



SPENCER HALL CLINIC POLICY

1. MEMORIAL UNIVERSITY PHIA OATH:

In order to comply with PHIA legislation, all faculty using the clinic for whatever purpose (teaching, clinical, research etc.) are required to have completed PHIA training and signed the Memorial University PHIA oath.

We therefore need to have a copy of the certificate of completion of the training program and a signed MUN oath/affirmation (which is different from the Eastern Health oath) on file. Marilyn Simms in the main Psychology office (SN2064; 864-8496; marilyns@mun.ca) keeps track of this for us. So please provide Marilyn Simms with a copy of your certificate of completion and MUN Oath, if you have not already done so. If you have not yet completed the training, the on-line training module can be found at: <http://www.health.gov.nl.ca/health/phia/index.html>

→ *Marilyn has copies of the MUN oath and as she is now a commissioner of oaths and she is able to witness your signature.*

2. DOCUMENT CLINIC SPACE USAGE:

In order for us to be able to document how the clinic space is being used, please sign in/out using the log book on the front desk whenever you are using the clinic. Please enter date, time in/out, purpose and number of people involved.

(e.g.,
Sept. 10TH , 9-12, class, 6 students;
Sept. 11TH, 3-5, 2 clients;
Sept. 14TH, 11-12, research meeting, 4 people).

3. LIGHTS OFF AND SECURE BUILDING:

Please make sure the lights are off and the clinic is secure before you leave.