Welcome

Algonquin College

Digital Health

Faculty of Health, Public Safety and Community Studies
WELCOME TO THE DIGITAL HEALTH CERTIFICATE PROGRAM AT ALGONQUIN COLLEGE!

PLEASE TAKE NOTE OF THE MANDATORY PROGRAM ACTIVITIES SCHEDULED ON SATURDAY, SEPTEMBER 9TH 2017 AT 10:00AM ROOM A136C.

Program “Meet and Greet” will include activities such as reviewing your term schedule, the program requirements, filling out pertinent documentation and a meet and greet with your fellow classmates and professors.

PLEASE TAKE THE TIME TO READ THIS DOCUMENT CAREFULLY. IT CONTAINS THE FOLLOWING IMPORTANT INFORMATION LISTED UNDER THE FOLLOWING HEADINGS:

1. Timetable and Scheduling
2. Study Expectations and Time Management
3. Student Success Specialist
4. Textbooks, E-texts and Course Manuals
5. Statements on Confidentiality
6. Notification of Changes
7. Program Requirements
8. Program Contact Information
1. TIMETABLE AND SCHEDULING

By the end of July, you will receive information regarding registration and timetables from the Registrar’s Office through your ACSIS account. You can use the following link to log on: http://acsis.algonquincollge.com. Classes can be scheduled from Monday–Friday at any time between 8:00am–10:00pm and on Saturdays any time between 8:00am–8:00pm. We recommend that you do not lock yourself into inflexible outside commitments (work or childcare) prior to receiving your timetable as there might not be flexibility in your timetables. Please note that timetables can change in the few weeks of classes. Be sure to check ACSIS on a regular basis for updates.

Final assessment week takes place from December 9–16, 2017. If you are planning your December commitments or holidays, please keep in mind final assessments require mandatory attendance and there are no exceptions.

Your winter semester class schedule will be different as scheduling is done by the semester.

Classes resume—January 8, 2018
Study break week—February 19–23, 2018
Final assessment week—April 21–28, 2018

We recommend that, for the academic school year, you do not lock yourself into inflexible outside (work or childcare) commitments prior to receiving your schedule as we may not be able to accommodate you.

2. STUDY EXPECTATIONS AND TIME MANAGEMENT

This program requires commitment and study because you will learn in a number of ways. For example, the academic work requires good comprehension and the ability to apply what you know. Field projects provides an opportunity to put into practice the knowledge that is learned in theory. It is a hands-on, active learning environment where you have to demonstrate what you have learned. Other classes require reflection, discussion, group work and study.

Time management is an important key to your success. You need to consider not only your scheduled class times but also to build study time into your schedule. At the same time, build in some relaxation and play time so that you don’t lose the balance in your life.

If time management has never been one of your strengths, don’t despair. Student Services can help you establish good study skills, develop your memory or organize your weekly schedule. There are excellent workshops available to help you help yourself. Those with health issues and/or family commitments may also be challenged by course and study expectations. If this is part of your reality, please let the coordinator know so we can work out a schedule that is mutually beneficial.
3. STUDENT SUCCESS SPECIALIST

Student Success Specialists provide support and resources to help students achieve their academic and personal goals. They work closely with coordinators, faculty and Student Services to help students have a positive and fulfilling learning experience. Your student success specialist is Kirstin Morris morrisk1@algonquincollege.com.

4. TEXTBOOKS, E-TEXT BOOKS, AND MANUALS

Within your course outlines, available within the Algonquin College Student Information system (ACSIS) you will find the required books (must have), and recommended (optional) resources. You can search for your books through Connections, our bookstore. This year, more textbooks are available in an electronic format. As with all textbooks (electronic or printed), check the title, edition and author carefully as there are several texts with the similar names, e.g. Anatomy and Physiology.

If you decide to avoid line-ups and purchase your books in August, we recommend that you keep your receipts to facilitate exchanges in case you have purchased the wrong book. Occasionally there is a newer edition which comes out that the teacher wants you to purchase, or a different book altogether because there is a change in the assigned teacher.

5. STATEMENTS ON CONFIDENTIALITY

Students are required to respect the confidentiality of employer, client and/or patient information, interactions and practices that occur either on Algonquin College premises, or at an affiliated clinical/field/co-op placement site. Concerns regarding clients, patients, and/or employer practices are to be brought to the attention of the program coordinator or designated field/clinical/co-op placement supervisor so that they may be resolved collaboratively. Such concerns are not to be raised publically either, verbally, in writing, or in electronic forums. These matters are to be addressed through established program communication pathways.

6. NOTIFICATION OF CHANGES

It is very important that the Registrar’s Office as well as the department of Wellness, Research and Innovation (A103) have your most current address and telephone numbers. It is your responsibility to keep this information up-to-date with them. You may not receive important information if their information on file is incorrect. Please make certain that changes are reported to both offices as soon as they take place.
7. PROGRAM REQUIREMENTS

Program Specific Requirements, Welcome Package—Fall 2017 and the Clinical/Field Pre-Placement Health Form for this program are found using the link below:


Look for:
- DH Health Form
- Welcome Package—Fall 2017

POLICE RECORDS CHECK DOCUMENTATION:
Successful completion of clinical placement is a requirement for graduation from the program. Agencies that provide placement opportunities require you to have a clear Police Records Check. Your acceptance for placement is at the discretion of the agency. If you register in the program without a clear police check and as a result are unable to participate in placement, you will not be able to graduate.

It is your responsibility to obtain and submit the police check from your local Police Department prior to the Fall 2017 semester and to pay any associated costs. It may take a long time to obtain this documentation; please submit your application as early as possible.

Should you require further information such as a letter of confirmation from the program, please contact: Lisa Giannetti at giannel@algonquincollege.com.

STUDENT HEALTH AND SAFETY TRAINING
Algonquin’s Occupational Health & Safety (OHS) Team has partnered with YOW Canada Inc. to provide an on-line Student OHS Training Portal ([https://www.yowcanada.com/algonquin/students/](https://www.yowcanada.com/algonquin/students/)) that is customized to your personal OHS training requirements. When you visit the student OHS Training Portal, you will be prompted to enter your Student ID Number. Once confirmed, the system will take you to your personalized training dashboard that identifies training offerings available to you. On the same screen, a convenient list of courses you have completed appears at the bottom.

Note: It is your responsibility to ensure all documentation is submitted before April 1st, 2018, otherwise you WILL NOT be permitted to attend your field placement session. This will affect your ability to successfully complete the program.
8. PROGRAM CONTACT INFORMATION

Algonquin College phone number: 613-727-4723
Wellness Research and Innovation Office Location: Room A103

Program Chair
Sandra McCormick x6337
mccorms@algonquincollege.com

Program Support
Lisa Giannetti x5832
giannel@algonquincollege.com

Student Success Specialist
Kirstin Morris x299
morrisk1@algonquincollege.com

Program Coordinator
Haitham Tamim x5959
tamimh@algonquincollege.com

We look forward to meeting you as you embark on a rewarding year of challenge and accomplishment!

Yours truly,

Haitham Tamim
Program Coordinator

Sandra McCormick
Chair, Wellness Research and Innovation