We welcome you to Algonquin College!

This letter directs you:

• Through four steps to complete the Medical and Non-Medical Requirements of your program
• To the forms and resources you need to complete these requirements
• To ParaMed Requisite, an approved third party agency who collects and tracks this information on our behalf

You must act on these directions now as this may take up to 8 weeks to complete.

Four steps to complete your additional requirements for your program

1. Review program requirements and download:
   a. Student Communication Package (this document)
   b. Clinical Medical and Non-Medical Requirements Form. Please ensure that you have printed the form with the correct program name, year and level.

   The Medical requirements have been developed under the guidelines of the Ontario Hospital Association (OHA), Canada’s Immunization Guide and the Ontario Medical Association (OMA) for clinical placement. For assistance in understanding and completing the various sections of the Clinical Medical and Non-Medical Requirements form, please see the attached Frequently Asked Questions (FAQ).

2. To access your school age immunizations you may check with your local Public Health Unit (if you are 28 years old or younger). You may also find this information on your yellow immunization card or your family doctor may have these records in their system. You will need this information in order to complete the Clinical Medical and Non-Medical Requirements Form. If you have no records go to the Algonquin Health Services located on campus.

3. It is strongly recommended that you visit Algonquin College Health Services to complete your Clinical Medical and Non-Medical Requirements Form as health requirements for program students are different than that of the general public.

   If you choose to see your family physician or Nurse Practitioner, you are still directed to visit Algonquin College Health Services for a review of your form prior to making an appointment with the “Requisite” Nurse at ParaMed.

4. Bring your completed original documentation to ParaMed. Make one (1) copy of each document. The copy will be left with the “Requisite” nurse at ParaMed. You will keep all originals.

   Please be aware that the ParaMed Requisite team will be on-site at the Algonquin Woodroffe Campus on specific dates during the fall and winter terms. Your Program Coordinator will inform you of the specific date that ParaMed will be on campus for your program. This will be explained during your program orientation on the first week of classes.

   If you have completed any or all of your program Clinical Medical and Non-Medical Requirements form, please keep the form until you attend your appointment with ParaMed. All requirements must be completed before you book an appointment with ParaMed. Do not hand in any program requirements documentation to Algonquin College, keep it and take it to your appointment with ParaMed.

   Remember to keep the original documents related to medical and non-medical requirements as you may be required to make ONE copy of each to distribute to clinical agencies as required.

Should you come across a question that is not easily answered via our web information, contact Maggie Beckett, Clinical Placement Officer at becketm@algonquincollege.com or 613-727-4723 ext. 6030
Clinical Requirements and Resources

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<th>Requirements</th>
<th>How to Access Resources</th>
<th>Important Details</th>
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<tr>
<td>1. Personal Support Worker Program documents</td>
<td>Download and Print the following documents: Student Communication Package and the Clinical Medical &amp; Non-Medical Requirements ParaMed form</td>
<td>Package and Form are found in the PSW website <a href="http://www.algonquincollege.com/healthandcommunity/program/personal-support-worker/">http://www.algonquincollege.com/healthandcommunity/program/personal-support-worker/</a></td>
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<tr>
<td>2. Immunization Status</td>
<td>Immunization requirements can take 8 weeks or more to complete. Please start this process as soon as possible.</td>
<td>1. It is strongly recommended that you visit Algonquin College Health Services to complete your immunization status health requirements. Tb testing, Hepatitis B, and Varicella update is a mandatory requirement for entering the healthcare student career. 2. If you do not have proof of your immunization status, your resources can have bloodwork ordered to obtain your immunity status.</td>
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<td>4. Standard First Aid</td>
<td></td>
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<td>5. Vulnerable Sector Police Check</td>
<td>Local Police Station (This process can take up to 2 months)</td>
<td><a href="http://www.ottawapolice.ca">http://www.ottawapolice.ca</a> Read the information carefully. Download the form and take it to your local police station. Express Records Checks are only available at the 2670 Queensview Drive location.</td>
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<td>6. Fit testing of N95 masks</td>
<td>ParaMed Requisite Nurses at Algonquin College –by appointment</td>
<td>The Program Coordinator will inform you of the date and sign up during the first week of classes.</td>
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<td>7. Bill 18 Certifications: WHMIS, AODA, Health and Safety, Violence Prevention and Hand Hygiene</td>
<td>HSPnet online modules at Algonquin College</td>
<td>The Clinical Placement Officer will make the online modules available once students are enrolled into HSPnet at the beginning of the semester.</td>
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<td>8. ParaMed Appointments</td>
<td>ParaMed Requisite Nurses at Algonquin College –by appointment</td>
<td>The Program Coordinator will inform you of the date and online sign up during the first week of classes.</td>
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Step #1 - Review program requirements and download:
  a. Student Communication Package (this document)
  b. Clinical Medical and Non-Medical Requirements form

Q: What are my non-medical requirements?

A: These are requirements that require you to obtain a certificate or proof of completion. These are stipulated by your program. You will find them in section: C of the Clinical Medical and Non-Medical Requirements Form for your program, review your form for specifics. The following are examples of required non-medical requirements:

  o Basic Cardiac Life Support (BCLS) Level “C” and “Standard” First Aid. You must have a Level “C” BCLS certificate in order to attend any clinical practice which must remain current for each academic year of your program until graduation. Please note that CPR certification is required annually. Please note that on-line CPR courses do not meet the re-certification standards required for your program. Standard First Aid is valid for a three (3) year period.

Q: When do I need to start completion of these additional requirements?

A: Start the process once you have been notified of conditional/final acceptance. Some requirements can take up to eight (8) weeks to complete. Keep in mind that some requirements must remain current for the duration of the academic year until graduation.

Q: How do I complete the non-medical requirements?

A: Sign up for courses as required and make a copy of your certificates for submission to ParaMed.

Q: Who pays for the non-medical requirements?

A: You are responsible for arranging and paying for all non-medical requirements.

Q: I have already completed one or more of the non-medical requirement(s) but this requirement may have expired or will expire soon?

A: You need to re-certify any requirements that have expired in order to be current for the present academic year. Remember some requirements must remain current at the time of graduation.

Q: What if my current non-medical requirements expire?

A: You will need to re-qualify for expired requirements in order to be current for the subsequent academic year.

Checking over all the documents and gathering the records of proof:

Q: Is there a checklist I can follow to keep me on track?

A: YES. The last page of your Clinical Medical and Non-Medical Requirements form is just that, a checklist of all requirements necessary to complete the paperwork. If there are areas on the
checklist that you’ve not supplied the affirmative checkmark symbol, you need to pay specific attention to those before moving to Step #2.

Q: What if there are some things I can’t complete on the checklist?

A: Contact the Practicum Placement Officer, Maggie Beckett. Please include your program name, level and student number with all communication: becketm@algonquincollege.com or 613-727-4723 ext. 6030.

Step #2 – Obtaining Medical/Immunization Information

Q: Where do I get my immunization information?

A: Check with your local Public Health Unit for your school age immunizations records in order to complete the medical information on the Clinical Medical and Non-Medical Requirements Form. Students from the Ottawa-Carleton School boards, please call 613-580-6744 ext. 24108. Elsewhere in Ontario, go to: http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx

For other provinces, please contact your provincial Public Health Unit.

Step #3 – Making an appointment for completion of the Clinical Medical and Non-Medical Requirements Form

Q: Where do I take my Clinical Medical and Non-Medical Requirements Form to have it completed?

A: Although not required, it is strongly recommended that you visit Algonquin College Health Services to complete your Clinical Medical and Non-Medical Requirements Form as health requirements for program students are different than that of the general public. Health Services is located at the Woodroffe Campus, tel.: 613-727-4723 ext. 7222. If you choose to see your family physician or Nurse Practitioner, you are still directed to visit Algonquin College Health Services for a review of your form prior to making an appointment with the “Requisite” Nurse at ParaMed. Nurses are seen on a walk-in basis only, therefore, you may wish to contact Health Services to confirm hours of operation.

Q: Why do I need to make an appointment with Algonquin College Health Services or my healthcare provider and what sections do they complete?

A: Section A of your Clinical Medical and Non-Medical Requirements form covers all the medical requirements as outlined by Algonquin College and your clinical placement facility/organization. It’s a complicated section, but it’s your health care provider’s responsibility to complete and sign all the shaded areas on section A where it requires his/her signature and provide you with the proof of the identified immunizations and blood test results. Students are responsible for completing sections: B, C, D.

Q: Why the rush for getting this done so quickly?
A: Completing this section could take up to eight (8) weeks. The non-medical requirements could take longer than that and these requirements must be met prior to participating in clinical/placement activities.

Q: How much will Algonquin College Health Services or my health care provider’s office charge me for completing this?
A: Completing the documentation at Algonquin College Health Services is free of charge.

Each practitioner under Ontario law may have a different fee structure for completing this type of document. When you call to make your appointment ask what the approximate cost is to have your Clinical Medical and Non-Medical Requirements Form completed and what form of payment they will expect in the office (cash, cheque, debit or credit).

Q: What do I need to tell and ask Algonquin College Health Services or the health care provider’s office about the visit/appointment I’m making?
A: Tell him/her that you need to be seen because you require a review of the necessary medical clearances for clinical placement. The health care provider will need to provide you with any medical tests that you require, any necessary immunizations required and he/she will need to sign this document in the appropriate spots. Emphasize that you need to get started as soon as possible.

Q: How many visits/appointments with Health Services or a Health Care Provider will I need?
A: A minimum of two (2) visits/appointments if your required medical and non-medical requirements are current; however, it could take 4-5 visits to complete.

Q: What if I don’t have a primary health care provider (Physician or Nurse Practitioner)?
A: No problem. You can walk-in and see a Registered Nurse with Algonquin College Health Services.

Go to the appointment you’ve set with your health care provider or use the walk-in service with Algonquin College Health Services:

Q: What do I need to bring?
A:
1. Your Health Card.
2. Your Clinical Medical and Non-Medical Requirements Form
3. Any other proof of immunization (Yellow card) and/or municipal/ regional health unit forms that denote record of your immunization history
4. Payment for the appointment (Physician); Algonquin College Health Services is free of charge.
5. Proof of acceptance into the program

Q: There is a requirement in section A, which Algonquin College Health Services or my health care provider says that I don’t really need?
A: Not true. It will be your responsibility to impress upon the health care provider that if you don’t have this, you cannot be cleared for clinical placement and therefore, not able to participate in the mandatory program course.
Q: Other than the completed Clinical Medical and Non-Medical Requirements Form what other documentation might I be leaving with, from Algonquin College Health Services or my health care provider’s office?

A: At the end of your visits, you may need proof of blood lab results. Check over the requirements in section A to make sure. **If you had blood taken, you will need results.** Make sure you also keep your yellow immunization card and/or municipal/regional health unit forms that denote record of your immunization history.

Step #4 - Booking your appointment with the Requisite Nurse at the ParaMed:

Bring your completed original documentation to your ParaMed appointment. Make one (1) copy of each document. The copy will be left with the Requisite nurse at ParaMed. **You will keep all originals.** Your Program Coordinator will inform you of the specific date that ParaMed will be on campus for your program. This will be explained during your program orientation in September.

Q: Why do I have to book an appointment with a Requisite Nurse?

A: All the requirements listed on your Clinical Medical and Non-Medical Requirements Form must be reviewed and validated as completed and cleared by a Registered Nurse in order for you to be able to participate in a clinical/placement activities.

Q: When should I book the appointment?

A: When you have all of the requirements on the checklist (last page of the Clinical Medical and Non-Medical Requirements Form) completed after you have fully completed Steps 1, 2 and 3. Your Program Coordinator will inform you of the specific date that ParaMed will be on campus for your program. This will be explained during your program orientation in September.

Q: How much will it cost me and how can I pay?

A: You can pay with VISA, Debit or Cash. Current fees are posted on the Requisite website. **If you bring a “parent” credit card, you will need written permission.**

[https://algonquin.requisite.ca/RQSApp/Login.aspx](https://algonquin.requisite.ca/RQSApp/Login.aspx)

Q: What if I need to cancel my appointment?

A: Not a problem, as long as it’s not within 24 hours of your appointment. If you need to cancel and it’s less than 24 hours to your appointment, you will be charged. The current fee for appointment cancellations is posted on the Requisite website.

Q: What if I miss my appointment?

A: If you miss a scheduled appointment, you will be required to pay. The current fee for missed appointments is posted on the Requisite website.

**Going to your Requisite appointment and what to expect:**

Q: What do I need to bring with me?
A: The original and one copy of:
1. Your completed Clinical Medical and Non-Medical Requirements Form (all sections)
2. Any other proof of immunization (Yellow card) and/or municipal/ regional health unit forms that denote record of your immunization history and
3. Certificates/Proof of completion of all your non-medical requirements

Please note: You will be required to provide ParaMed with one (1) copy of all your documents. You will retain the originals. (If you go to the appointment with only the original set of your documents, expect to be charged for all photocopying). You may wish to keep an extra copy of your originals for your records.

Q: What happens at the Requisite appointment?
A: A Requisite Nurse will review all your submitted documents and will determine your clearance for clinical/placement activities. This appointment takes up to 15 minutes.

Q: Are my personal documents kept confidential?
A: Yes. All your personal health information is kept confidential. ParaMed abides by the Ontario Personal Health Information Act, the Ontario Freedom of Information and Protection of Privacy Act and the Canadian Standards Association’s Model Code for the Protection of Personal Information.

Q: What if I forgot to bring some of my documentation to the appointment?
A: All documentation must be submitted at the time of your appointment. You will not be permitted to send in documentation via courier, post or fax after your appointment. There is one exception. Due to the fact that the influenza vaccine is not available until late in the fall of each season, ParaMed will allow students getting the flu vaccine, to send in their proof of completion via fax.

Q: What are the possible outcomes from my meeting with the Requisite Nurse?
A: After your review, the Requisite Nurse will determine your clearance status. You will be provided with one of three clearance status outcomes:

Cleared: You have met all of the required medical and non-medical criteria and you have provided all documentation to prove it. You are cleared for clinical/placement activities - congratulations.

Not Cleared: A condition or requirement has not been met or supporting documentation for a particular requirement(s) has not been included with your submission.

Exception: A students with a legitimate reason for not submitting a completed requirement.

If this is the case, you will be asked to communicate with the person responsible for your programs clinical placement. They will determine on an individual basis whether you are able to participate in clinical/placement activities.

Q: So, what if I’m given a status of NOT CLEARED?
A: If this is your situation, you will be provided with a deficiency listing of the outstanding items you need to complete or correct. Once you’ve completed all of the items on your deficiency list, you’ll need to book a second appointment with a Requisite Nurse to review these items.

For this second appointment, you must bring:

- The Deficiency List
- Updated Clinical Medical and Non-Medical Requirements Form
- Required documents of proof.

There will be an additional charge for this appointment. The current fee for additional appointments is posted on the Requisite website.