PLACEMENT PASS
by **ParaMed**™

Student User Guide

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Student User Guide

## Creating Account

Before using Placement Pass for the first time, students must first sign up to the service and create a password.

1. Navigate to the website URL provided by your school (SchoolName.placementpass.ca)
2. Click on the **Student Sign up** option on the home page.
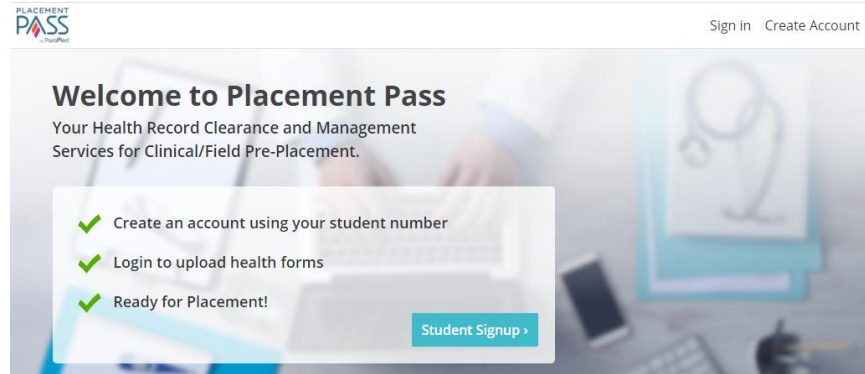
3. A pop-up will appear advising that you require a Student Account ID and a College issued email address. If you have both pieces of information, continue to the next step by Clicking on the **Continue** icon (Note, some colleges use Birthdate instead of email address for student validation).
4. Enter in your Student ID and Student email (or date of birth) and click **Continue**.

5. If the information entered matches the student profile received from the College, you will be taken to the next step to create a password. Enter in the **password twice** and click **Submit.**
   -Passwords must have at least one digit ('0'-'9') and at least one uppercase ('A'-'Z')
6. A pop up will appear identifying if registration was successful. In the pop-up window, select **Click here** which will take you back to the login screen.
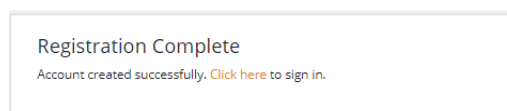
Logging In

1. Enter your **Student ID** number and the **Password** you created to log into the site. From the home page, **Sign In** is at the top right menu bar.
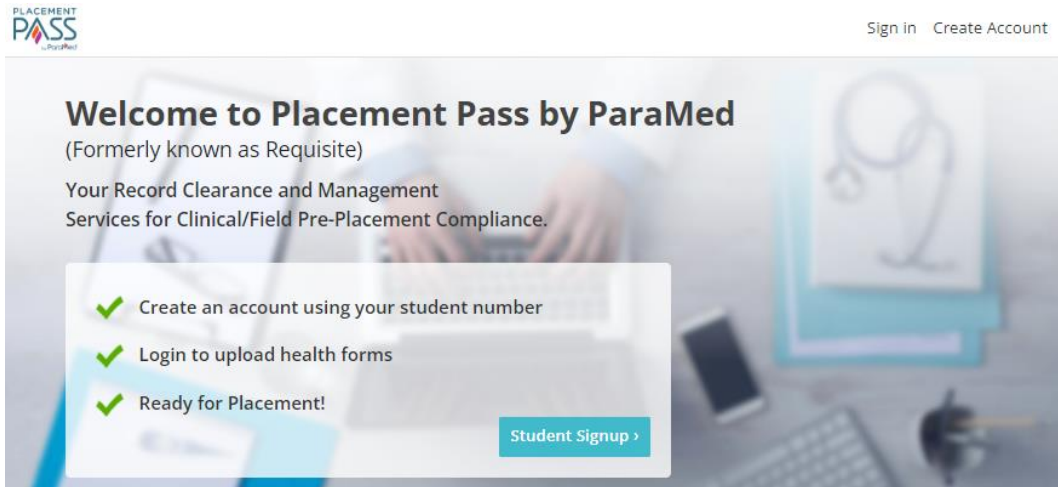
2. If you receive an error, it means that your school has not sent ParaMed your student profile information. You will need to contact your program administrator for further instructions.
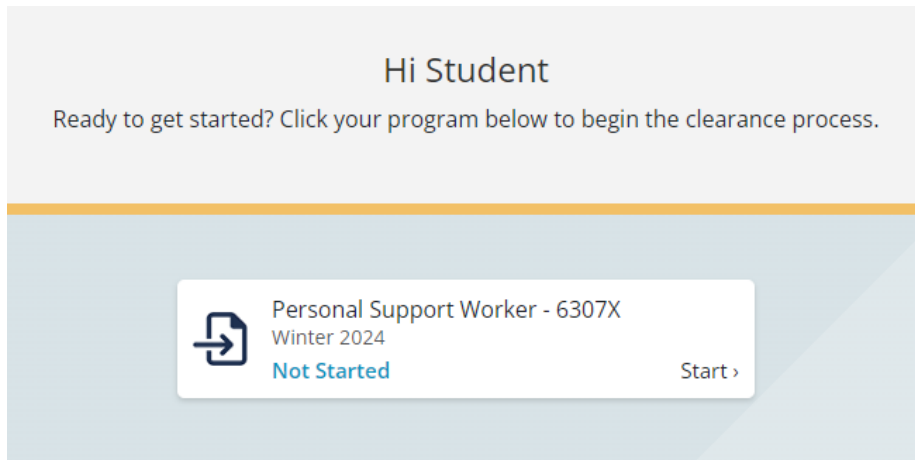
Landing Page

This is the home page that displays after login. Depending on where the student is at in their submission process, the page updates accordingly. Click anywhere in the white box to continue.
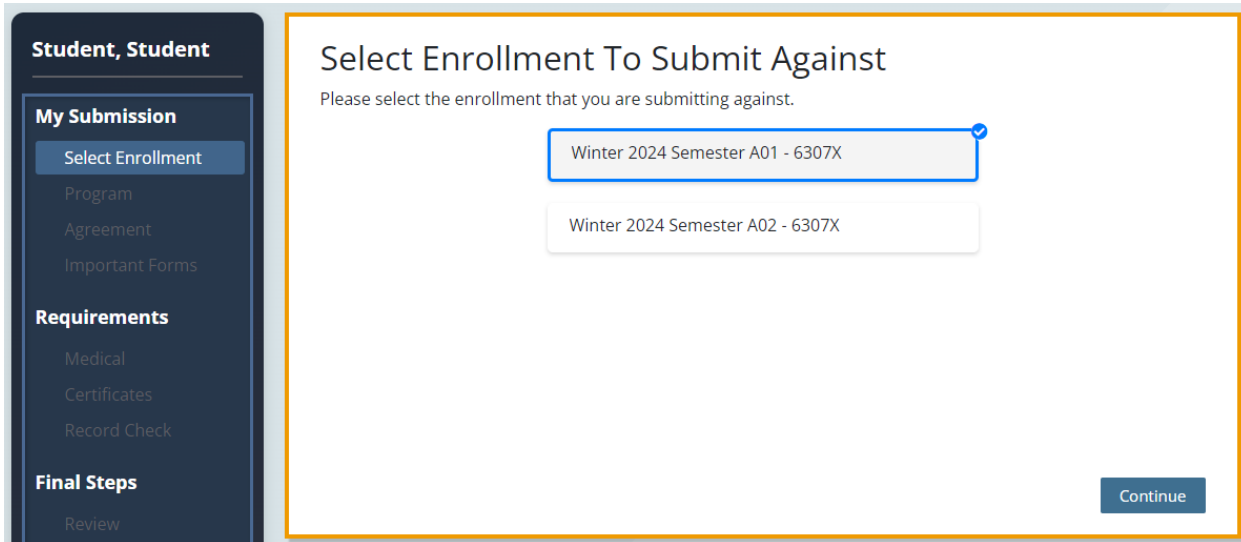
Hi Student

Ready to get started? Click your program below to begin the clearance process.

Personal Support Worker - 6307X
Winter 2024
Not Started   Start ›

My Submission

Select Enrollment

Students submitting for the first time must select and confirm the appropriate enrollment (level and term) to submit against.

1. To lock in selection, select enrollment, a blue box with checkmark will display, select **Continue**.

Student, Student

My Submission
- Select Enrollment
- Program
- Agreement
- Important Forms

Requirements
- Medical
- Certificates
- Record Check

Final Steps
- Review

Select Enrollment To Submit Against

Please select the enrollment that you are submitting against.

Winter 2024 Semester A01 - 6307X ✓

Winter 2024 Semester A02 - 6307X

[Continue]

Program

The **Program** page displays the required documentation to clear for your placement. Select **Continue**.

Student, Student

My Submission
- ✓ Select Enrollment
- ✓ Program
- Agreement
- Important Forms

Requirements
- Medical
- Certificates
- Record Check

Final Steps
- Review
- Submit

- Add Files
- Inbox
- Status Summary
- Ask Nurse a Question
- Technical Support
- FAQ

Personal Support Worker - 6307X

For your program you will be required to upload documentation for the following requirements:

Medical
- Hepatitis B
- TB Status
- Pertussis
- Varicella
- Polio
- Tetanus/Diphtheria
- Measles Mumps and Rubella
- COVID-Dose #1
- COVID-Dose #2
- COVID-Booster
- Influenza

Certificates
- WHMIS no expiry
- CPR Level C
- Workplace Health and Safety Awareness (OHSA)
- Mask Fit Testing

Record Check
- Vulnerable Sector Check 6 month expiry

You can use the sidebar to jump directly to specific requirements.

Progress will be saved, you can always return to your submission at a later date and pick up where you left off.

Cancel Submission   Continue

Student Agreement

Read and review the terms and conditions on Student Agreement page.

1. Place a **checkmark** beside 'I agree to the terms and conditions as outlined in the Placement Pass Student Agreement'
2. If you wish to be contacted by a ParaMed recruiter after graduation, place a **checkmark** beside the consent.
3. Click **Continue**.

Important Forms

This page shows the Health Form and any other forms required by your program.

1. On the Important Forms page, select, download and print off the PDF Health Form. You will need to bring this form to your Health Care Provider to complete.
2. Click **Continue**.

Requirements

Requirements are broken down into logical groupings based on the Health Form requirements. Each section has the same behaviour and display, in this example Medical is used.

1. Drag your document(s) in the box under **Add Files** <u>or</u> click on **Select File** button to upload it from your computer. Once the document is selected click **Open.**
2. Scroll down and check the white box beside the applicable requirement(s), to update documentation in other sections, select **Continue** and complete the same process. Once documentation has been added in each section, select **Continue**.

Details on the requirements display by hovering over the 'Info' icon ⓘ info

Note: Returning students will see the requirements they have previously submitted against and are to update requirements due to expire.

Final Steps

Review

This page displays a summary of the documents and requirements for first time users that will be submitted for the nurse to review. A red X indicates that there is no document/requirement submitted, if this is in error go back to the appropriate Requirement add document and check off requirement. If this is intentional, click **Continue**.

*Ensure that your documentation is complete prior to submitting payment.
Subsequent submissions to the same health form are subject to a secondary fee.

Student, Student

My Submission
- ✔ Select Enrollment
- ✔ Program
- ✔ Agreement
- ✔ Important Forms

Requirements
- ✔ Medical
- ✔ Certificates
- ✔ Record Check

Final Steps
- Review
- Submit

- 📤 Add Files
- Inbox
- Status Summary
- Ask Nurse a Question
- Technical Support
- FAQ

Review

Before continuing, please ensure you completed all the requirements and have documented proof uploaded.

Agreement

✓ **Student Agreement**

Medical

✓ **Hepatitis B**
✓ **TB Status**
✓ **Pertussis**
✓ **Varicella**
✓ **Polio**
✓ **Tetanus/Diphtheria**
✓ **Measles Mumps and Rubella**
✓ **COVID-Dose #1**
✓ **COVID-Dose #2**
✓ **COVID-Booster**
✓ **Influenza**

Certificates

X **WHMIS no expiry**
No file uploaded
Click here to return to this requirement and add a file.

✓ **CPR Level C**
✓ **Workplace Health and Safety Awareness (OHSA)**
✓ **Mask Fit Testing**

Record Check

✓ **Vulnerable Sector Check 6 month expiry**

[Back]   [Continue]

Submit

1. On the payment screen, enter your card number, the expiry date and CCV code from the back of your card. When complete click **Pay & Submit.**

Submit

File submission requires a one-time payment of **$12.34**.

Please note – Additional document submissions to the same health form will result in an additional charge

Credit Card Number

5454545454545454

Expiry Date (MMYY)

0226

CCV

123

Back   Pay & Submit

2. A screen will display confirming your submission, to view the history and activity, Click Here to return to the Status Summary page.

Files Successfully Submitted

Thank you for submitting your documents. They have been successfully received and are currently awaiting review.

A nurse will review your submitted files and update your requirements/clearance status within 2 business days. Once reviewed, you will receive an email notification to your student email.

Click here to return to the status summary page.

Status Summary

This page displays the current status of submitted requirements, with expiry dates where applicable. Emails will be sent to students when requirements are about to expire. To maintain clearance status, students are expected to update expiring requirements. Failure to do so by the expiry date will unclear the requirement, and final clearance status.

- **Green** – indicates the expiry date is greater than 60 days, no immediate action required.
- **Yellow** – indicates the date is expiring within 60 days, student needs to update requirement.
- **Orange** – indicates the date is expiring within 30 days. Immediate action required. Students need to update their requirements.
- **Red** – indicates the date has expired. Immediate action required. Student clearance status in jeopardy.
- **Info** – indicates more information regarding the requirement can be displayed by hovering over 'Info.'
- **Download Status Report** – provides a PDF summary of this page which can be saved/printed.

Status Summary

Student, Student

My Submission
- Select Enrollment
- Program
- Important Forms

Requirements
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Final Steps
- Submit

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- Status Summary
- Ask Nurse a Question
- Technical Support
- FAQ

🛡 Expires > 60 days ⏳ Expires < 60 days ⏳ Expires < 30 days 🗓 Expired ℹ Info   📥 Download Status Report

Clearance Status	Requirement		Expiration	Completion
Yes	TB Status	🛡	Dec 24, 2024	Dec 26, 2023
Yes	Measles Mumps and Rubella			
Yes	Varicella			
Yes	Tetanus/Diphtheria			
Temporary Exception	ℹ Pertussis	⏳	Feb 25, 2024	
Yes	Polio			
Yes	Hepatitis B			
Yes	Influenza			Nov 5, 2023
Yes	COVID-Dose #1 Type: AstraZeneca/COVISHIELD (ChAdOx1-S,Vaxzevria, AZD122)			May 3, 2021
Yes	COVID-Dose #2 Type: AstraZeneca/COVISHIELD (ChAdOx1-S,Vaxzevria, AZD122)			Nov 5, 2021
Yes	COVID-Booster Type: AstraZeneca/COVISHIELD (ChAdOx1-S,Vaxzevria, AZD122)			May 3, 2022
Yes	CPR Level C	🛡	Dec 10, 2024	Dec 12, 2023
Yes	Vulnerable Sector Check 6 month expiry	🛡	Jun 11, 2024	Dec 12, 2023
Yes	Mask Fit Testing Type: 3M 1804S	🛡	Jan 3, 2026	Jan 6, 2024
Yes	Workplace Health and Safety Awareness (OHSA)			
None	WHMIS no expiry			
Yes	Final Clearance			

Status Report

Shows the current status of each requirement, with comments from the nurse regarding what is needed to maintain clearance status.

If clearance has been achieved, a seal displays showing clearance by Placement Pass.

Student Status Summary Report

PLACEMENT PASS by ParaMed

For
Student Student
SN 20240130
sarah.jones@paramed.com

Details
Campus	Woodroffe
Program	6307X
Term	Winter 2024
Level	Semester A01

Program Requirements
as of Feb 7, 2024, 3:12 PM

Clearance Status	Requirement	Expiration	Completion	Comment
Yes	TB Status	Dec 24, 2024	Dec 26, 2023	
Yes	Measles Mumps and Rubella			
Yes	Varicella			
Yes	Tetanus/Diphtheria			
Temporary Exception	Pertussis	Feb 25, 2024		Nurse comment detailing what is required to obtain/maintain clearance for specific requirement
Yes	Polio			
Yes	Hepatitis B			
Yes	Influenza		Nov 5, 2023	
Yes	COVID-Dose #1 Type:AstraZeneca/COVISHIELD (ChAdOx1-S,Vaxzevria, AZD122)		May 3, 2021	
Yes	COVID-Dose #2 Type:AstraZeneca/COVISHIELD (ChAdOx1-S,Vaxzevria, AZD122)		Nov 5, 2021	
Yes	COVID-Booster Type:AstraZeneca/COVISHIELD (ChAdOx1-S,Vaxzevria, AZD122)		May 3, 2022	
Yes	CPR Level C	Dec 10, 2024	Dec 12, 2023	
Yes	Vulnerable Sector Check 6 month expiry	Jun 11, 2024	Dec 12, 2023	
Yes	Mask Fit Testing Type:3M 1804S	Jan 3, 2026	Jan 6, 2024	
Yes	Workplace Health and Safety Awareness (OHSA)			
None	WHMIS no expiry			
Yes	Final Clearance			

Notes:
1. If the clearance status is marked as "Yes" or "Permanent Exception" no further action is needed at this time for the particular program requirement for this report.
2. If the clearance status is marked as "No" or "None" the nurse has determined requirements are either missing or need to be updated. Please review the associated comments provided for the program requirement and take necessary actions. Additional resubmissions will be required to clear this requirement.
3. If the clearance status is marked as "Temporary Exception" additional actions may be necessary. Please review the associated comments provided for the program requirement. Additional resubmissions will be necessary to clear this requirement.
4. If the student status on this form is recorded as "Yes" for Final Clearance, it remains valid until the earliest expiration date and/or completion of the academic year for this program

PLACEMENT REQUIREMENTS PLACEMENT PASS CLEARED by ParaMed

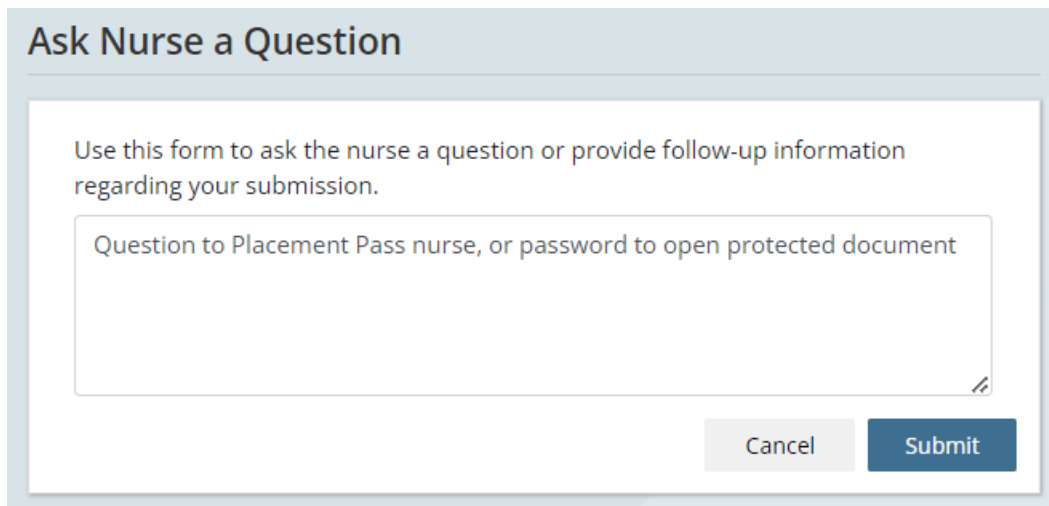| Legend	
Status	**Description**
None	No document submitted - Requirement not cleared
Yes	Requirement cleared
No	Requirement Not cleared
Temporary Exception	Temporary Requirement exception, see comments
Permanent Exception	Permanent Requirement exception, see comments

Ask Nurse a Question

At any time in the submission process, students can request help from the ParaMed Pass Nurse. It can also be used to share passwords for protected documents that the nurse will need to open.

There is no charge for this service. This ensures that all communication is associated with your ParaMed Pass Student account.

Students will receive an email once a response is received, to review the message go to **Inbox**.
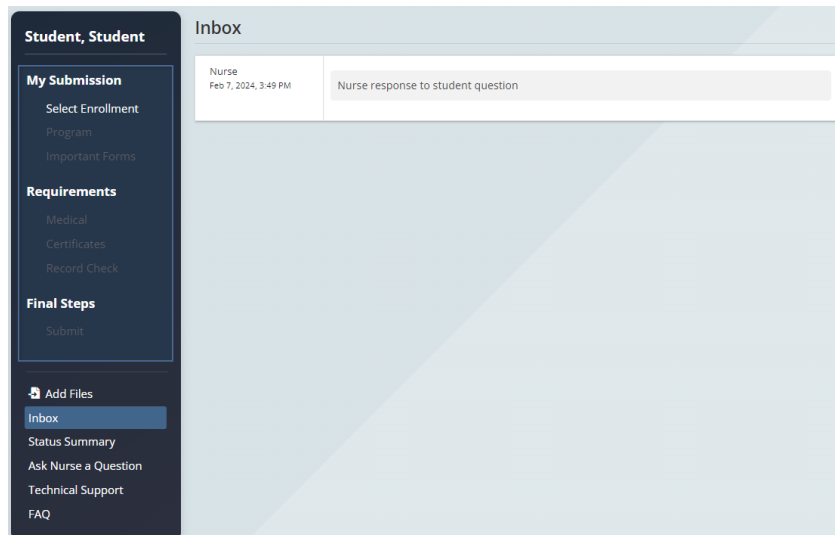
1. Type in the question or message to the nurse, click **Submit**.

Inbox

Students will receive an email when a nurse response to a question. A notification displays on the landing page if there is a new message.

1. To view nurse response, from the menu bar on the left select **Inbox**.

Technical Support

Use this page to receive Technical Support for help navigating the site. Note any clearance related questions will be re-directed to **Ask Nurse a Question**.

FAQ

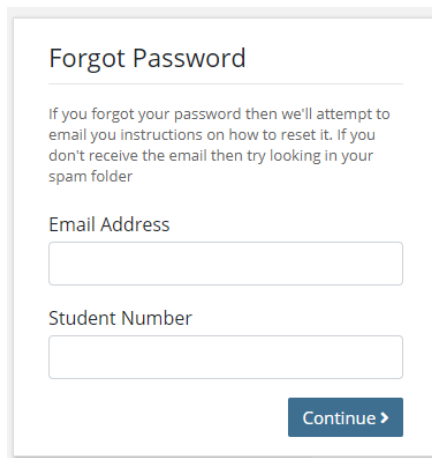This page has additional resources for students to reference.
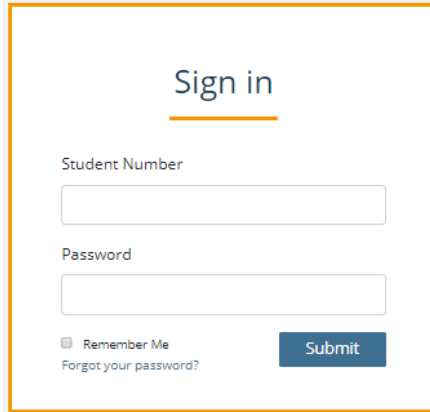
Password Reset

1. If you have forgotten your password, you can trigger a password reset from the sign in screen, by clicking on the **Forgot your Password** option.

2. Enter in your email address and student number and an email will be sent to your account with the instructions to reset your password.

Receipts

Payment Receipts are available immediately after payment is received.

1. To access receipts, go to profile at top right of screen.
2. Select **Receipts** from drop-down.

On the Receipts page, click **Download** to display a PDF copy of the transaction.

Receipts

Order No	Date	PDF Download	Amount
13351805776310211174	2024-02-07 13:56:16	⬇ Download	$12.34

PLACEMENT PASS by ParaMed

Invoice for Feb 07, 2024 Health Form submission

From
ParaMed Placement Pass
3000 Steeles Avenue East
Suite 103
Markham, ON, L3R 4T9

Details
Order Number: 13351805776310211174
Date: February 07, 2024

For
Student Student
sarah.jones@paramed.com
Personal Support Worker - 6307X

Summary

Health form submission	$10.74
Subtotal	$10.74
HST (ON)	$1.60
Total	**$12.34**