

KINESIOLOGY PRACTICUM DESCRIPTION

Practicum Position Title: Orthopaedic Surgery Research Assistant

Agency/Company: University of Calgary

Website: <https://www.scrubsresearch.com/>

Location: South Health Campus 4448 Front St SE

Schedule: TBD according to the Organization and the Practicum Student's schedule (5-6 hours / week for 12 weeks in Fall & Winter Terms and 10-12 hours / week for 6 weeks in Spring Term) within the hours of 7:00 am – 3:00 pm Monday – Friday.

Terms Available: Winter, Spring

Number of Positions: 1

Organization Description:

The South Campus Research Unit for Bone and Soft Tissue (SCRUBS) is a group of orthopaedic surgeons and research personnel who conduct research to improve our understanding of orthopaedic injuries and their underlying mechanisms. Our team is committed to identifying preventive measures that can help reduce the occurrence and incidence of these injuries.

Project Duties/Responsibilities:

- Prepare and submit Research Ethics Board (REB) applications and amendments
- Collaborate with clinical staff to identify eligible patients for recruitment into clinical studies
- Approach patients to discuss research opportunities and obtain consent
- Assist with screening procedures and other relevant data collection tasks
- Assist with writing grant application(s)
- Create and edit research documents including consent forms, study protocols, data collection forms, etc.
- Brainstorm and execute fundraisers, marketing initiatives, and assist with updating the SCRUBS website and Instagram page as needed
- Opportunity to attend surgical rounds, observe surgeons, and gain hands-on research experience

Required Student Qualifications:

- Experience with Microsoft Outlook, Word, and Excel
- Be very comfortable working independently with patients, families and staff or as part of a team in a busy environment
- Excellent attention to detail and efficient time management skills
- Strong communication, interpersonal, and organization skills
- Ability to be self-directed, flexible, and take initiative

Assets:

- Previous research experience
- Experience working with patients in any capacity
- Graphic design and experience with social media management and/or marketing

Contact: Email On-Site Supervisor: Dr. Neil J. White neiljwhite@gmail.com and cc: Sara (sara.kayvani@ucalgary.ca) and Adina (adina.tarcea@ucalgary.ca)

Kinesiology Practicum Application

Placement: Orthopaedic Surgery Assistant **Category:** Research

Requirements:

- Students must be a current Faculty of Kinesiology undergraduate student in good academic standing with 60 units completed, including 30 units of KNES courses
- Students may participate in up to three different practicums (one per term) with no prior personal, work or volunteer relationship with the organization

☐ Yes ☐ No I have read and understood the criteria ☐ Yes ☐ No I meet the criteria for this practicum

INSTRUCTIONS

- Contact the on-site supervisor to arrange an interview.
- Bring a copy of this application with the completed student portion to your interview to be completed by the On-Site Supervisor.
- Submit application and required documentation (if applicable) to knespracticum@ucalgary.ca; our office will email your @ucalgary address within 5 business days with next steps for you and your On-Site Supervisor.

STUDENT PORTION – COMPLETE PRIOR TO INTERVIEW

Practicum Term		
☐ Fall _____ (year)	☐ Winter _____ (year)	☐ Spring _____ (year)
Student Information		
Name:		UCID:
Phone Number:	Email:	@ucalgary.ca
Student Practicum Expectations: Why have you chosen this practicum placement? (1-2 sentences)		
Code of Conduct		
Students are responsible for compliance with the University of Calgary's Code of Conduct .		
☐ Yes ☐ No I have read and understood the University of Calgary's Code of Conduct.		
☐ Yes ☐ No Do you have a pre-existing relationship(s) with person(s) associated with this practicum (work, volunteer or personal)? If yes, please briefly explain the nature of the relationship:		
I agree that:		
- No salary or payment will be received based upon my participation in a Kinesiology practicum placement - I will meet the expectations of the practicum placement for which I am applying - I will be punctual throughout my practicum placement and will adequately notify the On-Site Supervisor about any absence(s). - I will complete 60-72 hours within the dates of the term.		
Start Date (first day of lectures)	End Date (last day of lectures)	
_____	_____	
☐ I agree with the above-mentioned terms and conditions.		
Student's Signature:		Date:

ON-SITE SUPERVISOR PORTION

Name:	
Phone:	Email:
As the On-Site Supervisor, I agree that:	
- No salary or compensation will be given to the practicum student - I will provide sufficient hours (60-72 hours) <u>within</u> the term dates above, and spread evenly throughout the term (approx. 5-6 hrs/wk in Fall and Winter / 10-12 hrs/wk in Spring) - I will complete a mid-point and final evaluation for the practicum student - I will provide sufficient supervision, and guidance during this practicum placement - I will send any changes / updates to knespracticum@ucalgary.ca for approval / updating	
☐ I agree with the above-mentioned terms and conditions.	
On-Site Supervisor's Signature:	Date:

Submit together to
knespracticum@ucalgary.ca:
☐ Completed Practicum Application
☐ Confidentiality Agreement

CONFIDENTIALITY AGREEMENT

Practicum students and the agency must complete the signed confidentiality agreement and submit it (along with the practicum application form) to knespracticum@ucalgary.ca.

THIS AGREEMENT is made as of the _____ day of _____, 20____.

BETWEEN:

(hereinafter called the "**Agency**")

AND:

_____,
(hereinafter called the "**Student**")

Whereas:

It is the Student's legal and ethical responsibility to protect the privacy, confidentiality and security of all records, proprietary information and other confidential information relating to the Agency, including business, employment and medical information relating to patients, members, employees and health care providers. ("Confidential Information").

And whereas:

The Agency has adopted policies and procedures regarding Confidential Information including its policies and procedures for complying with the *Freedom of Information and Protection of Privacy Act* and the *Health Information Act* ("Policies and Procedures").

In witness hereof, the parties agree as follows:

1. The Agency agrees to disclose and the Student agrees to receive Confidential Information in furtherance of participating in his/her practicum with the Agency, as set out in the Practicum Agreement.
2. The Agency agrees to advise, instruct and guide the Student as to the Policies and Procedures.
3. Upon receipt of the information set out in paragraph 2 herein, the Student agrees to use his/her best efforts to comply with the Policies and Procedures and to protect the Confidential Information, or any part thereof, and prevent it from being disclosed to any person contrary to the Policies and Procedures.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the day and year first written above.

Agency

Student

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Title: _____

Date _____

Date: _____

2500 University Drive N.W., Calgary, Alberta, Canada T2N 1N4