

Guidelines for Undergraduate Nursing Student Placements The Hospital for Sick Children

The following guidelines are intended to support **academic placement coordinators** in the submission and coordination of clinical placement requests at The Hospital for Sick Children (SickKids). Adherence to these guidelines is essential to ensure a consistent and efficient placement process.

Applications:

- Clinical placement application forms are available on the SickKids website <http://www.sickkids.ca/Nursing/Education-and-learning>
- Academic placement coordinators are responsible for ensuring that **all students requesting placements** complete the required application forms in full. This information supports appropriate assessment of students' learning needs.
- Completed applications must be **submitted by email prior to the published application deadline** for each academic term.
- Placement requests are expected to be submitted **a minimum of four months in advance** of the clinical start date. Coordinators are asked to consult the *Nursing Student Placement Deadlines* document when planning submissions.
- All placement-related communication must occur **exclusively between the academic placement coordinator and the SickKids Learning Institute**. This centralized communication process helps minimize miscommunication and ensures consistency.
- Once placement decisions have been finalized, SickKids will communicate outcomes directly to the academic placement coordinator. Coordinators are responsible for informing students of the status of their placement requests.
- Due to the volume of applications received, SickKids is unable to correspond directly with students. Students should be directed to their academic placement coordinator for all inquiries related to placement confirmations.
- Prior to final acceptance, students will be required to contact the designated **Interprofessional Education Specialist** for their assigned program to arrange an informational interview. This interview supports alignment between student learning objectives and the selected clinical area.
- A **current SickKids Affiliation Agreement** must be in place with The Hospital for Sick Children before any placement can proceed. Academic placement coordinators are encouraged to confirm affiliation agreement status with the Learner Hub in advance of submitting requests.
- In accordance with hospital policy, all clinical placements at SickKids are **conditional upon receipt and verification of required documentation**.

- Academic placement coordinators are encouraged to proactively share information regarding **anticipated enrollment changes or emerging trends** that may impact future placement demand.

Eligibility for Student Placement:

The Hospital for Sick Children is a tertiary/quaternary paediatric facility. As such, we have outlined minimum expectations for our various placement areas. Please refer to the **Nursing Student Placement Prerequisite Knowledge and Skills** document and the **Nursing Student Experiences** at SickKids document for further details. Please note that, due to the patient population and level of acuity in our inpatient units, we accept preceptorship placement requests for final-year students only.

SickKids Commitment to Diversity:

The children and families we care for are from a variety of communities, and so are SickKids staff. We welcome and encourage diverse applicants to join and learn as part of our teams. When requested, SickKids will provide access and inclusion supports to eligible candidates to support full engagement during the interview and assessment process.

Contact Information

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