skills (MS Word, Excel).

Hours of Operation: Full day or half day. 8:30 a.m. – 4:30 p.m.

Age Requirement: Grade 12 preferable

Customer Support & Transportation (MH)

The co-operative education student will have the opportunity to assist and coordinate administrative functions within the Customer Support & Transportation portfolio, working with hospital staff on specific tasks and assignments.

The student will have the opportunity to assist the department secretary with day to day operations including assisting with daily room bookings and catering, filing paperwork, photocopying, updating department-specific user manuals and databases, and other duties as assigned. In addition, the student may support the Team Leader and Manager in administrative tasks which may include monitoring the Linen Management System, programming ScrubEx cards, reviewing Linen inventory levels and related orders.

Preference will be given to students who are outgoing, demonstrate the ability to work independently and are self-starters with excellent communication and computer skills (MS Word, Excel).

Hours of Operation: Full day or half day. 8:30 a.m. – 4:30 p.m.

Age Requirement: Grade 12 preferable but Grade 11 also acceptable.

Day Surgery (MH)

***Shared placement with Post Anaesthetic Care Acute Unit (PACU) (MH)**

In Day Surgery the student would help the UCA and Unit Attendants with stocking of patient bays, filing of patients charts. Going to waiting room to call patients into the area, or going to waiting room to get family members for the patients. The student can help by making phone calls to families when patient waiting for a ride home. The Day Surgery unit is very fast paced and busy as every patient having surgery comes into the area, whether they are going to have surgery and be admitted or have their surgery and go home. The Day Surgery unit gets patients ready for several different types of surgery such as urology, orthopedics, general surgery, plastics, ENT, thoracic, vascular, gynecology, neurosurgery and spine. The unit would like to share the co-op student with PACU.

Hours of Operation: Half Day (PM only) 06:30-19:00, student 8:00 a.m. to 4:00 p.m.

Age Requirement: Student should be 16 years (mature student)

Decision Support / Business Intelligence / Performance Measurement (CVH)

In Decision Support, co-operative education students will work with the Business Intelligence (BI) Team where you would have the opportunity to develop automated solutions to displaying hospital performance information. This includes assisting the BI team with report automation, troubleshooting, web development and the development of other user friendly interfaces for hospital staff to access key reports, tables, and graphs. Preference will be given to those students with strong computer programming and web skills.

Hours of Operation: Full day or half day. 9:00 a.m. – 5:00 p.m. (hours flexible).

Age Requirement: None – need to be computer savvy.

Diabetes Management Centre (MH)

If you are looking at working in a position in a medical office, please consider this placement. In the Diabetes Management Centre, co-operative education students will have the opportunity to experience working alongside unit clerk and other professionals within the department. Duties of this placement include organizing charts, making patient handout packages, and reminder phone calls, preparing documentation for scanning, and stocking shelves. Students will have an opportunity to sit in type 2 diabetes education classes and shadow a nurse and dietitian while at the Diabetes Management Centre. Students will also get an opportunity to understand how the clinic works and how patients flow through the program.

Hours of Operation: Full day or half day. Hours 8:00 a.m. to 4:00 p.m.

Age Requirement: Students must be 16 years of age or older at the start of their co-op placement.

Diagnostic Assessment Program (CVH)

***Shared placement with Oncology Clinic (CVH) & Outpatient Palliative Clinic (CVH)**

The Diagnostic Assessment Program receives new patient referrals for patients where there is a suspicion of Cancer and coordinates initial appointments and corresponding health information in keeping with established wait time targets in order to expedite diagnosis and treatment. The co-operative education student will have the opportunity to work in a fast paced environment with a multidisciplinary team. Students selected will have some direct and indirect interaction with patients (over the telephone), as well as work closely with the healthcare team.

The role of the student is to provide support to the Diagnostic Assessment Program team with a variety of functions, for example, scanning, photocopying, patient reminder calls, and supporting triaging referrals, as well as special project support and data entry.

Preference will be given to students who are outgoing, demonstrate the ability to work collaboratively as part of a team, have excellent communication skills, a positive attitude and pay close attention to detail.

Hours of operation: Full Day or Half Day.

Age Requirement: Students must be 16 years of age or older at the start of their co-op placement

Diagnostic Imaging (MH)

In the Diagnostic Imaging Department, the co-operative student will, observe patient registration, observe entering exams in radiology, matching paperwork with requisitions, assist with patient flow, burning CDs, assisting with mail distribution, reminder phone calls and assist with filing.

Hours of Operation: Half day. Mon – Fri. 8:00 a.m. – 4:00 p.m. & weekends possibly same.

Age Requirement: Grade 12 student.

Emergency (CVH)

CVH's Emergency Department (ED) provides 24-hour emergency care services for the immediate assessment, triage, and management of health emergencies, illness or injury. Our emergency team provides an optimal level of emergency care to all of our patients through immediate triage assessment prioritization and intervention, 24 hours a day, seven days a week.

Each year we see approximately 100,000 patients in the Emergency Department (ED). The Credit Valley Hospital emergency department is among the busiest EDs in Metro and 905/GTA. The type of care provided in the ED has shifted over the past several years, with more clinical intervention, diagnostic testing and observation care being provided in the ED in place of admission to a hospital bed whenever possible. Paediatric visits are one-third of the visits to ED-approximately 24,000 per year. The high volume of paediatric patients requires additional resources and specialized skills among the multidisciplinary team for children and families.

Co-op students assist the emergency department staff and physician with various tasks throughout the day. They include: stocking and restocking of supplies; providing comfort and assistance to patients and families; work closely with the nursing leads in the care centers observing patient care; trained to perform tasks to assist the staff. Part of your placement will include observing critical cases in the resuscitation area of the department to see how the emergency team works together to provide life saving care. The co-op students play an integral role in the day to day operations and functioning of the department.

Hours of Operation: Full day or Half day. Approximately 8:00 a.m. – 4:00 p.m.

Age Requirement: Grade 12 student.

Emergency (MH)

Are you interested in a career in healthcare? If you like a fast paced, dynamic and ever changing environment then this opportunity is for you. The Emergency Department at Mississauga Hospital provides 24-hour emergency care services for the immediate assessment, triage, and management of health emergencies, illness or injury.

The Emergency Department has approximately 100,000 visits per year. We service a diverse population caring for all ages. We are a cardiac and neurology centre specializing in cardiac intervention and acute stroke care. We work with a multidisciplinary team inclusive of Nurses, Doctors, Social Workers, Pharmacists, Respiratory Therapists and Allied Health Professionals. Successful co-op students will be required to assist staff with various duties throughout the day. These duties will include stocking care areas, replenishing paper supplies and assisting families in locating patients. We are looking for students that are comfortable with interacting with patients and families while providing comfort and compassion to those in need. You will be required to complete a "Silver Spoon" course provided by the hospital so you will be able to assist in feeding patients that are unable to feed themselves. Part of your placement will also include observing clinical cases within the ED to see how the ED team works together providing patient centred care and at time life saving measures. The co-op students play an integral role in the day to day operations and functioning of the department.

Hours of Operation: Full day preferred or Half Day. Approximately 8:00 a.m. – 4:00 p.m.

Age requirement: Grade 12 student.

Emergency Department Data Entry Support (CVH)

Co-operative education students will work with the Data Analyst Team to support the program by submitting data to Cancer Care Ontario, and will also work within the team to troubleshoot department IT issues. They will work on projects, including the deployment of Windows 10 in the Emergency Department. Preference will be given to students with strong computer skills.

Hours of Operation: Half Day; 8:00am-4:00pm

Age Requirement: No age requirement, but computer skills a must

Employee Health Safety & Wellness (EHSW) (CVH)

If you are looking for a career in healthcare and are interested in a wide variety of health, safety and wellness experiences, this may be the opportunity for you. Working on the front line to facilitate employee wellness programs, activities and services. Key events that will be happening include: Preparations for Healthy Workplace Month in October, Wellness Challenges, Staff Appreciation Events and Informational Sessions.

Tasks and duties could include but are not limited to: Creating, developing and distributing health related materials, Healthy Workplace Council Newsletter, Wellness calendar. Facilitate, co-ordinate health and wellness programs and prevention programs for employees on health and wellness related topics. Spend time in departments with the connection cart bringing employees information on health and wellness topics. Help in the development of a wellness board for employees. Other duties and opportunities available. The successful candidate must have working knowledge of Microsoft office and be able to work independently at times.

Hours of Operation: Full day or Half day. Weekdays 7:30 a.m. – 3:30 p.m.

Age Requirement: No age requirement.

Employee Health Safety & Wellness (EHSW) (MH)

If you are looking for a career in healthcare and are interested in a wide variety of health, safety and wellness experiences, this may be the opportunity for you. Working on the front line to facilitate employee wellness programs, activities and services. Key events that will be happening include: Preparations for Healthy Workplace Month in October, Wellness Challenges, Staff Appreciation Events and Informational Sessions.

Tasks and duties could include but are not limited to: Creating, developing and distributing health related materials, Healthy Workplace Council Newsletter, Wellness calendar. Facilitate, co-ordinate health and wellness programs and prevention programs for employees on health and wellness related topics. Spend time in departments with the connection cart bringing employees information on health and wellness topics. Help in the development of a wellness board for employees. Other duties and opportunities available. The successful candidate must have working knowledge of Microsoft office and be able to work independently at times.

Hours of Operation: Full day or Half day. Weekdays 7:30 a.m. – 3:30 p.m.

Age Requirement: No age requirement.

Endoscopy Department (MH)

If you are interested in a career in healthcare and would enjoy the experience of spending time in a fast paced endoscopy department, this is the opportunity for you. Students selected for the program will have direct interaction with patients, families, physicians, nurses and support staff. Duties include helping with patient flow in the recovery area, cleaning stretchers, supporting nurses by getting juice etc for patients, directing patients in the area upon arrival etc.

Preferences will be given to students who are positive, outgoing, possess excellent communication skills, and the ability to work independently. Students will better understand the delivery of care in an endoscopy unit that support inpatients and outpatients care.

Hours of Operation: 8:00 a.m. – 4:00 p.m. Monday to Friday. Half day. (12:00 – 4:00 p.m.)
Age Requirement: 16 years.

Enterprise Risk Management (CVH & MH & QHC)

Trillium Health Partners is one of Canada's largest healthcare organizations with a comprehensive Enterprise Risk Management (ERM) program across three hospital campuses (Credit Valley Hospital, Mississauga Hospital, Queensway Health Centre) and external health partnerships (Peel Behavioral Services, Peel Infant-Child Development Program, Watline Renal Services, and various Mental Health Programs). ERM will introduce students to concepts and opportunities to the business of healthcare in incident reporting & management, emergency preparedness, emergency operations command & control, mitigation of hazards, business continuity planning, claims management & insurance reviews, and other risk management strategies.

This program is primarily located at Credit Valley Hospital but will require some work at other sites as needed. Students interested in this experience are willing to approach patients and staff, demonstrate the ability to work independently or in teams, have basic computer skills, have good written and verbal communication skills, and are engaged in experiential learning opportunities.

Hours of Operation: Full day or half day. 8:00 am – 4:00 pm (some flexibility on start & end)
Age Requirement: Grade 11 or 12 student

Facilities – Maintenance Planning, Administration and Education (MH)

In Facilities Maintenance, co-operative education students will work with the Maintenance Program Team where you would have the opportunity to learn about a variety of areas within Facilities Maintenance. Students can learn about the different mechanical systems and support services throughout the healthcare environment. You will learn and assist with our Computerized Maintenance Management System (CMMS) in managing our assets, corrective maintenance, preventive maintenance, contractor management, Facilities workflow reporting, etc.

Some key tasks that you may be involved in supporting would be:

- Maintenance work order creation, and close out to support our preventative maintenance program.
- Asset data collection, and data entry to maintain data in CMMS. This may include visiting other departments and patient rooms for asset verification and tagging.
- Maintaining technical documentation and library (both physical and electronic) with a goal of having up-to-date information for Facilities Maintenance from Redevelopment Projects through the Change Control process.
- Supporting our technical education program (training record data entry and presentation design)
- Support the implementation of the CMMS replacement project (e.g. Data quality review), as we review the asset data and maintenance schedules for upload to the new system.
- Assuring data accuracy and integrity is key with this project and many tasks you may be involved in supporting.

Preference will be given to students that demonstrate the ability to work independently, are self-starters, have excellent communication skills and have excellent computer skills (Microsoft Office including Outlook, Word, Excel, PowerPoint and Access). Technical exposure or mechanical aptitude preferred; not required.

Hours of Operation: Half day. 8:30 a.m. – 4:30 p.m. (hours flexible).

Age Requirement: 16 years.

Finance / Accounts Payable (QHC)

In Finance/Accounts Payable department, co-operative students will have the opportunity to experience working in a fast pace, high volume environment paying close attention to details and accuracy. Duties of this placement will include opening incoming mail, filing, scanning and some exposure to Meditech Accounts Payable Module.

Hours of Operation: Full day preferred or half day. 8:00 a.m. – 4:00 p.m.

Age Requirement: Student must be 16 years of age or older at the start of their co-op placement.

Finance / Accounts Receivable (QHC)

In the Finance / Accounts Receivable department, co-operative students will have the opportunity to experience providing customer service as a frontline personnel. Duties of this placement will include opening incoming mail, filing, mailing of bills/statements, handling incoming calls and data input. Students will have a variety of involvement in the different phases of billing, collection and payment processing.

Hours of Operation: Full day preferred. 8:00 a.m. – 4:00 p.m.

Age Requirement: 15 years.

Fracture Clinic (CVH)

More than 25,000 patients visit the CVH Fracture clinic for specialized services which include orthopedic consultation, acute and follow up fracture care, pre-operative and post-operative care for elective and non-elective patients, custom bracing both upper and lower extremities.

If you are interested in a career in healthcare and would enjoy the experience of spending time in outpatient clinical setting that supports the Fracture Clinic Department, this is the opportunity for you.

Students selected for the program will have direct interaction with patients, families and the healthcare team, and will play an integral role in the day to day operations and functioning of the department. Students will assist the department Clinical Administration staff with various tasks throughout the day. Based on the goals and objectives of the student, the fracture clinic offers the additional opportunity to observe a better understanding the delivery of care in an outpatient clinic. Students will assist in satisfaction surveys and collection of data, patient flow during peak times, given certain clinic responsibilities to assist staff.

Fracture clinic is a high demand, high volume clinic.

Preferences will be given to students that are positive, outgoing, possess excellent communication skills, and the ability to work independently. Students will better understand the delivery of care in an outpatient clinic.

Hours of Operation: Full day (8:00 a.m. – 3:00 p.m.) Half day (AM) (8:00-12:00 p.m.).

Age Requirement: 16 years.

General Medicine Patient Care Unit 1C (CVH)

Patients are admitted to 1C General Medicine for medical reasons such as dementia, pneumonia or, for the treatment, management, and care related to any chronic disease such as diabetes or pulmonary disease. The goal of 1C is to provide patients and families with the highest quality of care within an environment that encourages patient/family involvement in the development of the care plan. The entire health care team meets on a regular basis to develop and review the plan of care as the patient's needs change.

Students selected for the program will have direct interaction with patients and staff and will be provided with the opportunity to learn about opportunities in the healthcare field. Students **may** be certified in the *Silver Spoon Mealtime Assistance Program* and provide mealtime assistance to patients who fit the criteria. Students will also participate in infection control supplies stocking, interaction with patients, and become familiar with the patient experience in the medical program. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available as well. Preferences will be given to students who are positive, outgoing, demonstrate the ability to work independently and are self starters with excellent communication skills.

Hours of Operation: Full day preferred or half day. Monday to Friday (8:00 a.m. – 4:00 p.m.)

Age Requirement: Students must be 16 years of age or older at the start of their co-op placement.

General Medicine Patient Care Unit 1E (CVH)

Patients are admitted to 1E General Medicine for medical reasons including dementia, pneumonia or the treatment, management, and care related to any chronic disease such as diabetes or pulmonary disease. The goal of 1E is to provide patients and families with the highest quality of care within an environment that encourages patient/family involvement in the development of the care plan. The entire health care team meets on a regular basis to develop and review the plan of care as the patient's needs change.

Students selected for the program will have direct interaction with patients and staff and will be provided with the opportunity to learn about opportunities in the healthcare field. Students will participate in infection control supplies stocking, interaction with patients, and become familiar with the patient experience in the medical program. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available as well. Students assist the unit clerks with answering the telephone, call bells and other clerical duties. Preferences will be given to students who are positive, outgoing, demonstrate the ability to work independently and are self starters with excellent communication skills.

Hours of Operation: Full day preferred or half day. Monday to Friday (8:00 a.m. – 4:00 p.m.).

Age Requirement: Students must be 16 years of age or older at the start of their co-op placement.

General Medicine Patient Care Unit 2B (CVH)

Patients are admitted to 2B General Medicine for medical reasons such as dementia, pneumonia or, for the treatment, management, and care related to any chronic disease such as diabetes or pulmonary disease. The goal of 2B is to provide patients and families with the highest quality of care within an environment that encourages patient/family involvement in the development of the care plan. The entire health care team meets on a regular basis to develop and review the plan of care as the patient's needs change.

Students selected for the program will have direct interaction with patients and staff and will be provided with the opportunity to learn about opportunities in the healthcare field. Students **may** be certified in the *Silver Spoon Mealtime Assistance Program* and provide mealtime assistance to patients who fit the criteria. Students will also participate in infection control supplies stocking, interaction with patients, and become familiar with the patient experience in the medical program. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available as well. Preferences will be given to students who are positive, outgoing, demonstrate the ability to work independently and are self starters with excellent communication skills.

Hours of Operation: Full day preferred or half day. Monday to Friday (8:00 a.m. – 4:00 p.m.).

Age Requirement: Students must be 16 years of age or older at the start of their co-op placement.

General Medicine Patient Care Unit 2C (CVH)

Patients are admitted to 2C General Medicine (42 bed unit) for medical reasons such as dementia, pneumonia or, for the treatment, management, and care related to any chronic disease such as diabetes or pulmonary disease. The goal of 2C is to provide patients and families with the highest quality of care within an environment that encourages patient/family involvement in the development of the care plan. The entire health care team meets on a regular basis to develop and review the plan of care as the patient's needs change.

Students selected for the program will have direct interaction with patients and staff and will be provided with the opportunity to learn about opportunities in the healthcare field. Students **may** be certified in the *Silver Spoon Mealtime Assistance Program* and provide mealtime assistance to patients who fit the criteria. Students will also participate in infection control supplies stocking, interaction with patients, and become familiar with the patient experience in the medical program. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available as well. Preferences will be given to students who are positive, outgoing, demonstrate the ability to work independently and are self starters with excellent communication skills.

Hours of Operation: Full day preferred or half day. 24 hours

Age Requirement: No age requirement (grade 11)

General Medicine (5J-Respirology) (MH)

If you are interested in a career in healthcare and would enjoy the experience of spending time on a Medical in-patient unit this may be an opportunity for you to experience both. In this clinical setting, students participate in an integrated education program to learn about and “buddy with” each discipline within the healthcare team. Interdisciplinary team members include Nurses, Pharmacists, Physiotherapists, Dietitians, Speech Language Pathologist, Occupational Therapist, Social Work, and Physicians. Students selected for the program will have direct interaction with patients and staff and will be provided with the opportunity to learn about opportunities in the healthcare field. Students will be certified in the *Silver Spoon Mealtime Assistance Program* and provide mealtime assistance to patients who fit the criteria. Students will also participate in patient visitation, exercise therapy, recreational therapy and patient education programs. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available as well as the opportunity to spend time in a medical area of interest. Preferences will be given to students who are positive, outgoing, demonstrate the ability to work independently and are self starters with excellent communication skills.

Hours of Operation: Full day or half day. 24 hours.

Age Requirement: No age limit, but must be mature.

Gift Shop (MH)

In the Gift Shop, co-operative education students will have the opportunity to work alongside management and hospital volunteers, becoming an integral part of the fundraising initiatives for the Trillium Health Partners and contribute to the holistic atmosphere the gift shop offers patients, visitors, staff and volunteers. All profits raised from the shop are donated to the hospital. Duties include: retail, customer service, pricing, stocking, displays, purchasing, receiving, marketing, volunteer recruitment, scheduling and communications. Students will be encouraged to enhance their customer service, communication and people skills. This is an environment that is NOT nut free.

Hours of Operation: Full day or half day. Monday-Wednesday 10:00 a.m. – 7:00 p.m. /
Thursday-Friday 10:00 a.m.-8:30p.m / Saturday 11:00a.m.-5:00 p.m./
Sunday: 12:00 p.m. – 5:00 p.m (Student not required for weekends)

Age Requirement: 16 years.

Human Resources (MH)

The co-operative education student will have the opportunity to assist and coordinate administrative functions within the Talent Management and Organizational Development department. The student will work alongside and support Recruitment in preparation of interview packages, screening, phone interviewing candidates and scheduling candidates for their onsite interviews. This will also include data entry and daily operational duties such as audits filing, photocopying and ad hoc requests as needed.

Preference will be given to students who demonstrate the ability to work independently; are mature, outgoing, responsible and self-starters; have excellent communication and computer skills including Microsoft Office (Outlook, Excel, PowerPoint, Publisher, Word).

Hours of Operation: Full day or half day. 8:30 a.m. – 4:30 p.m.

Age Requirement: Grade 12 preferable. Grade 11 mature student will also be considered.

Learning & Organizational Development (MH)

The co-operative education student will have the opportunity to assist and coordinate administrative functions within the Learning & Organizational Development Department. The student will work alongside and support with preparation of orientation packages, learning sessions, meetings and organizing wide events. This will also include data entry and daily operational duties such as audits, filing, photocopying and ad hoc requests as needed.

Preference will be given to students who demonstrate the ability to work independently; are mature, outgoing, responsible and self-starters; have excellent communication and computer skills including Microsoft Office (Outlook, Excel, PowerPoint, Publisher, Word).

Hours of Operation: Full day or half day. 8:30 a.m. – 4:30 p.m.

Age Requirement: Grade 12 preferable. Grade 11 mature student will also be considered.

Medical Administration Office (MH)

Trillium Health Partners is one of Canada's largest healthcare organizations with a comprehensive Medical Administration Office that spans across three hospital campuses (Credit Valley Hospital, Mississauga Hospital, & Queensway Health Centre)

The Medical Administration Office is responsible for the credentialing and appointment of over 1300 physicians, dentists, and midwives. The Office is also actively involved in strategic projects that stem from the Office of the Chief of Staff.

We are looking for a team player with the ability to work in an interprofessional and collaborative environment. In this role, you will play an integral role in the day to day operations and functioning of the department. Students will assist the department staff with various tasks throughout the day. Tasks include but are not limited to: working on special projects, assisting with management of the physician mailroom, filing, data entry and assisting with other administrative tasks as required.

The work environment will be separate from the hospital, primarily in the Mississauga Hospital site's Clinical Administration building. There may be opportunity to work from the Credit Valley Hospital on occasion. This is a fast-paced, high-performing and highly collegial working environment.

Students will also be provided with the opportunity to learn about careers in healthcare.

Preferences will be given to students who are outgoing with excellent communication skills and can demonstrate the ability to work independently and are highly self-directed in meeting their course and career goals.

Hours of Operation: Half day. Unit: 8:00 a.m. – 4:00 p.m. Monday to Friday.

Age Requirement: 16 or older.

Medical Clinics (QHC)

If you are interested in a career in healthcare and would enjoy the experience of spending time in a high demand outpatient clinical setting that support Emergency and Urgent Care this is the opportunity for you..... Students selected for the program will have direct interaction with patients, families and the healthcare team. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available. Preferences will be given to students who are positive, outgoing, possess excellent communication skills, and the ability to work independently. Students will better understand the delivery of care in an outpatient clinic.

Hours of Operation: Full day or Half day. 8:00 a.m. – 5:00 p.m. Monday to Thursday
8:00 am. – 4:00 p.m. Friday.

Age Requirement: 16 years.

Medical Clinics – Pulmonary Function Lab (MH)

If you are interested in a career in healthcare and would enjoy the experience of spending time in a high demand outpatient clinical setting that support Emergency and Urgent Care, this is the opportunity for you. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available. Student may be expected to travel to Queensway Health Centre site via our shuttle bus service to deliver and pick up mail as one of their duties along with other clerical tasks. Preferences will be given to students who are positive, outgoing, possess excellent communication skills, and the ability to work independently. Students will better understand the delivery of care in an outpatient clinic.

Hours of Operation: Half day (AM) 8:00 a.m.–5:00 p.m. Monday to Thursday 8:00 am.– 4:00 p.m. Friday.

Age Requirement: 16 years.

2D Mental Health (CVH)

We are looking for students who are interested in a career in healthcare and would enjoy the experience of spending time in a setting that is committed to delivering the highest quality of care in a safe therapeutic environment. At the Credit Valley Hospital, the 2D Mental Health Adult Inpatient Unit has 26 beds. The inpatient program is focused on the stabilization of symptoms and supports the recovery of the acutely ill client. Clients typically over 18 years or older are admitted to the unit via the Emergency Department. Students selected for this program will be a part of a unit/team that is staffed by an inter-professional team that may include: psychiatrists, general practitioners, nurses, social workers, peer support workers, and pharmacists. Our inter-professional team works with patients and families using an individualized treatment plan which reflects each individual's unique treatment needs. Group therapy is a part of the treatment plan offered to patients Monday to Friday. We are looking for students who work well in a team, are positive, outgoing, possess excellent communication skills, and the ability to work independently. Specific duties will consist of assisting staff with various duties throughout the day. These duties can include stocking care areas, replenishing paper supplies, scanning of documents, assisting patients to finding their meal tray, assisting with activities, games, crafts, and more.

Hours of Operation: Monday to Friday Half Day (PM)

Age Requirement: 16 years or Mature Student

Moir Family Centre for Complex Continuing Care (QHC)

If you are interested in any career in healthcare this is the position for you!

In a clinical setting, students participate in an integrated education program to learn about each discipline in the healthcare team. These include Registered Nurse, Registered Dietitian, Speech Language Pathologist, Occupational Therapist, Physiotherapist, Therapeutic Recreationist, Registered Nurse, Social Worker, Pharmacist, Unit Clerical Associate and Physician. Students selected for the program will have direct interaction with patients and staff and will be provided with the opportunity to learn about opportunities in the healthcare field. Students will be certified in the *Silver Spoon Mealtime Assistance Program* and provide mealtime assistance to patients who fit the criteria. Students will also participate in patient visitation, exercise therapy and recreational therapy. Based on the goals and objectives of the student's observation of tests and procedures may be made available to the student as well as the opportunity to spend time in a medical area of interest. Preferences will be given to students who are outgoing, demonstrate the ability to work independently and are self-starters with excellent communication skills. One of our greatest needs is to continue to provide interaction and activities for patients with delirium and dementia, an exciting new venture started by other students, that we would like to continue to grow, with your help!

Hours of Operation: Full day or half day. 8:00 a.m. – 4:00 p.m.

Age Requirement: Grade 11 or 12 (Mature Student). Motivated to expand program above.

0A Inpatient Oncology / Palliative Care (CVH)

If you are interested in learning more about any career in healthcare then this placement is for you!

In a clinical setting, students participate in an integrated education program to learn about each discipline in the healthcare team, which include Nursing, Unit Coordinating Assistant, Pharmacy, Physiotherapy, Dietitian, Speech Language Pathologist, Occupational Therapist, Social Work, Pharmacy and Physicians. Students selected for the program will have direct interaction with patients and staff and will be provided with the opportunity to learn about opportunities in the healthcare field. Students will also participate in patient visitation, exercise therapy, recreational therapy and patient education programs. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available as well as the opportunity to spend time in a medical area of interest. Preferences will be given to students who are outgoing, have a strong initiative to learn and excellent communication skills.

Hours of Operation: Full day preferred or half day may be considered.

Age Requirement: Students must be 16 years of age or older at the start of their co-op placement.

OM Fracture Clinic (MH)

More than 25,000 patients visit the OM Fracture clinic for specialized services which include orthopaedic consultation, acute and follow up fracture care, pre-operative and post-operative care for elective and non-elective patients, custom bracing both upper and lower extremities. Viscosupplementation along with bone stimulator systems are available to our patients. The interdisciplinary team of Orthopaedic surgeons and Registered Orthopaedic technologists provide our outpatient Orthopaedic care. A clinical educator and manager complement this team.

Fracture clinic is a high demand, high volume clinic. Based on the goals and objectives of the student, the fracture clinic offers the additional opportunity to observe procedures and treatments as well as opportunity to spend time in medical area of interest. Students will better understand the delivery of care in an outpatient clinic. Students will assist in satisfaction surveys and collection of data, patient flow during peak times, given certain clinic responsibilities to assist staff.

Preference will be given to students who are outgoing, motivated with the ability to work independently. Excellent communication skills are required.

Hours of Operation: 6:30 a.m. – 2:30 p.m. Half day (AM) (6:30 – 10:30 am).

Age Requirement: 16 years.

Oncology Clinic (CVH)

***Shared placement with Outpatient Palliative Clinic & Diagnostic Assessment Program (CVH)**

If you are interested in a career in healthcare and would enjoy the experience of spending time in an outpatient clinical setting specializing in oncology care this is the opportunity for you. Students selected for the program will have direct interaction with patients, families and the healthcare team.

Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available. Preferences will be given to students who are positive, outgoing, possess excellent communication skills, demonstrate compassion and the ability to work independently. Students will better understand the delivery of care in an outpatient clinic.

Hours of Operation: Full day or Half day. 8:30 a.m. – 4:30 p.m. Monday to Friday.

Age Requirement: 16 years.

Oncology Clinic (QHC)

If you are interested in a career in healthcare and would enjoy the experience of spending time in an outpatient clinical setting specializing in oncology care this is the opportunity for you. Students selected for the program will have direct interaction with patients, families and the healthcare team.

Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available.

Students will work closely with the patient education coordinator to ensure education sessions are set up and cleaned up, patients are able to get to education sessions, and materials needed for each sessions is organized.

Preferences will be given to students who are positive, outgoing, possess excellent communication skills, demonstrate compassion and the ability to work independently. Students will better understand the delivery of care in an outpatient clinic.

Hours of Operation: Full day preferred or half day. 8:30 a.m. – 4:30 p.m. Monday to Friday.

Age Requirement: 16 years.

Oncology Clinic – Patient Education (CVH)

If you are interested in a career in healthcare and would like experience in an outpatient clinic specializing in oncology (cancer) care this is the opportunity for you. Students in this placement will have direct interaction with patients, families and the healthcare team. Students who complete this placement will better understand the delivery of care in a cancer clinic and see firsthand how the interprofessional health care team provides information to patients and families.

Students will work closely with the patient education coordinator to ensure education sessions are set up and cleaned up and materials needed for each sessions are organized ahead of time. Students will also assist in the distribution of education materials, such as reports, bulletins, and visual aids to patients and their families. As part of this placement shadowing opportunities with various members of the interprofessional health care team will also be organized.

Preferences will be given to students who are outgoing, demonstrate the ability to work independently and are self-starters with excellent communication skills. Basic knowledge of Power Point and Word Documents is required. Knowledge of graphics or photo imaging software (Adobe Systems; Adobe Photoshop; Microsoft Visio) would be an asset but not required.

Hours of Operation: Full day preferred or half day. 8:00 a.m. – 4:00 p.m. Monday to Friday.
Age Requirement: 16 years.

Oncology / General Medicine 6J (MH)

On Med 6J we have a combination of oncology, palliative and general medical patients. This experience would be helpful to anyone who is interested in a career in any kind of health care.

In this clinical setting, students participate in an integrated education program to learn about and “buddy with” each discipline within the healthcare team. Interdisciplinary team members include Nursing, Pharmacy, Physiotherapy, Dietitian, Speech Language Pathologist, Occupational Therapist, Social Work, and Educator.

Students selected for the program will have direct interaction with patients and staff and will be provided with the opportunity to learn about opportunities in the healthcare field. Students will be certified in the *Silver Spoon Mealtime Assistance Program* and provide mealtime assistance to patients who fit the criteria. Students will also participate in patient visitation, recreational therapy and patient education programs. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available. In addition to working with the healthcare team members, students will have the opportunity to interact with patients and assist with organizational and educational events.

Preferences will be given to students who are outgoing, demonstrate the ability to work independently and are self starters with excellent communication skills. Basic knowledge of power point and Word Documents an asset.

Hours of Operation: Half day. 24 hours (will require student for 3.5 hours per day preferred).
Age Requirement: 16 years.

Oncology Informatics (CVH)

The Oncology informatics area looks after the data submission for Cancer Care Ontario as well as supporting requests for new reports or modifications to old ones. They also do data quality checks on the patient visits.

The role of the student is to provide support to the Oncology Informatics team with a variety of functions, for example, data entry, creation of templates, quality checks, as well as special project support. We are always improving our data quality by continually mapping our current data process onto the clinical processes to ensure we have alignment and support the front line staff whilst ensuring good data quality.

Hours of operation: Full Day

Age Requirement: Students must be 16 years of age or older at the start of their co-op placement.

Oncology / Radiation Therapy (CVH)

If you are interested in a career in healthcare and would enjoy the experience of spending time in an outpatient clinical setting specializing in oncology care this is the opportunity for you! Students selected for the program will have some direct interaction with patients, families and various members of the healthcare team. Students will better understand the delivery of care in a busy Radiation Therapy Department.

Students will work closely with the Radiation Therapy Clinical Instructor to support Radiation Therapy patients and staff. Based on the goals and objectives of the student, additional opportunities may be available to observe tests, procedures as well as patient care on our in-patient floor.

Preferences will be given to students who are outgoing, compassionate, demonstrate the ability to work independently and possess excellent communication skills. Basic knowledge of Power Point, Excel and Word is an asset.

Hours of Operation: 8 a.m. – 4 p.m. Half day preferred; Monday to Friday.

Age Requirement: 16 years.

Operating Room (CVH)

The Operating Room at Trillium Health Partners consists of 14 Operating Room Suites. This Operating Room has a wide variety of surgeries and boasts several specialty programs such as Cardiac, Neurosurgery, and Hepatobiliary to name a few.

The team consists of Doctors, Nurses, Respiratory Therapists, Anesthesia Assistants, Attendants and Unit Clerical Assistants (UCAs), who provide the highest level of care for every patient.

You will play an integral role in the day to day operations and functioning of the department. Students will assist the department staff with various tasks throughout the day. Tasks include but not limited to: working on special projects, assisting with stocking and restocking of supplies, deliveries and pick up of supplies, and assisting with administrative tasks. Students selected for the program will also have direct interaction with patients and staff and will be provided with the opportunity to learn about careers in healthcare.

Preferences will be given to students who are outgoing with excellent communication skills and can demonstrate the ability to work independently and are highly self-directed in meeting their course and career goals.

Hours of Operation: Full day or Half Day (AM only) - (24 hour operation), student 8:00 a.m. to 4:00 p.m.

Age Requirement: Student should be 16 years (mature student)

Operating Room (MH)

The Operating Room at Trillium Health Partners consists of 14 Operating Room Suites. This Operating Room has a wide variety of surgeries and boasts several specialty programs such as Cardiac, Neurosurgery, and Hepatobiliary to name a few.

The team consists of Doctors, Nurses, Respiratory Therapists, Anesthesia Assistants, Attendants and Unit Clerical Assistants (UCAs), who provide the highest level of care for every patient.

You will play an integral role in the day to day operations and functioning of the department. Students will assist the department staff with various tasks throughout the day. Tasks include but not limited to: working on special projects, assisting with stocking and restocking of supplies, deliveries and pick up of supplies, and assisting with administrative tasks. Students selected for the program will also have direct interaction with patients and staff and will be provided with the opportunity to learn about careers in healthcare.

Preferences will be given to students who are outgoing with excellent communication skills and can demonstrate the ability to work independently and are highly self-directed in meeting their course and career goals.

Hours of Operation: Full day or Half Day (AM only) - (24 hour operation), student 8:00 a.m. to 4:00 p.m.

Age Requirement: Student should be 16 years (mature student)

Organizational Effectiveness (MH & CVH)

In Operational Effectives, co-operative education students will work with the Operational Effectiveness (OE) Team to support planning, coordination and communication related to supporting the delivery of projects, processes and best practices designed to achieve the goals identified within Patient Care Services priorities. This includes assisting the OE team with planning for meetings, collecting and analyzing data, developing presentations, tables and reports. Preference will be given to those students with strong communication and computer skills.

Hours of Operation: Half day (PM only). 12:00 p.m. – 5:00 p.m. (hours flexible).

Age Requirement: 17-18 year old - needs to be computer savvy/experience with Microsoft Office.

Outpatient Neurology (CVH)

If you are interested in a career in healthcare and would enjoy the experience of spending time in an outpatient clinical setting, neurology is the place to be. Students selected for the program will have direct and indirect interaction with patients, families and the healthcare team. Students will be assigned a variety of administrative duties that assist the entire team, including clinic observation. Preferences will be given to students who are positive, outgoing, possess excellent communication skills, demonstrate compassion and the ability to work independently. Students will better understand the delivery of care in an outpatient setting.

Hours of Operation: Half day (AM preferred). 8:00 a.m. – 4:00 p.m. Monday to Friday.

Age Requirement: Grade 11 co-op students (16 years).

Outpatient Palliative Clinic (CVH)

***Shared placement with Oncology Clinic (CVH) & Diagnostic Assessment Program (CVH)**

If you are interested in a career in healthcare and would enjoy the experience of spending time in an outpatient clinical setting specializing in oncology care this is the opportunity for you. Students selected for the program will have direct interaction with patients, families and the healthcare team. Based on the goals and objectives of the students, the additional opportunity to observe tests and procedures may be made available. Preferences will be given to students who are positive, outgoing, possess excellent communication skills, demonstrate compassion and the ability to work independently. Students will better understand the delivery of care in an outpatient clinic.

Hours of Operation: Full day or Half day. 8:30 a.m. – 4:30 p.m. Monday to Friday.

Age Requirement: 16 years.

Outpatient Physiotherapy (CVH)

If you are interested in a career in healthcare and would enjoy the experience of spending time in an outpatient clinical setting, physiotherapy is the place to be. Students selected for the program will have direct and indirect interaction with patients, families and the healthcare team. Students will be assigned a variety of administrative duties that assist the entire team, including clinic observation. Preferences will be given to students who are positive, outgoing, possess excellent communication skills, demonstrate compassion and the ability to work independently. Students will better understand the delivery of care in an outpatient setting.

Hours of Operation: Half day (PM preferred). 8:00 a.m. – 4:00 p.m. Monday to Friday.

Age Requirement: Grade 11 co-op students (16 years).

Pharmacy (CVH)

In the Pharmacy, co-operative education students will have the opportunity to experience working alongside a Pharmacy Technician and other professionals within the pharmacy department. Duties of this placement include assistance with operational projects, audits, report compilation, tabulating statistics, scanning documents. Opportunities to attend hospital educational experience may occur during the placement. Students will be encouraged to engage in or initiate activities that will enrich their learning experience.

Hours of Operation: Full day or half day. 8:00 a.m. to 4:00 p.m.

Age Requirement: 16 years.

Pharmacy (MH)

In the Pharmacy co-operative education students will have the opportunity to experience working alongside a Pharmacy Technician and other professionals within the pharmacy department. Duties of this placement include storeroom assistance, labelling, receiving, stocking shelves, conducting weekly inventory counts and assisting with heat sealing. Students will be encouraged to engage in or initiate activities that will enrich their learning experience.

Hours of Operation: Full day or half day. 8:00 a.m. to 4:00 p.m.

Age Requirement: 16 years.

Post Anaesthetic Care Unit (PACU) (MH)

***Shared placement with Day Surgery (MH)**

The Post Anaesthetic Care Unit (PACU) is a specialized nursing unit that offers nursing care to patients immediately after having a surgical procedure that requires a general or spinal anaesthetic. Most of the patients received to the PACU have been given medication to "put them to sleep" for their operation and require close monitoring post operatively during the waking up process to ensure a safe emergence from the sedation. Another important role of the PACU nurse is to provide pain control and relief for those patients requiring it immediately after surgery. The PACU is a very busy unit with a wide variety of surgeries and a rapid turnover of patients. Our patients are from every surgical discipline such as urology, orthopedics, spine, general surgery, pediatrics, ENT, vascular, gynecology and neurosurgery.

Student role example of activities: Assist attendants with daily stocking of supplies at patient bays. Patient flow – liaison with surgical day care/inpatient care areas to notify when patients are ready for transfer. Family support – directing family members into/out of PACU. Assist nursing staff with patient discharge preparation.

Hours of Operation: Half Day (PM only). 06:30-19:00, student 8:00 a.m. to 4:00 p.m.

Age Requirement: Student should be 16 years of age (mature student)

Reactivation Care Centre – 200 Church Street

The Reactivation Care Centres are a collaborative and innovative approach designed to help patients who no longer need acute care services, but often find themselves waiting for an alternate care facility, such as convalescent and long-term care.

This facility provides specialized therapy, rehabilitation and activation supports relative to the pace and scale of an acute care hospital.

Students assist and work/shadow with Social Workers, Manager, Nurses, Personal Support Workers (PSW), Nurse Practitioners, Educators, Unit Clerks and Therapeutic Recreationists. Student duties will include Visitor Screening, working with Therapeutic Recreationists on group activities for patients, assist with answering phones, call bells, directing visitors, filing, computer work, audits, project work and patient companion.

Hours of Operation: Full day or half day.

Age Requirement: Students must be 16 years of age or older at the start of their co-op placement.

Rehab 1D (CVH)

1D is an acute 55 bed rehabilitation unit. We offer Rehabilitation to adults with neurological, medical, orthopedic, and cognitive disabilities and we have 20 beds assigned to our SAGe (Sub-Acute Geriatrics) patients. The programs offer a coordinated program of assessment, treatment, and education by an interprofessional team of health professionals.

Therapy is provided by Physiotherapists, Occupational Therapists, Recreation Therapists, Social Work, Dietitians, and Speech and Language Therapists. Therapies are scheduled according to the needs of the patients and may last for several days or a number of weeks depending on the goals of the patient.

Students assist the unit clerks with answering the telephone, call bells and other clerical duties. Students assist the Registered Nursing staff by stocking linen carts, isolation carts, updating individual white boards as well as social visits which would include reading to patients.

Students assist Recreation Therapy in group activities such as Lunch Program, 10@10 or 1:1 as directed by recreation therapists. Students are also encouraged to shadow an OT and or PT.

Hours of Operation: Full day or half day.

Age Requirement: Students must be 16 years of age or older at the start of their co-op placement.

Rehab 4J (MH)

If you are interested in a career in healthcare and would enjoy the experience of spending time in a clinical setting specializing in the rehabilitation of adults, then you will enjoy the work setting on 4J. Students will observe patients receiving care from an interdisciplinary team including nurses, Physiotherapists, Occupational Therapist, Speech Language Pathologists, Dietitians, Physicians, and others.

Students selected for the program will also have plenty of opportunities to have direct contact with patients and become certified in the *Silver Spoon Mealtime Assistance Program*, providing mealtime assistance to those patients that may require help.

Students will be assigned a variety of administrative duties that assist the entire team. Preferences will be given to students who are positive, outgoing, possess excellent communication skills, demonstrate compassion and the ability to work independently. Students will better understand the delivery of care in an inpatient setting.

Hours of Operation: Full day 0800-16:00 Monday to Friday or Half day (mornings) 8:00 a.m.–12:00 p.m.
Age Requirement: Grade 11 students (16 years)

Research Finance – Trillium Health Partners Institute for Better Health (MH)

In the Research Finance support function of the Institute for Better Health (IBH), co-operative education students will gain a unique experience in the financial management of research projects, grants and awards. Research finance often has complex funding models, as there are multiple funding sources with various rules and regulations for use and administration. As a hospital department, IBH is also funded by the ministry of health and bound by the organization's policies and procedures. In this function we aim to balancing the needs of research while operating within THP's financial governance structure. Co-operative education students will assist the Research Financial Analyst in meeting the needs of all stakeholders (internal/external). In this placement setting students will have the opportunity to learn about how the finance function operates at both THP at a broad level and IBH. Duties of this placement may include assisting with managing correspondence, preparing account reconciliations, program reports, filing, sending reminder notices, preparing excel spreadsheets and assisting in the development of policies and procedures. Students may also be provided with opportunities to work on and/or support specific projects within the IBH and collaborate with other students and staff. This placement will allow students to gain exposure and an understanding of the various departments under the IBH, such as the science faculty, projects, research operations, knowledge translation, data platform development, innovation and discovery.

Preference will be given to students that demonstrate initiative, ability to work independently, have excellent communication skills and have excellent computer skills (Microsoft Office including Outlook, Word, Excel, PowerPoint and Access).

Hours of Operation: Full day or half day (PM). 9:00 a.m. – 5:00 p.m.
Age Requirement: 16 years of age or older.

Research Operations – Trillium Health Partners Institute for Better Health (MH)

In the Research Operations department of our Institute for Better Health, co-operative education students will gain valuable exposure to the integrated operational management and research ethics components of research operations within an academic community-hospital setting. In this placement setting students will have the opportunity to learn about opportunities in research and the various processes, requirements and considerations within the field of health research. Depending on students interests and suitability, students will have the opportunity to interact with physicians and staff members from different areas within the hospital (clinical and administrative), and attend monthly Research Ethics Board meetings. The duties of this placement may include assisting with managing correspondence, filing, sending reminder notices, data entry and developing and amending standard working documents. Students may also be provided with opportunities to work on and/or support specific projects within the department.

This placement will provide students with exposure to the broad scope of research operations within the public healthcare setting.

Preference will be given to students that demonstrate the ability to work independently, are self-starters, have excellent communication skills and have excellent computer skills (Microsoft Office including Outlook, Word, Excel, PowerPoint and Access).

Hours of Operation: Full day preferred. 9:00 a.m. – 5:00 p.m.

Age Requirement: No age requirement.

Research Project Management – Trillium Health Partners Institute for Better Health (MH)

In the Research Project Management department of our Institute for Better Health, co-operative education students will gain unique exposure to an innovative model of research project management housed within the Institute for Better Health. In this placement setting students will have the opportunity to learn about opportunities in research and the various activities, processes, requirements and considerations when engaged in health research within and/or supported by a health care institution. Depending on student's interests and suitability, students will have the opportunity to interact with a diverse spectrum of specialists within the health research sector, including Scientists, Research Associates, Designers and Developers. The duties of this placement may include supporting departmental projects and/or research studies conducted within the hospital; this may include managing correspondence, filing, sending reminder notices, data entry and developing and amending standard working documents.

This placement will provide students with exposure to the inner workings of front line health research activity and management.

Preference will be given to students that demonstrate the ability to work independently, are self-starters, have excellent communication skills and have excellent computer skills (Microsoft Office including Outlook, Word, Excel, PowerPoint and Access).

Hours of Operation: Full day preferred. 9:00 a.m. – 5:00 p.m.

Age Requirement: No age requirement.

Surgical Clinic (QHC)

If you are a student that would enjoy spending time in a high demand, fast paced outpatient clinical setting that supports the Emergency Department and Urgent Care Center; this is the opportunity for you! Students selected for this clinical program will have direct interactions with patients, their families and the entire Healthcare team. The student may have the additional opportunity to observe some additional tests and procedures based on their goals and objectives. Preference will be given to those students that are positive and outgoing; you must possess excellent communication skills, and have the ability to work independently. This experience will help the student better understand the delivery of care in this outpatient clinic.

Hours of Operation: Half Day (A.M. only). Monday to Friday 7:30 a.m. – 4:30 p.m.

Age requirement: 16 years.

Surgical Oncology / Gynecology and General Medicine Patient Care Unit 1A (CVH)

1A provides post-operative care to a diverse group of patients who have had surgeries for various cancers as well as some general surgery patients. 1A also provides acute care for general medicine patients.

The role of the coop student is to provide support to the 1A team with a variety of functions within the unit. Duties may include: answering call bells, meeting and greeting patients and families when they arrive on the unit, and returning equipment to the designated areas and special project support. The student will work closely with the unit clerks and coordinating nurse on a daily basis.

Hours of Operation: Full day preferred beginning at 8:00 a.m.

Age Requirement: Students must be 16 years of age or older at the start of their placement.

Surgical Patient Care Unit 1A (CVH)

Welcome to 1A the Inpatient Surgical Care Unit. Our inter-disciplinary team will strive to promote optimal health and wellness during your hospitalization.

What to Expect on 1A. 1A is a surgical nursing unit with patients at all stages of recovery. This unit offers surgical services in the following areas: ear/nose/throat, dental, vascular, orthopedic, plastics, urology, thoracic/oncology, ophthalmology and general surgery. Patients are admitted post-operatively from the post anesthetic care unit (PACU) and also from the emergency room. Patient care is prioritized based on the patient's condition. 1A also has a surgical observational unit for patients who require closer monitoring. Our goal is to provide quality of care within an environment that encourages patient/family involvement.

The role of the coop student is to provide support to the 1B team with a variety of functions within the unit for example, answering of the call bells, meeting and greeting patients and families and returning equipment to the designated areas.

Hours of Operation: Full day preferred. 7:30/8:00 am - 4:00 pm.

Age Requirement: Students must be 16 years of age or older at the start of their co-op placement.

The Oncology Referral Office (CVH)

The Oncology Referral Office receives new patient oncology referrals for the Carlo Fidani Regional Cancer Centre and other regional oncology satellite sites, and coordinates initial appointments and corresponding health information in keeping with established wait time targets. In the Oncology Referral Office, the co-operative education student will have the opportunity to work in a fast paced environment with a multidisciplinary team. Students selected will have some direct and indirect interaction with patients (over the telephone), as well as work closely with the healthcare team.

The role of the student is to provide support to the Oncology Referral Office team with a variety of functions, for example, patient reminder calls, initial appointment offer calls, and supporting triaging referrals, as well as special project support.

Preference will be given to students who are outgoing, demonstrate the ability to work collaboratively as part of a team, have excellent communication skills, a positive attitude and pay close attention to detail.

Hours of operation: Half Day (AM) preferred or Full Day

Age Requirement: Students must be 16 years of age or older at the start of their co-op placement

Trillium Health Partners Foundation (MH)

If you are interested in a career in fundraising, not-for-profit, events, accounting, databases, and/or office work this may be the opportunity for you. Students selected for this program will gain experience working with the different fundraising and support teams including Leadership Gifts, Community Initiatives, Marketing and Communications, and Corporate Services.

Students will have the opportunity to work on the fundraising database, events, filing, and general office help. This placement will help develop excellent verbal and written communication skills, learn office procedures, fundraising basics, and computer database and Microsoft office skills.

Microsoft Office skills would be considered a strong asset.

The work environment will be separate from the hospital, in the Mississauga Hospital site's Clinical and Administrative building. There may be opportunities to work from the Credit Valley Hospital site, the Queensway Hospital site or at Event locations on occasion. Students will be provided with their own workspace and computer while in office. This is a fast-paced, high-performing and highly collegial working environment.

Hours of Operation: Half day preferred. Mon – Fri, 8:30 a.m. – 5:00 p.m.

Age Requirement: Grade 12 student.

Urgent Care (QHC)

Are you interested in a career in healthcare? If you like a fast paced, dynamic and ever changing environment then this opportunity is for you. The Urgent Care Department at Queensway Health Centre provides 14 hours of Urgent Care Services for the immediate assessment, triage, and management of health emergencies, illness or injury.

The Urgent Care Department has approximately 65,000 visits per year. We service a diverse population caring for all ages. We work with a multidisciplinary team inclusive of Nurses, Doctors, Social Workers, Pharmacists, Respiratory Therapists and Allied Health Professionals. Successful co-op students will be required to assist staff with various duties throughout the day. These duties will include stocking care areas, replenishing paper supplies and assisting families in locating patients. We are looking for students that are comfortable with interacting with patients and families while providing comfort and compassion to those in need. Part of your placement will also include observing clinical cases within Urgent Care to see how the team works together providing patient centred care and at time life saving measures. The co-op students play an integral role in the day to day operations and functioning of the department.

Hours of Operation: Full day. Approximately 8:00 a.m. – 4:00 p.m.

Age requirement: Grade 12 student.

Volunteer Resources (CVH)

This position is suited to a student planning to pursue business management or other administrative careers. Students will have a high degree of contact with volunteers and the public. The duties will include but are not limited to: distribute and manage volunteer materials (ie. vests, badges, information packets), answer and redirect phone calls or email inquiries, welcome volunteers starting shifts, planning and assisting in new volunteer orientation, assist with volunteer information gathering, tracking, and scheduling. Preference will be given to students with strong organizational skills, competency with computer software (Word, Excel, PowerPoint and comfort learning new software) and a positive, outgoing work style.

Hours of Operation: Full Day (9am-3pm). Volunteer Resources is open from 8am to 4pm

Age Requirement: Grade 11 or 12 student

Trillium Health Partners - Our Strategic Plan

OUR MISSION

A new kind of health care for a healthier community

OUR VALUES

Compassion • Excellence • Courage

We Believe In:

Active Participation of patients and families	Power of Teamwork	Curiosity, creativity and continuous learning	Health care that works for everyone
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OUR GOALS

Quality • Access • Sustainability

OUR PRIORITIES

Deliver: High quality care, exceptional experiences • Partner: For better health outcomes • Shape: A healthier tomorrow

Visit: Trillium Health Partners' website: www.trilliumhealthpartners.ca