



Team Name: Human Resources	Reference Number: ORG.1511.PL.006
Team Lead: Recruitment & Retention Officer	Program Area: Human Resources
Approved by: VP - Human Resources	Policy Section: Recruitment and Retention
Issue Date: September 28, 2018	Subject: Take Our Kids to Work
Review Date:	
Revision Date:	

**POLICY SUBJECT:**

Take Our Kids to Work

**PURPOSE:**

To ensure that the confidentiality of personal health information is maintained within all Southern Health-Santé Sud Sites during “Take Our Kids to Work” day.

To ensure, so far as reasonably practical, a safe environment for students participating in “Take Our Kids to Work” day within Southern Health-Santé Sud.

**POLICY:**

Southern Health-Santé Sud supports the annual participation in “Take Our Kids to Work” day to allow the Student to observe a Parent or Responsible Adult at work in a health care environment.

**DEFINITIONS:**

**Designated Management Representative:** The individual who has the decision making authority on behalf of the Site.

**Designated Site Representative:** The individual overseeing the student’s activities while on Site.

**Individual:** A patient, client or resident receiving health care services within Southern Health-Santé Sud.

**Parent or Responsible Adult:** An individual employed with Southern Health-Santé Sud or a member of the Medical Services who agrees to supervise a child participating in a “Take Our Kids to Work” day.

**Site:** The Southern Health-Santé Sud site/program/services or location where the Student will observe the Parent or Responsible Adult at work. A Designated Management Representative at the Site is responsible for administering participation in the “Take Our Kids to Work” day in accordance with this policy.

**Student:** A child enrolled in a “Take Our Kids to Work” day through a school who agrees to be supervised by a Parent or Responsible Adult. The child generally participates with their own parents but it is not a requirement that they do so.

**PROCEDURE:**

1. The Parent or Responsible Adult requests permission in advance from the Designated Management Representative at the Site for the Student to attend at the Site on the date specified by the school for “Take Our Kids to Work” day.
2. Prior to giving permission to a Parent or Responsible Adult to participate in the “Take Our Kids to Work” day, the Site:
  - makes appropriate risk assessments about potential dangers to the Student or Individual that may exist at the Site and in the specific locations where the Student will be present, such as exposure to infections, injury or trauma;
  - identifies and explains any and all potential risks to the Student and ensures that all potential risks are eliminated or minimized; and
  - ensures that appropriate waiver/permission form is in place to confirm that the Student is covered under their individual school, program or private insurance policy. Confirmation is received by the student and/or the school.
3. The Site retains the right to refuse permission to a Parent or Responsible Adult to have a Student participate in the “Take Our Kids to Work” day.
4. As a pre-condition of Site approval:
  - the Parent or Responsible Adult signs and completes the Southern Health-Santé Sud Declaration of Confidentiality form, completes (or has completed) the PHIA Self-Learning Package; and signs the Take Our Kids to Work Agreement & Undertaking form with the Student;
  - the Student, accompanied by the Parent or Responsible Adult reads the Confidentiality of Personal Information Policy, completes the PHIA Self-Learning Package and signs the Take Our Kids to Work Agreement & Undertaking form with the Parent or Responsible Adult; and
  - the Parent or Responsible Adult agrees to:
    - minimize the amount of personal health information provided or exposed to the Student;
    - supervise the Student while the Student is at the Site;
    - notify the Student that they are required to obey the Parent or Responsible Adult’s instructions at all times while at the Site or the Student is required to leave the Site.

5. The Parent or Responsible Adult wishing to have the Student attend in clinical situations such as an operating room, other examinations or procedures or any other area where the Individual is in attendance, must ask a supervisor or Designated Site Representative to seek the Individual's prior consent. The consent is sought without the Student or Parent or Responsible Adult being present so that the Individual is given every opportunity to refuse.
6. The Designated Site Representative co-signs the Take Our Kids to Work Agreement & Undertaking form and notes any additional terms and conditions applicable. One copy is returned to the Parent or Responsible Adult and the other is retained and filed in the Parent or Responsible Adult's (employee) file.

**SUPPORTING DOCUMENTS:**

[ORG.1511.PL.006.FORM.01](#) Take Our Kids To Work Agreement & Undertaking

**REFERENCES:**

[ORG.1411.PL.201](#) Confidentiality of Personal Health Information

[ORG.1411.PL.201.FORM.01](#) Declaration of Confidentiality

[ORG.1411.PL.201.SD.01](#) Confidentiality of Personal Health Information – PHIA Self-Learning Package

[ORG.1511.PL.005.FORM.01](#) Personal Health Information Act Information & Agreement for Persons Job Shadowing

Winnipeg Regional Health Authority, Take Our Kids to Work, Policy 10.40.150