



Health Sciences Student's **GUIDEBOOK**



The Health Sciences Students' Association and the Health Sciences Council

The Health Sciences Council (HSC) was established at the University of Alberta in 1991 as the formal administrative arrangement through which the health sciences faculties could strengthen collaboration between equals. The Council comprises the deans from faculties and schools with health sciences activities, and has academic and administrative responsibility for the Health Sciences Education and Research Commons (HSERC) and the Edmonton Clinic Health Academy (ECHA).

The Health Sciences Council's primary role is to lead and enable interdisciplinary research and team-based interprofessional education; these two areas comprise the essential academic support for interdisciplinary excellence.

The Health Sciences Students' Association (HSSA) is supported by the Council in much the same way that faculty-specific students' associations are supported by their respective faculties. The HSC provides office space for the association.

The Council works with the HSSA, through the ECHA Shared Administration Office, to administer shared space in the Student Commons in the Edmonton Clinic Health Academy. This guide is designed to provide you with information about your space and space administration in the Edmonton Clinic Health Academy.

The Health Science Education and Research Commons

The Health Sciences Education and Research Commons (HSERC), part of the Health Sciences Council, is a collaboration among all health sciences faculties and programs at the University of Alberta. HSERC supports research and educational programming in each health sciences faculty and work together to research, develop, evaluate and deliver interprofessional education. HSERC's flexible space designed to support health team education, experiential learning and health sciences education research.

uab.ca/HSERC

THE HEALTH SCIENCES COUNCIL'S MEMBER FACULTIES ARE:

- Agricultural Life and Environmental Sciences
- Augustana Campus
- Campus Saint-Jean
- Kinesiology, Sport, and Recreation
- Medicine & Dentistry
- Nursing
- Pharmacy and Pharmaceutical Sciences
- Rehabilitation Medicine
- School of Public Health

Student Awards

TD BANK INTERPROFESSIONAL HEALTH EDUCATION AWARDS:

The TD Bank Financial Group, in agreement with the University of Alberta, has established \$2,000 awards to be administered by the Health Sciences Education and Research Commons. Awards are given annually to one student in each of the eight University of Alberta health science faculties. Applicants must be enrolled in the final year of their pre-licensure or degree-granting program of study. The successful award recipients must demonstrate a commitment to interprofessional health education.

TD BANK FINANCIAL GROUP GRANT FOR HEALTH SCIENCES INTERDISCIPLINARY RESEARCH FUND AWARDS:

The TD Bank Financial Group in agreement with the University of Alberta has established an endowment fund to be administered by the Health Sciences Council, University of Alberta. The fund provides awards up to \$10,000 to support students and trainees at the masters, doctoral or fellowship level. The awards are allocated to meritorious applicants from the health sciences faculties who have active roles with an interdisciplinary (cross-faculty or multiple health/allied health disciplines) research team, who will be taking part in a health research project and who describe and demonstrate interest and potential to excel in interdisciplinary health research. For the 2019-20 competition, all projects must be relevant to Precision Health.



Health Sciences Students' Association space in the Edmonton Clinic Health Academy

THE STUDENT COMMONS

The Edmonton Clinic Health Academy (ECHA) is home to a community of scholars from across faculties working to improve health outcomes for all Canadians. Building on the university's history of excellence, faculties work side by side, sharing space, ideas and innovations.

The Student Commons is an important part of the ECHA vision in this space, health sciences student associations are co-located to encourage collaborative activities. You will meet and share space and resources with students in other faculties who, like you, have chosen to study the health sciences. We hope all students in the Student Commons will make an effort to get to know their neighbours, discover common interests, challenges and ideas. Whether you choose to work in health promotion, health care delivery, become a practitioner, teacher or researcher, or all of the above, you will work with many other professionals every day. You will be a member of a team in virtually everything you do. So why not get to know each other now?

Your space includes: your office; a shared nutrition area equipped with a refrigerator/freezer, and sink; shared storage rooms; and filing space.

Touchdown work spaces and social areas in the Student Commons are shared and available during normal opening hours only. These spaces cannot be booked or reserved and are not owned by any association or group. They are intended for collaboration and both planned and impromptu meetings.

Please note only those groups who have requested and been granted approval from the ECHA Administration Office may use these spaces. If you receive a request for space, or are asked to share your space, please refer the request to echa.admin@ualberta.ca.

STUDENT COMMONS OCCUPANTS 2019 - 2020

- Alberta Pharmacy Students' Association (APSA)
- Dental & Dental Hygiene Students' Association (DSA)
- Health Sciences Students' Association (HSSA)
- Medical Lab Science Students' Association (MLSA)
- Medical Students' Association (MSA)
- Nursing - Graduate Students' Association (NGSA)
- Nursing - Undergraduate Association (NUA)
- Nutrition & Food Sciences Students' Association (NuFSSA)
- Rehabilitation Medicine Students' Association (RMSA)
- School of Public Health Students' Association (SPHSA)
- SHINE
- Student Health Committee (SHC)



ADMINISTRATION OF STUDENT COMMONS SPACE

The Health Sciences Students' Association (HSSA) has agreed to be the administering body for the Student Commons space. Acting in this capacity, HSSA will:

- Represent all other health sciences student associations in liaising with the ECHA Administration Office;
- Organize a schedule for cleaning the nutrition nook;
- Manage the allocation of file cabinets, storage space and keys;
- Manage access to room 1-441.

ACCESSING YOUR SPACE

Access to all Student Commons offices and the nutrition nook is controlled by keypads with four-digit codes. Prior to the start of a new academic year, the ECHA Administration Office will provide the codes to individual association presidents or directors only. The codes will be changed annually, or on request should a security situation arise, and should only be shared with those who require ongoing access. Space in ECHA may be accessed during regular building hours only. Groups may immediately forfeit space in ECHA should any association members be found in the office or space after hours.

BARN DOORS

The seating and socializing area along the south-facing windows is just inside a main entrance and easily accessed by the public. To help secure your office space, the large barn doors that separate your office area from this area should be locked when the office area is empty. The doors are locked from the inside; those who are authorized to use the space can always enter through the nutrition nook, which has a coded keypad.

EAST DOORS

These doors are for exit only and are locked to entry at all times.

COMPUTERS / PHONES

- Groups are required to supply their own computers and telephones.
- Only Voice Over Internet Protocol (VOIP) telephones can be used in ECHA.
- Your Association is responsible for all internet service and telephone expenses; please contact your faculty/department liaison for further information.
- WiFi is available across campus; please consult the IST website for information.

BOOKING SPACE

- Central Booking manages the booking of classrooms/seminar/lecture theatres on ECHA's lower three levels. For detailed information on booking classroom space, and to request a space, please visit: [Central Booking, Registrar's Office: Classroom Bookings](#).
- While students cannot book classrooms in ECHA for studying/study sessions, all classrooms are unlocked, and students are welcome to use unoccupied rooms with the understanding that they must move immediately if the room is booked.
- Several UAlberta Libraries offer bookable rooms for group study space; check UAlberta Library for more information: <https://www.library.ualberta.ca/services/book-study-space>.
- Facilities & Operations manages all outdoor spaces around ECHA; check Outdoor Space Booking for more information: <https://www.ualberta.ca/vice-president-facilities-operations/service-catalogue/events/outdoor-events/book-an-outdoor-site>.
- Room 1-441 is reserved for use by all associations/groups in the Student Commons; please contact the HSSA executive for booking guidelines and procedures.

FUNDRAISER / INFORMATION TABLES

Student groups may use space inside ECHA for promotions, events and fundraisers. Please complete the online request found on ECHA Administration website: <https://www.ualberta.ca/health-sciences-council/edmonton-clinic-health-academy/students/book-fundraising-information-table>. The office will reply with any questions, or to confirm your booking.

Additional information about hosting a fundraising table in ECHA:

- All events require approval from BearsDen before confirmation.
- Some locations already have tables and benches in place.
- Portable tables are available to sign-out (do not remove tables from classrooms).
- Poster boards and easels for advertising (posters affixed to painted/wood/glass or metal surfaces will be removed).

BULLETIN BOARDS

- Bulletin boards are located throughout ECHA. Please respect the guidelines posted on all boards.
- The boards in the SouthWest entrance foyer are intended for the groups in the Student Commons to display association activities and projects.
- All posters/signs are removed from bulletin boards on the last Thursday of the month.
- Please contact ECHA, the Administration Office to extend a poster beyond the monthly cut-off date.

PERSONAL APPLIANCES

Appliances such as space heaters, bar fridges, kettles, and toasters are not permitted in ECHA.

PRINTING

There are no public copiers or scanners available in ECHA; printers are located in each of the three computer labs on Level L1.

MAIL AND DISTRIBUTION

Student groups who wish to have mail delivered have the following options:

- Student groups who have an affiliation with an ECHA occupant group (faculty, school or department) should contact them directly to discuss the possibility of arranging a mail slot within department space.
- A mailbox has been assigned to the HSSA and Student Commons. Please contact the HSSA executive to make arrangements to use this option.
- Supply Management Services (SMS) will only deliver mail that is correctly addressed. Contact echa.admin@ualberta.ca for instructions.

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency evacuation, the onus is on the individuals to vacate the space. The last person out of any space should ensure all doors to the space are closed; do not lock doors.

MISCELLANEOUS

- Student study space is found on L1, 1, and 2 only. Administrative levels (floors 3, 4, and 5) are not to be used by students unless they have touchdown space designated by their faculty, department or school.
- Bicycles are not permitted in ECHA; contact Parking Services (780-492-7275) to locate secure bicycle parking. Several bike racks are located around ECHA.
- The use of skateboards, rollerblades, scooters or other similar sports equipment is not permitted in ECHA.

AMENITIES IN ECHA

Food and beverage

- Engrained Cafeteria
- Starbucks
- Vending machines

Other

- Bike racks (various locations around building)
- Bulletin Boards
- Computer labs
- Event tables (fundraising and information)
- Group, silent and quiet study spaces
- Lockers (managed by faculties and departments)

HOW TO FIND INFORMATION

- Email your questions to echa.admin@ualberta.ca
- 'Like' us on [Facebook](#) to stay connected
- Visit www.ualberta.ca/health-sciences-council/edmonton-clinic-health-academy
- You will also find FAQs under Information for [Students](#) and [Visitors](#) on our website

BUILDING HOURS

Subject to change

Monday to Friday: 7 am – 10 pm

Saturday and Sunday: 7 am – 5 pm

Closed on all University holidays

When you need information about	Contact	By phone, email, or form
Booking classrooms, seminar rooms and lecture theatres	Central Booking Office of the Registrar	https://www.ualberta.ca/registrar/examinations/classroom-bookings
Financial and other support from the Health Sciences Council	Executive Director, HSC	hsc.info@ualberta.ca
Funding opportunities for students	Director, HSERC	hsc.info@ualberta.ca
INT D 403: Foundations of Collaborative Practice	Interprofessional Education Manager	intd403.503@ualberta.ca
INT D 408/508 - Interprofessional Health Education Elective	Interprofessional Practice Manager	intd408.508@ualberta.ca
Involvement with HSERC groups and committees	Director, HSERC	hserc@ualberta.ca
Lost and Found - located in Education Car Park	University of Alberta Protective Services	780-492-2943
Maintenance issues like problems with heat, lights, etc.	Facilities and Operations	780-492-4833
Parking and bike storage	Parking Services	780-492-PARK
Security issues	University of Alberta Protective Services	780-492-5050
Simulation spaces and events	HSERC Simulation Specialist	hserc@ualberta.ca
Your association's student commons space, booking other spaces, tables, etc.	ECHA Administrator	echa.admin@ualberta.ca
Your events and activities	ECHA Administrator	echa.admin@ualberta.ca