

Natalis Counseling & Psychology Solutions
Policies & Procedures Manual
January 2021

Policy Name and Number:	1.15 Student Rights & Responsibilities
Date last reviewed:	
Approval or last revision:	
Approved by:	

POLICY

Natalis Counseling & Psychology Solutions is committed to providing meaningful learning opportunities to students in order to contribute to the fields represented by students, to build community capacity and to encourage learning within the organization. Students placed at Natalis Counseling & Psychology Solutions have rights and responsibilities associated with their learning placement.

SCOPE

This policy applies to students and Natalis Counseling & Psychology Solutions staff.

RIGHTS

Natalis Counseling & Psychology Solutions students have the right to:

- Be screened using processes that are equitable, fair, and free from discrimination
- An orientation to the organization, their position, and their work location
- A copy of the organization's student policies and other organizational policies that are relevant to their work
- A clearly written learning agreement with goals appropriate to their skills and interests
- Sufficient initial training to accomplish their tasks and on-going training as appropriate to the role
- The necessary facilities, equipment, and space to perform their duties
- Work in a healthy and safe working environment
- Supervision and support in their role
- Feedback about their work
- Evaluation of their performance in accordance with the academic institutions' requirements
- The opportunity to provide feedback and input
- Have their confidential personal information dealt with in accordance with Natalis Counseling & Psychology Solutions privacy and confidentiality policies
- Reimbursement for pre-approved out-of-pocket expenses incurred on behalf of the organization
- Adequate liability insurance coverage
- Respect and recognition as a valued team member
- Recognition for their contributions

RESPONSIBILITIES

Natalis Counseling & Psychology Solutions students have the responsibility to:

- Read, sign and honor the organization's confidentiality and conflict of interest agreements
- Complete a criminal reference check and a vulnerable sector search, if required
- Complete any other required paperwork
- Meet regularly with their field instructor for supervision
- Provide the field instructor with all necessary documentation from the respective educational institution
- Read and follow all organizational relevant policies and procedures
- Read and follow all policies and procedures from the relevant professional college
- Complete documentation of their work according to Natalis Counseling & Psychology Solutions standards
- Notify the supervisor as soon as possible if unable to report to Natalis Counseling & Psychology Solutions due to health or other reasons
- Participate in performance evaluation
- Complete their placement as agreed