

## Education institution

It is responsibility of the educational institution to:

- inform the student and instructor of the PIC prerequisite, required by AHS for the purpose of permitting a placement
- inform the student and instructor of the VSS prerequisite, if there will be in a position of trust or authority toward the patients or clients at any time during a placement
- ensure that it does not receive a PIC from a Student or Instructor dated more than 90 days from the set date of collection
- if the Student's PIC discloses the existence of a criminal record or any other police information, the educational institution must notify AHS immediately. Delay in doing so may require the Student to obtain a new PIC, which could delay the start of the Student's Placement
- require the student and instructor to self-report any change in criminal convictions or criminal charges to the Educational Institution
- inform AHS representative of any change in criminal convictions or criminal charges self-reported by a student or instructor

\*If the instructor is also an employee of AHS, the educational institution is not required to ensure a PIC is completed by the instructor, for the purpose of the placement.

## Student and Instructor

It is responsibility of the student and instructor to:

- provide to the educational institution a PIC one time, as required by AHS, provided that the student maintains enrolment in the educational program, and the Instructor maintains employment with the educational institution with no lapse of more than two (2) consecutive full terms

## AHS

It is responsibility of AHS to:

- conduct a risk assessment and determine whether to permit, delay, restrict or deny the student's or instructor's access to AHS sites or facilities if the PIC and VSS are not clear
- advise the educational institution of the determination