

MEMORANDUM OF AGREEMENT

Between:

Brandon University

Employer

-and-

Brandon University Faculty Association

Union

RE: Appendix D.2.1 Administrative Associate, Health Studies

WHEREAS on October 20, 2022, the Health Studies Faculty Council approved changes to the Administrative Associate job description in D.2.1 of the 2019-2023 Collective Agreement; and

WHEREAS either these changes were not forwarded to JAC for approval or the approved updated version was not imported into the 2023-2027 Collective Agreement;

The Parties agree to amend the job description as follows:

D.2 Health Studies

D.2.1. ~~Clinical Placement Coordinator-Administrative Associate~~, Health Studies

This position reports to the Dean, Faculty of Health Studies. The responsibilities of this position may include the following activities:

- a) Receive and coordinate faculty and student requests for clinical placements.
- b) Negotiate and arrange clinical placement experiences where students can obtain learning opportunities appropriate to the curriculum objectives.
- c) Complete initial and ongoing training, manage clinical placements, and update program information as needed using the Health Sciences Placement Network (HSPnet). ~~Facilitate the signing and updating of clinical affiliation agreements~~
- d) Obtain placement information from agencies and distribute to students and course faculty. ~~Maintain records of the clinical agreements~~
- e) Coordinate and conduct orientation sessions for students. Ensure students complete all requirements set out by each clinical agency. ~~Act as a liaison between the Faculty of Health~~

~~Studies and clinical placements sites; mediates conflict situations between students and on-site preceptors~~

~~f) Attend meetings with other educational institutions to negotiate and reconcile placement conflicts. Coordinate an orientation to the Personal Health Information Act (PHIA) and the signing of Pledge of Confidentiality forms for all students~~

~~g) Facilitate the signing and updating of clinical affiliation agreements. Investigate potential clinical placement opportunities~~

~~h) Act as a liaison between the Faculty of Health Studies and clinical sites by communicating, collaborating, and problem solving on an ongoing basis. Coordinate the distribution and revisions of the clinical program manual for clinical placement sites~~

~~i) Investigate potential clinical placement opportunities. Facilitate the development and periodic review and revision of a standard student evaluation tool for use by all faculty and all on-site preceptors~~

~~j) Coordinate the distribution of course information and Brandon University faculty contact information to agencies.~~

~~k) Facilitate orientation/training sessions for preceptors.~~

~~k) Coordinate preceptor orientation sessions on campus for courses with a clinical component as appropriate. Coordinate annual recognition activities for preceptors and providers of clinical placements~~

~~l) Coordinate annual recognition activities for preceptors and providers of clinical placements.~~

~~l) Receives from on-site preceptors, at the intervals specified, evaluations of students in clinical placements~~

~~m) Performs such other appropriate duties as may be assigned by the Dean and/or Department through consultation with the incumbent.~~

CLEAN VERSION

D.2.1. Clinical Placement Coordinator, Health Studies

This position reports to the Dean, Faculty of Health Studies. The responsibilities of this position may include the following activities:

a) Receive and coordinate faculty and student requests for clinical placements.

- b) Negotiate and arrange clinical placement experiences where students can obtain learning opportunities appropriate to the curriculum objectives.
- c) Complete initial and ongoing training, manage clinical placements, and update program information as needed using the Health Sciences Placement Network (HSPnet).
- d) Obtain placement information from agencies and distribute to students and course faculty.
- e) Coordinate and conduct orientation sessions for students. Ensure students complete all requirements set out by each clinical agency.
- f) Attend meetings with other educational institutions to negotiate and reconcile placement conflicts.
- g) Facilitate the signing and updating of clinical affiliation agreements.
- h) Act as a liaison between the Faculty of Health Studies and clinical sites by communicating, collaborating, and problem solving on an ongoing basis.
- i) Investigate potential clinical placement opportunities.
- j) Coordinate the distribution of course information and Brandon University faculty contact information to agencies.
- k) Coordinate preceptor orientation sessions on campus for courses with a clinical component as appropriate.
- l) Coordinate annual recognition activities for preceptors and providers of clinical placements.
- m) Perform such other appropriate duties as may be assigned by the Dean and/or Department through consultation with the incumbent.



On behalf of the BUFA

Print Name: Dr. Gautam Srivastava

March 11, 2025

Date:



On behalf of BU

Print Name: Dr. Kofi Campbell

March 10, 2025

Date:

