Community Studies Student Field Placement Information

To all Community Studies students:

If you have the Community Studies Field Placement Documentation Form and documents, then you are ready to get started. It is best to have your field documentation forms open in front of you, as you move through the guidelines and the Key Steps toward getting your program requirements on time.

Make sure to read and follow the Key Steps below carefully. There are frequently asked questions that expand below each of the Key Steps that will answer all of your questions about what is needed for completing the process. This could take you 8 weeks to complete, so it is best to start this process early.

You will need to work on completing both your medical and non-medical requirements at the same time. Do not wait to complete just the medical requirements and then move on to the non-medical you will simply not meet your deadline for having this all completed if you wait.

If you have any questions contact:

Main Office
School of Health and Community Studies
Local: 613-727-4723 ext. 7776
Toll-free: 1-800-565-4723 ext. 7776

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Recommended Dates to Start the Process

<table>
<thead>
<tr>
<th>Program</th>
<th>Start Dates</th>
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<tbody>
<tr>
<td>CYC - Child and Youth Care Program</td>
<td>Begin at the end of level 2</td>
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<tr>
<td>DSW - Developmental Service Worker Program</td>
<td>After May 1st</td>
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<tr>
<td>ECE - Early Childhood Education - 2 Year Program</td>
<td>September entry – After May 1st, January entry – After September 1st</td>
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<tr>
<td>ECE - Early Childhood Education - Intensive Program</td>
<td>September entry – After May 1st, January entry – After September 1st</td>
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<tr>
<td>SSW - Social Service Worker - 2 Year Program</td>
<td>After May 1st</td>
</tr>
<tr>
<td>SSW - Social Service Worker - Intensive Program</td>
<td>After December 1st</td>
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THE KEY STEPS

In order to attend field placement, you need to do the following:

1. Print the Community Studies Field Placement Documentation Form found on the program website under Field Placement Requirements.

You are responsible for the costs associated with the non-medical requirements, immunizations and the services of ParaMed.

2. Use the Document Check List. See the last page of the Community Studies Field Placement Documentation Form.

3. Make an appointment with Algonquin College Health Services (this is recommended) or your healthcare provider (Physician or Nurse Practitioner) to complete the medical section of the form. You will need to provide your immunization records. Students are responsible for any costs associated with the immunization.

4. Collect your non-medical documents:
   - Police Check for Vulnerable Populations (All programs)
   - Standard Level First Aid and Level C CPR (CYC, DSW) (SSW recommended, not required)
   - Emergency First Aid (ECE). *Note, Level C CPR is recommended for ECE but not required.
   - Identification Badge (Ordered and purchased at Connections book store) (DSW and ECE)
   - Quality Insurance Measures (Provided in course Introduction to the Field (DSW))

5. Check all the documents and gather the medical records of proof.


   You will be provided information about ParaMed meetings on campus during the semester.

   Booking your appointment should be done only after all the requirements have been completed, therefore you will only have to book and pay for one appointment.

7. Go to your Requisite (ParaMed) appointment with all the required documents. Take your originals along with photocopies of all the required documents. Be sure to include copies of your health forms.

8. Are you finished? (How to check your clearance status online)

   Log onto to https://algonquin.requisite.ca using your student number and password.
Frequently Asked Questions

1. **Why do I need to make an appointment with Algonquin College Health Services or my healthcare provider?**
   
   Section A of your Community Studies Field Placement Documentation Form covers all the medical requirements as outlined by your academic facility and your field practicum facility/organization. It is your health care provider’s responsibility to complete and sign all the areas on section A where it requires his/her signature. These are the shaded areas.

   While they will guide you through what will be required from you in the process, it will be your responsibility to make sure, the health care provider completes all the shaded areas required and provide you with the proof of the identified immunizations and blood test results.

2. **Why the rush for getting this done so quickly?**
   
   Completing this section could take up to 8 weeks. The non-medical requirements could take longer than that.

3. **What if I do not have a primary health care provider (Physician or Nurse Practioner)?**
   
   No problem. You can go to Algonquin College Health Services.

4. **Which section does Algonquin College Health Services or the health care provider complete?**
   
   All of the areas within section A require his/her signature.

5. **What are my non-medical requirements?**
   
   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: B

6. **How do I get these non-medical requirements done?**
   
   Obtain the non-medical requirements information from your Academic department. Again, follow the instructions carefully.

7. **What if my current non-medical requirements expire before my Field Practicum is?**
   
   You are responsible for making sure your non-medical requirements do not expire.

   **Go to the appointment you have set with Algonquin College Health Services or your health care provider:**

8. **What do I need to bring?**
   
   - Your Community Studies Field Placement Documentation Form
   - Any other proof of immunization (*yellow card*) and/or municipal/ regional health unit forms that denote record of your immunization history
   - Provincial health Insurance Card (*ie: OHIP*)
   - Your money
9. **There is a requirement in section A, which Algonquin College Health Services or my health care provider says that I do not really need?**
   Not true. It will be your responsibility to impress upon the health care provider that if you do not have this, you cannot be cleared for field practicum and would not be able to participate in this mandatory program course.

10. **Other than the completed Community Studies Field Placement Documentation Form what other documentation might I be leaving with, from Algonquin College Health Services or my health care provider’s office?**
    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.

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

11. **Is there a checklist I can follow to keep me on track?**
    YES. The last page of your health form is just that, a checklist of all the things you will have had to accomplish toward getting all of the paperwork together.

**Booking your appointment with the Requisite Nurse at the ParaMed office:**

12. **When should I book the appointment?**
   - When you have all of the requirements on the checklist completed and before your program deadline.
   - As soon as possible and before your form due date. If you leave it to the last minute, you could be putting yourself at risk of not getting your clearance done in time, especially if there are problems identified at your appointment.

13. **How much will it cost me and how can I pay?**
    You can pay with VISA, Debit or Cash. The current rates are posted on the Requisite website. **If you bring a “parents” credit card, you will need written permission**

14. **What if I need to cancel my appointment?**
    Not a problem, as long as it is not within 24 hours of your appointment. If you need to cancel and its less than 24 hours to your appointment, you will be charged. The current rate for appointment cancellations is posted on the Requisite website.

15. **What if I miss my appointment?**
    If you miss a scheduled appointment, you will be required to pay. The current rate for missed appointments is posted on the Requisite website.
IMPORTANT: You will be required to leave one set of all your documents with ParaMed and one will stay with you. (If you go to the appointment with only one set of your documents, expect to be charged for all photocopying).

16. **What happens at the Requisite appointment?**
   A Registered Nurse will review all your submitted documents and will determine your clearance for Field Placement. This appointment takes up to 15 minutes.

17. **Are my personal documents kept confidential?**
   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.

18. **What if I forgot to bring some of my documentation to the appointment?**
   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.

19. **So, what if I am given a status of NOT CLEARED?**
   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 have completed all of the items on your deficiency list, you will 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 Pre-Placement Health Form
   - Required documents of proof

   This appointment will be at an additional charge. The current rate for additional appointments is posted on the Requisite website.