# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of contents</td>
<td>p.3</td>
</tr>
<tr>
<td>Welcome Message</td>
<td>p.4</td>
</tr>
<tr>
<td>CIUSSS West-Central Montréal: Quality of Care, Respect, and Academic Mission</td>
<td>p.5</td>
</tr>
<tr>
<td>CIUSSS-COMTL Facilities</td>
<td>p.5</td>
</tr>
<tr>
<td>Teaching Service of the Academic Affairs Directorate - DAAER</td>
<td>p.6</td>
</tr>
<tr>
<td>Before the Internship: Mandatory Documents and Useful Links</td>
<td>p.7</td>
</tr>
<tr>
<td>Before the Internship: Getting Prepared</td>
<td></td>
</tr>
<tr>
<td>During the Internship: Resources</td>
<td>p.8</td>
</tr>
<tr>
<td>During the Internship: Guidelines</td>
<td>p.8</td>
</tr>
<tr>
<td>Your CIUSSS is hiring</td>
<td>p.9</td>
</tr>
<tr>
<td>End of the Internship: Items to Return and Evaluations</td>
<td>p.10</td>
</tr>
<tr>
<td>List of responsabilities</td>
<td>p.11</td>
</tr>
<tr>
<td>What's Next: We're Hiring</td>
<td>p.12</td>
</tr>
<tr>
<td>Quiz: Do You Know Your Guide?</td>
<td>p.12</td>
</tr>
<tr>
<td>References: Learn More</td>
<td>p.13</td>
</tr>
</tbody>
</table>
On behalf of the Academic Affairs and Research Ethics Directorate, I extend my heartfelt welcome to CIUSSS West-Central Montreal.

Throughout your internship, you will have the chance to confront real-world challenges and put into practice the theoretical knowledge acquired during your studies. Approach your work with curiosity, creativity, and proactivity. Your full engagement will yield the most fruitful results from this experience.

Our teaching team and your supervisors are here to offer personalized support throughout your internship. We strongly encourage you to network with your peers and build connections with colleagues, as collaboration plays a crucial role in your professional development. You will also have the opportunity to interact with students from other schools and disciplines during your journey.

Finally, we want to express our gratitude for choosing our institution for your internship. Your contribution is indispensable, as you bring a fresh perspective, positive energy, and invaluable ideas to our services. Your work is important. We believe that this internship experience will not only be a learning opportunity but also a stepping stone for your professional future; after all, you are the future of our organization.

Wishing you an excellent internship. We look forward to witnessing your contribution and following your successes throughout this exciting period.

Director of Academic Affairs and Research ethics
Your CIUSSS COMTL is committed:

To provide the highest quality continuum of health care and social services throughout our network of institutions

To provide compassionate care and services that are centred on the user and create an exceptional user experience

To advance health and social sciences knowledge and practices through excellence in research and innovation

....and more specifically, within its University Mission:
To develop and promote leadership and excellence in health and social sciences education

TO LISTEN
to the Respect Campaign of CCOMTL, https://youtu.be/6RMWyfr3fPA

CIUSSS West-Central Montreal (CCOMTL): QUALITY OF CARE, RESPECT, AND University MISSION

CIUSSS COMTL FACILITIES

Serving around 380 000 people
with over
with over 40% being part of the immigrant population of Greater Montreal.

Over 30 care centres.

More than 11 000 staff members.

More than 3400 interns and students per year.

Interactive version of the CIUSSS site map
TEACHING SERVICE OF THE ACADEMIC AFFAIRS DIRECTORATE (DAAER)

OUR MISSION
To promote the academic mission of CIUSSS by valuing the learning and knowledge development of learners and internship supervisors.

OUR ROLES
Ensuring quality collaborations between academic institutions and internal services.
Valuing the contribution and commitment of internship supervisors by providing support and recognition.
Facilitating interns’ access to professional opportunities within the institution.

OUR VALUES
Collaboration and partnerships, to provide quality internships and practical learning opportunities.

Academic excellence, to enhance deep and meaningful learning.

Engagement in order to meet the pedagogical and logistical needs of learners and supervisors.

Feel free to contact us at enseignement.ccomtl@ssss.gouv.qc.ca.

Our address:
DAAER -
Teaching Section,
Jewish General Hospital, Pavilion A,
2nd floor,
Montreal,
QC H3S 1Y9,
Canada
Before internship: GETTING WELL-PREPARED

Your supervisor will accompany you throughout your training. Make sure to establish contact a few days before the start of your training, especially to obtain your schedule, as well as the date and location of your first day of the internship.

Deposit $$: for your access card at certain sites: Some sites within the CIUSSS require a deposit for the production of your access card. The Teaching Services will keep you informed based on the location of your internship placement.

Orientation and Welcome Activities:
Several in-person and online activities are organized by your CIUSSS based on your internship dates. You will have the opportunity to learn more about your internship site, meet members of the human resources department, teaching services, as well as other interns. Invitations will be sent to you. Check your email for invitations!

For your information
Useful documents to review.

“Promotion of Civility and Prevention of Harassment” (PDF), on the CIUSSS COMTL website;

The Ministry of Health’s recommendations on the vaccination of healthcare professionals, including interns.

The Cybersecurity training - Mission Impossible training is available on the ENA server.

Before internship: MANDATORY DOCUMENTS AND USEFUL INFORMATION

MANDATORY DOCUMENTS must be signed and returned to the Teaching Services before the start of your internship at enseignement.ccomtl@ssss.gouv.qc.ca

Confidentiality Agreement Form
Criminal Record Declaration Form

Your internship cannot begin until we receive these documents.

MANDATORY VIDEOS on the CIUSSS COMTL website:

Confidentiality:
In addition to the form to be submitted.

IPC – Covid19:
Regarding infection prevention and control.

The Jewish General Hospital offers a mobile app for navigating its sites, which can be downloaded on all smartphones.

Need for N95 mask and fit test:
Inquire with your internship coordinator about their requirement for your internship.
During your internship

RESOURCES

Your supervisor: in addition to providing pedagogical guidance from your first day, will:
• Determine your schedule.
• Introduce you to your internship environment.
• Be your reference in case of absence and/or delay.

Provide your with an identification card and computer access.

REMINDER

The teaching services are here to assist you, especially for any logistical questions: your computer access, laptop loans, intern facilities, and more

Contact us at:
enseignement.ccomtl@ssss.gouv.qc.ca.

GUIDELINES

During your internship at all CIUSSS sites, it is essential to adhere to various guidelines:

Mandatory guidelines: Each intern must adhere to the recommendations provided in the mandatory documents and videos found in the “Before the internship” section.

Specific guidelines: Specific guidelines: Some instructions, such as the dress code, are specific to your internship field. Don’t hesitate to inquire with your supervisor for more information.

SECURITY

In case of an emergency, CIUSSS COMTL follows a color-coded system valid throughout the province. However, emergency measures vary depending on whether your internship takes place:

In an outpatient site,
• At the Jewish General Hospital,
• In a long-term care facility at the Catherine Booth Hospital, Richardson Hospital, and
• Mount Sinai Hospital.

Please familiarize yourself with the measures that concern you.

THE LIBRARY

is open 24/7. For more information, email library.jgh@mail.mcgill.ca.

For any IT issues, the IT, (Information Technology) service is at your disposal at 514-340-8254.

FOR INFORMATION regarding parking, the cafeteria, and other services offered at your internship site, please inquire with your internship supervisor.
Conflicts of interest

It is mandatory to report any situation of conflict of interest. A conflict of interest is defined as “any actual, apparent, or potential situation that may compromise the independence and impartiality necessary for the exercise of a function or in connection with which a person uses, or seeks to use, the attributes of their function to obtain an undue advantage or to provide such an undue advantage to a third party.” (free translation)

Some examples of conflicts of interest:
• Accepting a gift valued at over $50 at your internship site.
• Having interests in an external company that deals with the CIUSSS (health clinic...).
• Participating in the awarding of a contract to an external company.

To declare any conflict of interest or in case of doubt, please contact the Education Services at enseignement.ccomtl@ssss.gouv.qc.ca.

Your CIUSSS is hiring:

Interested in employment during your internship?
Contact the Human Resources department, which will assist you in your job search:

recrutement.ccomtl@ssss.gouv.qc.ca.
End of internship

ITEMS TO RETURN AND EVALUATIONS

Your internship is coming to an end. To make the most of your time with us, please pay particular attention to:

Items to return:
Laptop, locker keys (if necessary, depending on the site), borrowed documents, and/or other organization items such as your identification cards.

Academic internship evaluations
Submit all the required documents/reports by your educational institution, in addition to those requested here at the CIUSSS.

Evaluate us!
Please take a few minutes to respond to the satisfaction survey sent at the end of your internship. Keep an eye on your emails.

Mandatory return of your intern card and your identification/access card:
Intern cards must be returned to the DAAER, at the Jewish General Hospital, Room A-232. You must return your identification and access cards to the Security Office of the Jewish General Hospital, KAS-106 on-site, or via internal mail, directly from your internship site.
LIST OF RESPONSIBILITIES AND RESPONSIBLE PARTIES:

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<thead>
<tr>
<th>Stagiaire</th>
<th>Educational institution</th>
<th>Supervisor</th>
<th>Teaching Team</th>
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</thead>
<tbody>
<tr>
<td>Assist the intern in integrating and familiarizing themselves with the tools in the workplace.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Guide the intern in understanding their role and tasks to be accomplished in the setting.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Ensure the quality of professional actions and services provided to clients by the intern.</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Familiarize oneself with the internship objectives and the documentation provided by the educational institution.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>Develop, analyze, and ensure the administrative follow-up of interns, internship supervisors, and academic partners.</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Develop, analyze, and ensure the administrative oversight of interns, internship supervisors, and academic partners.</td>
<td></td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Ensures that the academic training effectively prepares interns for practical requirements and provides students with the essential prerequisites for successfully completing the internship.</td>
<td></td>
<td></td>
<td>✓</td>
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<tr>
<td>Facilitate access to specific resources of the educational institution for supervisors (e.g., library, training sessions).</td>
<td></td>
<td>✓</td>
<td></td>
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<td>Acknowledge and respect the student’s unique learning pace, encourage them by emphasizing their positive attributes, and value their dedicated efforts.</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Respect the student’s pace, encourage them by highlighting their strengths, and acknowledge their efforts.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Make the necessary efforts to integrate into the CIUSSS.</td>
<td>✓</td>
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<tr>
<td>Actively participate in the supervision process, especially by preparing for supervision meetings: identify their needs, determine the points to be discussed, and prepare the necessary materials for the meetings.</td>
<td>✓</td>
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<td>✓</td>
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</tbody>
</table>
The next step:

WE ARE RECRUITING
Your CIUSSS of the Centre-Ouest de l’île de Montréal is always on the lookout for new talents to join its teams in various fields and across all its sites.

As an intern, you receive personalized support in your job search. Contact the Human Resources department for an individual meeting: recrutement.ccomtl@ssss.gouv.qc.ca

Teaching team wishes you all an excellent internship!

DO YOU KNOW YOUR GUIDE? IT’S YOUR TURN TO PLAY!
This quick and easy quiz allows you to review the content of this guide while having fun.

GOOD LUCK!
10 questions, approximately 3 minutes.
REFERENCES - TO LEARN MORE:

**Pages and documents from your CIUSSS-COMTL**

Respect campaign

Recruitment campaign
https://www.ciusswestcentral.ca/about-us/careers-and-opportunities/

Institutions and Resources
https://www.ciuuswestcentral.ca/sites-and-resources/

University Mission
https://www.ciuuswestcentral.ca/about-us/university-mission/

**Politique sur la culture de sécurité des usagers**
20211113_PolitiqueCIUSSSCulturedeSecurite_VFF.pdf (ciusss-centreouest.ca)

**Library services site**
https://www.ciuuswestcentral.ca/about-us/academic-affairs/library-services/

**Government webpages and documents:**

CNESST: https://www.cnesst.gouv.qc.ca/en/working-conditions/special-status/training-periods-and-trainees


**University documents with links to information on internships:**


McGill https://www.mcgill.ca/students/srr/

**On inclusive writing:**

**Guides from other CIUSSS and CISSS in Québec:**

Capitale nationale: https://www.ciuuss-capitalenationale.gouv.qc.ca/recrutement/stage/duree
