



AGREEMENT

BETWEEN:

Office of the Saskatchewan Information and Privacy Commissioner,
as represented by the Commissioner

- and -

Saskatchewan Polytechnic

- and -

Kayla Little

1. Term of Agreement:

1.1 The Office of the Saskatchewan Information and Privacy Commissioner (IPC) agrees to provide practical experience for Kayla Little (herein referred to as 'the student') enrolled in the Health Information Management program, during the weeks of March 4, 2019 to April 26, 2019.

2. The Office of the Saskatchewan Information and Privacy Commissioner agrees to follow:

2.1 To have student(s) participate in projects and procedures of the IPC as it relates to the Health Information Management program, where the staff of IPC has a knowledge and understanding of the purpose and objectives of the students' learning experience.

2.2 To assist the instructor from Saskatchewan Polytechnic to become familiar with the policies and programs of the IPC and any other necessary information as it relates to the educational experience.

3. Saskatchewan Polytechnic agrees as follows:

3.1 To provide an instructor who is a member of the faculty, to meet as often as required with the IPC advisor for planning and participating in the educational program as well as to evaluate the student's learning.

3.2 To assist the student(s), prior to the experience, to understand their responsibilities during the experience including maintaining confidentiality in matters entrusted to them.

3.3 To arrange conferences as required for evaluation of the experience with representatives from IPC, Saskatchewan Polytechnic, and the student(s).

3.4 To maintain Accident Insurance and Workers' Compensation coverage for students, at no cost to IPC. Student(s) placed at the IPC for training are covered by Workers' Compensation through an agreement between Saskatchewan Polytechnic and Workers' Compensation.

4. Student agrees as follows:

4.1 To be responsible directly to the advisor.

4.2 To take an oath of confidentiality with respect to information obtained during his or her practical experience. The IPC may refuse to continue to provide the student with his or her practical experience if the oath is violated.

4.3 To comply with all applicable IPC policies.

4.4 To work with the advisor in skill development; identify and communicate learning needs to the advisor and Saskatchewan Polytechnic instructor to facilitate meeting the objectives; perform self-evaluation, identifying competencies that need to be enhanced or improved; and participate in the evaluation of the experience.

5. All parties agree as follows:

5.1 The IPC or the Saskatchewan Polytechnic may immediately terminate this agreement without further obligation where:

- The student fails to meet the academic requirements on which the placement is based;
- The student fails to participate in work placement/practicum or complete the work placement/practicum;
- The student breaches his or her agreement under clauses 4.2 or 4.3 of this agreement; or
- The actions of the student during the work placement/practicum are disruptive to the IPC, harmful to staff or clients of the IPC, or otherwise in contravention of policies of the Saskatchewan Polytechnic or the IPC applicable to the student.

5.2 This agreement may be terminated by either party given two weeks notice in writing of intention to terminate the same.

5.3 Any part of this agreement may be revised or amended at any time, with the written approval of all parties.

5.4 Conferences will be held as required between representatives of the IPC and Saskatchewan Polytechnic for the purpose of discussing matters pertaining to the program.

5.5 The IPC may terminate the practical experience under this Agreement where in the opinion of the IPC, the student is not performing his or her duties in a manner which is consistent with the expectations of that student.

5.6 Any notice to IPC pursuant to this Agreement shall be addressed to:

Danielle Malach, Analyst
503-1801 Hamilton Street, Regina SK, S4P 4B4
306-798-2505
306-798-1603 (Fax)
dmalach@oipc.sk.ca

5.7 Any notice to Saskatchewan Polytechnic pursuant to this Agreement shall be addressed to:

Tara Fournier, Program Head, Health Information Management
Saskatchewan Polytechnic, Regina Main Campus
4500 Wascana Parkway, Box 556, Regina SK, S4P 3A3
306-775-7642
306-775-7795 (Fax)
Tara.Fournier@saskpolytech.ca

IN WITNESS WHEREOF THIS AGREEMENT IS SIGNED:

FOR THE IPC:

[Redacted Signature]

Commissioner

Feb 21/19
Date

WITNESS:

[Redacted Signature]

Feb 21/19
Date

FOR Saskatchewan Polytechnic:

Name

Title

Date

WITNESS:

Date

STUDENT(S):

Date