Dear Student:

Medical Radiation Technology Program
Diagnostic Medical Sonography Program
Diagnostic Cardiac Sonography Program

Welcome 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 10 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/Field Pre-Placement Health Form (see page 3 of this document for program links) *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/Field Pre-Placement Health Form, please see the attached Frequently Asked Questions (FAQ).

2. You may call your local Public Health Unit for information regarding accessing your school age immunizations in order to complete the medical information on the Clinical/Field Pre-Placement Health Form. See FAQs Step #2 for more details.

3. Visit Algonquin College Health Services to complete the medical portion of your Clinical/Field Pre-Placement Health Form, prior to making an appointment with the “Requisite” Nurse at ParaMed. Requirements for your program are different than that of the general public. If you are a student living outside of the Ottawa area, please call Health Services at 613-727-4723 ext. 7222 and ask to speak with a nurse. The Nursing Team will be happy to answer all of your questions.

4. Once you have completed the requirements on the Clinical/Field Pre-Placement Health Form, please visit: https://algonquin.requisite.ca/RQSApp/Login.aspx to make an appointment with ParaMed. Through the ParaMed website, you will be able to create an account and schedule a visit with ParaMed staff.

   Bring your completed original documentation to ParaMed. Make one (1) copy of each document and bring it with the completed original document to ParaMed. The copy will be left with the “Requisite” nurse at ParaMed. You will keep all originals for future reference if required.
The forms must be completed in full, and reviewed by a *Requisite™* nurse at ParaMed. Please refer to page three (3) for your program deadline.

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. The “Requisite” website will have specific dates and times where you can sign up for an appointment. Room locations for on-site ParaMed appointments are posted on the home page of the Requisite website as well as on the Algonquin College Blackboard site.

If you are not able to get an appointment on-site at Algonquin College, a few appointments days will be available at the ParaMed office 1145 Hunt Club Road, Suite 400, Ottawa located opposite the cinema at South Keyes Plaza. Please book appointments the same way through the website, choosing the Hunt Club office location: https://algonquin.requisite.ca/RQSApp/Login.aspx

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 isn’t easily answered via our web information, contact **Lori Morley**, Administrative Assistant, Allied Health at morleyl@algonquincollege.com 613-727-4723 ext. 5086.

Regards,
Erin Stitt-Cavanagh, PhD, MBA
Chair
Allied Health
<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Specific Requirements, Student Communication Package and the Clinical/Field Pre-Placement Health Form</th>
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<tbody>
<tr>
<td>Medical Radiation Technology:</td>
<td><a href="http://www2.algonquincollege.com/healthandcommunity/program/medical-radiation-technology/">http://www2.algonquincollege.com/healthandcommunity/program/medical-radiation-technology/</a></td>
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<tr>
<td>Medical/Non-Medical Requirements:</td>
<td>Due Date: September 28, 2018</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography:</td>
<td><a href="http://www3.algonquincollege.com/healthandcommunity/program/diagnostic-medical-sonography/">http://www3.algonquincollege.com/healthandcommunity/program/diagnostic-medical-sonography/</a></td>
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<td><a href="http://www.algonquincollege.com/healthandcommunity/program/diagnostic-cardiac-sonography/">http://www.algonquincollege.com/healthandcommunity/program/diagnostic-cardiac-sonography/</a></td>
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The Four Key Steps with Frequently Asked Questions (FAQs):

Step #1 - Review program requirements and download:
   a. Student Communication Package (this document)
   b. Clinical/Field Pre-Placement Health Form

Q: What are my non-medical requirements?
   A: These are requirements that you must obtain a certificate or proof of completion. These are stipulated by your program and a certificate or proof of completion is mandatory. You will find them in section C of the Clinical/Field Pre-Placement Health Form for your program. Please review your form for specifics. The following are examples of required non-medical requirements:

   ● Standard First Aid - you must have a valid Standard First Aid certificate which is valid for a three (3) year period and a Health Care Provider (HCP) CPR C and Automated External Defibrillation (AED) Certification 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 course is specifically designed for Health Care Professionals, course provides training on skills required for Adult, Child, & Infant Resuscitation; One & Two Rescuer, First Aid for Choking, proper use of barrier devices in resuscitation, AED and Bag Valve Mask. Please note that on-line CPR courses do not meet the re-certification standards required for your program.

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 ten (10) weeks to complete. Keep in mind that some requirements must remain current for the duration of the academic year until graduation.

   If you are in a program requiring a Police Record Check for Service with the Vulnerable Sector (PRCSVS) or a standard Police Record Check with the Ottawa Police, this may take 10 weeks to receive back in the mail. You may wish to request an “express” version for additional fee to expedite the process. Should you reside in an area that requires a police check with the OPP, you may require a letter from the department in order to have this completed. Quebec residents have a specific form requiring a college signature; please contact Lori Morley to have the form forwarded to you at morleyl@algonquincollege.com or 613-727-4723 ext. 5086.

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/Field Pre-Placement Health 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 Lori Morley, Administrative Assistant, for further guidance on your specific challenge in completing a required section.
   Lori Morley, Administrative Assistant
   Allied Health Programs – Room J117
   morleyl@algonquincollge.com
   613-727-4723 ext. 5086
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/Field Pre-Placement Health Form. Students from the Ottawa-Carleton School boards, please call 613-580-6744 ext. 24108. Elsewhere in Ontario: 
  For other provinces, please contact your provincial Public Health Unit.

This record MUST be presented to Health Services at your first visit.

If you do not have or cannot obtain your immunization records, please call Health Services and ask to speak to a nurse at 613-727-4723 ext. 7222.

Step #3 – Completion of the Clinical/Field Pre-Placement Health Form

Q: Where do I take my Clinical/Field Pre-Placement Health Form to have it completed?
  A: You are directed to visit Algonquin College Health Services to complete your Clinical/Field Pre-Placement Health Form as health requirements for program students are different than that of the general public. Health Services is located at the Woodroffe Campus, Room C141, (613) 727-4723 ext. 7222. You are to meet with Algonquin Health Services prior to making an appointment with the “Requisite” Nurse at ParaMed. Algonquin College Health Services 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 meet with Algonquin College Health Services and what sections do they complete?
  A: Section A of your Clinical/Field Pre-Placement Health Form covers all the medical requirements as outlined by Algonquin College and your clinical placement facility/organization. As this section is complicated, Algonquin College Health Services will complete section A where it requires health professional signature and provide you with proof of the identified immunizations and blood test results. Students are responsible for completing sections: B, C, and 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 any clinical/placement activities.

Q: How much will Algonquin College Health Services charge me for completing this?
  A: Completing the documentation at Algonquin College Health Services is free of charge.

Q: What do I need to tell and ask Algonquin College Health Services about the visit I’m making?
  A: Simply present to the clinic with your documents. The Health Services Nurses are very familiar with all the requirements and will be happy to help you.
Q: How many visits with Health Services will I need?
   A: For most programs, a minimum of two (2) visits/appointments if your required medical and non-medical requirements are current; however it usually takes 4-5 visits to complete.

Meet with Algonquin College Health Services:

Q: What do I need to bring?
   A:
   1. Your Health Card.
   2. Your Clinical/Field Pre-Placement Health Form
   3. Any other proof of immunization (Yellow card) and/or municipal/ regional health unit forms that denote record of your immunization history

Q: Other than the completed Clinical/Field Pre-Placement Health Form, what other documentation would I obtain from Algonquin College Health Services?
   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 that you have all documents including blood lab results. Make sure you also keep your yellow immunization card and/or municipal/regional health unit forms that denote your record of immunization history.

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

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.

Q: Why do I have to book an appointment with a Requisite Nurse?
   A: All the requirements listed on your Clinical/Field Pre-Placement Health Form must be reviewed and validated as completed and cleared by a Registered Nurse in order for you to be able to participate in clinical/placement activities.

Q: When should I book the appointment?
   A:
   1. When you have all of the requirements on the checklist (last page of the Clinical/ Field Pre-Placement Health Form ) completed
   2. After you have fully completed Steps 1, 2 and 3.
   3. As soon as possible and prior to your form due date. If you leave it to the last minute, you could be putting yourself at risk of not getting your clearance completed in time, especially if there are problems identified at your appointment.

Q: How do I book this appointment?
   A: All appointments with ParaMed are booked online using an appointment scheduling software. You will be required to set up an account the first time you book an appointment.
Use this URL (copy and paste into web browser) either with Firefox web browser or Internet Explorer [https://algonquin.requisite.ca/RQSApplg/Login.aspx](https://algonquin.requisite.ca/RQSApplg/Login.aspx) and follow the instructions on how to set up your account and book your appointment.

After you book your appointment, download the confirmation of your appointment.

Q: Where is the ParaMed office location for my Requisite appointment?
   A: 1145 Hunt Club Road, Suite 400, Ottawa

Q: How much will it cost me and how can I pay?
   A: You can pay with Debit, Credit or Pre-Loaded Cards only. Cash will not be accepted for payment. Current fees are posted on the Requisite website.
   If you bring a “parent” credit card, you will need written permission.

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/Field Pre-Placement Health 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 and the Requisite nurse must copy 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:
- For those students that require the influenza vaccine, 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 email Algonquin.requisite@paramed.com

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 program 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:
1. The Deficiency List
2. Updated Clinical/Field Pre-Placement Health Form
3. 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.

Q: So, what happens to my clearance status information?
A: Your requirement information is entered into a portal. From here, the Academic Faculty for your program can view your status to determine whether you are cleared to participate in your clinical/placement activities.
Are you finished? (How to check your clearance status online)

Q: How do I check my status?

A: Log onto https://algonquin.requisite.ca/RQSApplLogin.aspx using your student number and password.