

## **School of Social Work – Lakehead University Orillia Field Placement Student Agreement**

### **1. PROFESSIONAL CONDUCT**

I agree to follow the Ontario College of Social Workers and Social Service Workers (OCSWSSW) Code of Ethics and Standards of Practice while on placement and to adhere to the policies and guidelines of my placement setting.

I understand that the School of Social Work reserves the right to withdraw a student from placement if they violate the OCSWSSW Code of Ethics or the policies of their placement setting or if they do not honour the affiliation to ethical and professional social work standards of practice.

I also understand that for the duration of my placement I will be fully bound by all applicable Lakehead University policies, regulations, rules and procedures, including in particular the *Code of Student Behaviour and Disciplinary Procedures*.

I understand that I am responsible to inform my Field Education Coordinator should I anticipate an extended absence from the program that could effect my field placement.

All placements are to be arranged through the office of the Field Education Coordinators. Students are kindly requested *not* to directly contact agencies or supervisors.

### **2. ADHERENCE TO PLACEMENT POLICIES**

I understand that I am expected to review and adhere to **all** placement policies and procedures as outlined in the School of Social Work Field Education Manual.

### **3. SHARING OF INFORMATION / CONFIDENTIALITY**

I understand that personal information on the Social Work application package, placement planning forms and placement evaluation forms is collected pursuant to Section 14 of the Lakehead University Act and The Social Work and Social Services Act, and will be used to coordinate and evaluate social work placement for students in the HBSW program. The information will be disclosed only to the extent necessary for the effective operation, supervision and assessment of the placement and may be shared with the School of Social Work Director, Field Coordinators, Faculty members, potential placement sites, field supervisors, and members of the Field Education Advisory Committee.

I understand that if any information should come to the attention of the School of Social Work, significant enough to affect my placement role, and thus the field placement experience, the School will confidentially assess and discuss this information with the appropriate parties. Information disclosed during my meetings with supervisors or Field Coordinators will be shared to the extent necessary to resolve concerns about a student's ability to successfully complete their field placement. The School will

balance confidentiality against its duty to protect students, clients and placement settings, as well as against legal duties to report.

#### **4. CONFLICT OF INTEREST**

I understand that the intent of the conflict of interest policy is to ensure Social Work students are placed in a placement setting that offers the most safe and objective learning environment and evaluation of performance possible.

Accordingly I understand that if I wish to undertake a placement in a placement setting where I have any prior relationships, I must declare a potential conflict of interest to, and discuss the appropriateness of the situation with the Field Education Coordinator.

I understand that I may have a potential conflict of interest if I am, or have been, or an immediate family member is or has been a **client** or an **employee** of the placement setting, or if I have, or an immediate family member has relatives at and/or other close **relationships** with staff members of an placement setting. (An immediate family member is to be defined as a parent/grandparent/child/sibling/spouse or significant other, and any family members involved will remain unidentified). As the School of Social Work will not specifically ask me to divulge this information, it is my responsibility to either inform the Field Education Coordinator of a potential conflict of interest or to refrain from requesting a placement setting in which there is a conflict of interest if I choose not to enter into the necessary discussion.

I further understand that where a potential conflict of interest exists with regard to a student placement, the final placement decision will be at the discretion of the Field Education Coordinator and the Field Placement setting.

Finally, I understand that if the School of Social Work discovers a conflict of interest that I have not declared with respect to my placement application or placement, the School may in its sole discretion terminate that application or placement forthwith, and makes no guarantee that it will be able to arrange a substitute placement within the time limits of my program.

#### **5. CRIMINAL RECORD SEARCH:**

I understand that I will be required to obtain a current Criminal Record Search for the records of the placement setting before beginning my field placement, and that I will be responsible for the cost of this Search. This Criminal Record Search should meet the requirements of the placement setting, which may require the Criminal Record Search to be obtained within either six months, three months or one month of the placement start date. Many agencies also require a Vulnerable Sector Search. Planning ahead is crucial in obtaining these Searches. I am aware that I must obtain the Criminal Record Search from the police force serving my home community. I understand that if my community is served by the Ontario Provincial Police a longer process may be required for the Vulnerable Sector Search (up to three months). The results of the Criminal Record Search are to be provided directly to the placement setting and not to the School of Social Work.

I understand that I may be denied access to a placement site by the placement setting based on the nature of past offences, and this may affect my continuation in the HBSW program.

**6. MEDICAL REQUIREMENTS:**

I understand that certain placements in medical, residential, educational or health care settings may require specific medical screening, which may include, but not be limited to, a medical examination, tuberculosis skin testing, vaccinations or confirmation of immunizations, and mask fit testing. It is my responsibility to be fully informed concerning placement setting medical requirements prior to the commencement of my placement. I understand that I am responsible for ensuring that I meet these requirements and that any costs associated with these measures are also my responsibility. Any proof of medical requirements are to be shared only with the placement setting and not with the School of Social Work.

**7. HANDLING OF MEDICATION:**

Unless there are exceptional circumstances, students are not to handle or dispense client medications on placement.

**My signature below indicates that I have reviewed and understood the requirements of this Field Placement Agreement, and consent to providing the School of Social Work with the information requested, as necessary. This agreement shall remain in effect for the duration of my HBSW placements.**

**NAME** (Please print): \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**YEAR of STUDY:** \_\_\_\_\_  
(3<sup>rd</sup> year or 1 year program)

**If you have any questions about this agreement, please contact:**

Field Education Coordinators  
School of Social Work  
Lakehead University, Orillia Campus  
Email: [orswfield@lakeheadu.ca](mailto:orswfield@lakeheadu.ca)  
Phone: 705-330-4008