



Package B – FOIP Notification; Consent to Release Personal Information

Health Sciences Programs
Health & Safety Requirements 2021–2022

The Consent to Release Personal Information **must be signed and submitted any time after your admission and before the start of your program.**

What are the forms in this package and what do you do with each?

1. FOIP Notification

- **Read** this document and **keep** it for your information. It tells you who can see your personal information, when, and for what purpose

2. *RDC Consent to Release Personal Information*

- **Read** the consent form you are about to sign
- **Legibly print** your name, Student ID, Educational Program on the lines at the bottom of the form
- **Date** the form, and **sign** your name
- **Submit** your signed form, as soon as you have been accepted to your RDC program and **PRIOR TO THE START OF YOUR PROGRAM**, in **one of the following ways**:
 - **Email** a screen shot or scanned copy to Placement.HealthSciences@rdc.ab.ca
 - **Mail to:** RDC Placement Office
Room 1506 - 100 College Blvd.
Box 5005
Red Deer, Alberta T4N 5H5 CANADA
 - **Place form** in the locked box outside Room 1506

If you have any questions about this consent, please contact the Placement Office:

Email: Placement.HealthSciences@rdc.ab.ca

Phone: 403-357-3656



FOIP Notification

Health Sciences Programs

The personal information that you provide to RDC for your program is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act of Alberta (FOIP). The following personal information will be disclosed in order to provide you with placement at, or services of, a third party agency or organization.

If you have any questions about the collection, use or disclosure of this personal information please contact the FOIP Coordinator (403) 356-4987; Red Deer College, 100 College Blvd., Box 5005, Red Deer, Alberta T4N 5H5

Personal Information Collected <i>May include any or all</i>	Uses of Personal Information <i>By authorized persons only within Student's educational program</i>	Disclosure of Personal Information <i>To authorized persons only within the agency or organization</i>
<ul style="list-style-type: none"> • Student name; middle initial • Student phone number • Student RDC email • Student ID number • Student address • Student photograph • Placement preferences • Student day and month of birthday • Student gender (special situations only) • Student month of graduation • Employment status, agency ID, date, site of employment, manager, with clinical agency 	<ul style="list-style-type: none"> • To contact student regarding practicum needs or status; regarding urgent issues such as labor disruption, disease outbreak • To generate class placement lists, confirmation notices and schedules • To maintain a student history of placements • For program communications • For IT access to third party electronic system/s; e.g. RDC Placement Office provides student information to Alberta Health Services, Academic Student Relations for requesting Meditech access, electronic charting IT and network access 	<ul style="list-style-type: none"> • Student name is disclosed upon confirmation of an accepted placement, for the purpose of facilitating placement arrangements, and as a record of students received by the site • Name may be disclosed prior to confirmation, at the discretion of the program if the practicum site has a need to know (e.g. to arrange a student interview; if the student is also an employee) • Student gender may be disclosed on specific request of a placement site that requires this information to accommodate patient/client preference (e.g. placements in home care agencies) • Student school issued email may be disclosed for the purpose of delivering agency IT access and passwords to agency computer network/s.

		<ul style="list-style-type: none"> • Student name, day and month of birth, AHS or Covenant employment status, ID, manager, site, as requested by AHS/Covenant for provisioning of IT access; communication to practicum agency IT access authorizers; e.g. Alberta Health Services, Senior Management, Academic Student Relations for requesting Meditech, electronic charting IT and network access
Student practicum requirements of practicum agencies (e.g. police information check, CPR, confidentiality agreement or other practicum requirements)	<ul style="list-style-type: none"> • Assessed and monitored by Placement Office and/or Health Centre staff for the purpose of tracking student compliance with practicum agency requirements • Associate Dean – for purpose of escalation of follow-up regarding missing requirements 	<ul style="list-style-type: none"> • Positive/non-clear police checks are submitted to Alberta Health Services, Covenant Health and Covenant Care and other practicum agencies for adjudication and decision about eligibility for practicum in those facilities.
BScN - unofficial RDC Transcripts (at end of Fall term of 3 year)	<ul style="list-style-type: none"> • Program Assistant: released to University of Alberta (UofA) as part of the application process for transfer to UofA for 4th year of the BScN program • Bachelor of Science in Nursing Nurs495 faculty for the purpose of determining eligibility for out-of-town or specialty area practicum placements 	<ul style="list-style-type: none"> • Post-secondary institutions such as University of Alberta, University of Calgary as part of the application process for transfer to UofA for 4th year of the BScN program; to provide transcript for transfer
Program progress, courses completed/program completion		<ul style="list-style-type: none"> • Professional Colleges, Associations and certification bodies such as CARNA, CLPNA, ACP, PEBC for the purpose of confirming completion of post-secondary program

CARNA – College and Association of Registered Nurses of Alberta

CLPNA – College of Licensed Practical Nurses of Alberta

ACP – Alberta College of Pharmacists

PEBC – Pharmacy Examining Board of Canada