



Dear Student

Due Dates:

Medical Radiation Technology Program:

**Year 1 – Fall (Level 01) – Deadline Sept.15-** Vulnerable Sector Police Check, FULL Covid-19 vaccination

**Year 2– Fall (Level 03) – Deadline Oct. 30-** All other medical and non-medical requirements including yearly updated Vulnerable Sector Police Check

Diagnostic Medical Sonography Program

Diagnostic Cardiac Sonography Program

**Year 1– Fall (Level 01) – Deadline Sept 30-** Vulnerable Sector Police Check

**Year 1– Winter (Level 02) – Deadline March 1-** All other medical and non-medical requirements including yearly updated Vulnerable Sector Police Check

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 Placement Pass 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. You can also access the most current pre-placement health form from the Placement Pass website on your account page.**

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 or access your local Public Health website (where you graduated from High School) for information regarding how to obtain 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. Please call **Algonquin College Health Services** at 613-727-4723 ext. 7222, to make an appointment with a nurse, to complete the Medical portion of your Clinical/Field Pre-Placement Health Form, prior to **submitting your documents for clearance through the Placement Pass Program**. 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. Due to COVID restrictions no Walk-In appointments are available.
4. Once you have completed the requirements on the Clinical/Field Pre-Placement Health Form, please visit: <https://algonquincollege.placementpass.ca/> to submit your documents. Through the Placement Pass Website, you will be able to create an account, ask questions through the “Get Help” button, upload your documents and then submit your documents for review by the ParaMed nurses.


Once you submit your documents, a ParaMed Nurse will review your submission within two business days and you will receive an email message directing you to log into your account on the Placement Pass website where you can view the details of your status (cleared, not cleared). Your status report will contain details of any missing requirements as well as directions on what needs to be submitted for any outstanding requirements for clearance.

As you complete the different requirements you can start uploading files (PDF format please) to the “Upload Screen” This acts as a holding area for files until you are completed and ready to continue to the submission page where you make your payment. Do not hand in any program requirements documentation to Algonquin College, these documents are to be submitted through the secure web portal on the Algonquin Placement Pass website.

**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](mailto:morleyl@algonquincollege.com) 613-727-4723 ext. 5086.

Regards,

A handwritten signature in black ink, appearing to read 'ESL', with a stylized flourish at the end.

Erin Stitt-Cavanagh, PhD, MBA  
Chair  
Allied Health Programs

Program Name	Program Specific Requirements, Student Communication Package and the Clinical/Field Pre-Placement Health Form
Medical Radiation Technology:	<p><a href="https://www.algonquincollege.com/healthandcommunity/program/medical-radiation-technology/accepted-applicants/placement-forms/">https://www.algonquincollege.com/healthandcommunity/program/medical-radiation-technology/accepted-applicants/placement-forms/</a></p> <p>Year 1: Due Sept. 15</p> <p>PRCSVS - Police Check and COVID Immunization required</p> <p>Year 2: Due Oct. 30</p> <ul style="list-style-type: none"> <li>- All Medical requirements, including updates i.e. T.B., etc.</li> <li>- CPR Level "C" &amp; Standard First Aid</li> <li>- Police Check Annual - PRCSVS</li> <li>- Mask Fit N95 Testing</li> <li>- Non-Violent Crisis Intervention (NVCI)</li> </ul>
Diagnostic Medical Sonography:	<p><a href="https://www.algonquincollege.com/healthandcommunity/program/diagnostic-medical-sonography/accepted-applicants/placement-forms/">https://www.algonquincollege.com/healthandcommunity/program/diagnostic-medical-sonography/accepted-applicants/placement-forms/</a></p> <p>Year 1 (Level 01) : Due Sept. 30</p> <p>PRCSVS - Police Check and COVID Immunization required</p> <p>Year 1 (Level 02) : Due March 1</p> <ul style="list-style-type: none"> <li>- All Medical requirements, including updates i.e. T.B., etc.</li> <li>- CPR Level "C" &amp; Standard First Aid</li> <li>- Police Check Annual - PRCSVS</li> <li>- Mask Fit N95 Testing</li> <li>- Non-Violent Crisis Intervention (NVCI)</li> </ul>
Diagnostic Cardiac Sonography:	<p><a href="https://www.algonquincollege.com/healthandcommunity/program/diagnostic-cardiac-sonography/accepted-applicants/placement-forms/">https://www.algonquincollege.com/healthandcommunity/program/diagnostic-cardiac-sonography/accepted-applicants/placement-forms/</a></p> <p>Year 1: Due Sept. 30</p> <p>PRCSVS - Police Check and COVID Immunization required</p> <p>Year 1 (Level 02) : Due March 1</p> <ul style="list-style-type: none"> <li>- All Medical requirements, including updates i.e. T.B., etc.</li> <li>- CPR-BLS Level</li> <li>- Police Check Annual - PRCSVS</li> <li>- Mask Fit N95 Testing</li> <li>- Non-Violent Crisis Intervention (NVCI)</li> </ul>



## The Four Key Steps with Frequently Asked Questions (FAQs):

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### Step #1 - Review program requirements and download:

- a. **Student Communication Package (this document)**
- b. **Clinical/Field Pre-Placement Health Form**
- c. **Placement Pass Student Information Package – Sept (Account setup, etc.)**

#### 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:**

For Year 1 – You will require: Police Check and COVID Immunization

For Year 2 – You will additionally require as per below:

#### **Diagnostic Cardiac Sonography Program (1693X):**

- **Provide evidence of a current cardiopulmonary resuscitation (CPR) certificate at the basic life support level (BLS). All CPR certification or recertification courses must include a hands-on component.** This requirement is valid for one year must remain current in order to attend any clinical practice. This means that your CPR certificate must not expire before the end of each academic year of your program until graduation. Please note that Standard First Aid and CPR courses that are completed entirely online do **not** meet the re-certification standards required for your program. You must attend physically and demonstrate practical skills in front of the evaluator in order for the course to meet Canadian Standards. “Blended” courses where you complete a portion online (theory) AND attend physically to learn and perform the practical skills for the course are accepted. Please note that the CPR course you choose must include the use of an automatic external defibrillator and the use of ambu-bags.

#### **Medical Radiation Technology (1615X) and Diagnostic Medical Sonography (1618X) Programs:**

- Standard First Aid with Basic Cardiac Life Support (BCLS) Level “C”. You must have a valid Standard First Aid certificate which is valid for a three (3) year period with Basic Cardiac Life Support (BCLS) Level “C” 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 may be required annually. Please note that Standard First Aid and CPR courses that are completed entirely online do **not** meet the re-certification standards required for your program. You must attend physically and demonstrate practical skills in front of the evaluator in order for the course to meet Canadian Standards. “Blended” courses where you complete a portion online (theory) AND attend physically to learn and perform the practical skills for the course are accepted.

For Year 2, once registered, you will require the following additional items which are arranged with the program staff:

- Non-Violent Crisis Intervention (NVCI) course
- Mask Fit – N95 Testing

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

**A:** For the start of each academic year, 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. Please contact Lori Morley at [morleyl@algonquincollege.com](mailto:morleyl@algonquincollege.com) to request a letter. In your email, please include: Name, Student Number, and Program Name.**

**Residents of Toronto and Gatineau have a specific form requiring a college signature; please contact Lori Morley to have the form forwarded to you at [morleyl@algonquincollege.com](mailto:morleyl@algonquincollege.com) . Along with the form, you will be provided with specific instructions for completion.**

**Q: Who pays for the non-medical requirements?**

**A:** You are responsible for paying for all non-medical requirements such as NVCI, Mask N95 fit testing, CPR (annual)/SFA, PRCSVS (annual).

**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@algonquincollege.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.

For students who attended high school in Ontario, please visit:

<https://oph.icon.ehealthontario.ca>

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

This record **MUST** be presented to Health Services at your first visit and must be submitted through the Placement Pass Website for review.

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 submitting your documents for review via the Algonquin Placement Pass website. Algonquin College Health Services nurses are seen by appointment**, therefore, please contact Health Services to make an appointment to see a nurse.

**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 ten (10) 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, please remind the Algonquin Health Services nurses to give you a copy of your completed medical requirements including the Section A of the health form, vaccine records, lab results and Chest X-ray report if required.



## **Step #4 - Submitting your documents for review via the Algonquin Placement Pass Website:**

**Scan all your documents required which includes your pre-placement health form (scanned into one PDF file), vaccination records, lab reports from blood work, chest x-ray report, certifications and police record check. You will keep all originals for your own records.**

### **Q: Why do I have to submit my documents to Placement Pass?**

**A:** All the requirements listed on your Clinical/Field Pre-Placement Health Form must be reviewed and validated as completed and cleared by a ParaMed Nurse in order for you to be able to participate in clinical/placement activities.

### **Q: When should I submit my documents?**

**A:**

1. As you complete your requirements, you may upload them to the "Upload Screen" on your Placement Pass account which acts as a document holding area for your documents.
2. Only when you have completed and uploaded all of the requirements on the checklist (last page of the Clinical/ Field Pre- Placement Health Form) may you continue with your submission and pay your fee.
3. Please make note of your due date and ensure that you make your submission 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 when your documents are reviewed.

### **Q: How do I submit my documents?**

**A:** All documents are submitted online at <https://algonquincollege.placementpass.ca/>. You will be required to set up an account the first time you go to the website. Please refer to the document **Placement Pass Student Information Package** which will provide you information on how to setup an account and access the Placement Pass site.

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

**A:** You can pay with Credit Card or Visa or Master Card Debit. Current fees are posted on Placement Pass website.

## What to expect after I submit my documents for review:

**Q: How long will it take for my documents to be reviewed.**

**A:** A ParaMed nurse will review your documents within 2 business days.

**Q: How will I know if I've been cleared or not?**

**A:** A ParaMed Nurse will review all your submitted documents and will determine your clearance for clinical/placement activities. If you have not met all the requirements needed, the nurse will document what is outstanding and give instructions on what you need to submit in order to meet the outstanding requirements. When a nurse generates a message for you, an email is automatically sent to your email address to alert you that you have a message waiting. When you log into your account from the website you can read your messages and see a list of your requirements and whether each one has been met or not. Students may access their Status Report from the top menu bar on their account page for more details written by the ParaMed nurse if they have requirements not cleared.

**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 forget to submit some of my documentation to the Placement Pass website?**

**A:** All documentation must be submitted at once as you pay each time you submit documentation. If you have forgotten to include a document, send a message to the nurse explaining the circumstances and request that you be allowed to add a document. The nurse has the ability to waive the submission fee if the document has been forgotten for 24 hours only to allow you to submit it. If you are required to obtain new documentation to meet a requirement, you will have to pay the subsequent submission fee to send in the document. There is one exception:

- There is no fee to submit for your COVID and Flu Vaccine records.

**Q: What are the possible outcomes from the submission of my documents to the Placement Pass program?**

**A:** After your review, the ParaMed 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.

**Temporary Exception** given when a student has partially completed a requirement such as a vaccine series. This acts like a temporary clearance until this requirement is completed.

**Q: So, what if I'm given a status of NOT CLEARED?**

**A:** If this is your situation, you will be provided with instructions on what needs to be submitted in order for you to fulfill any outstanding requirements. Once you've completed all of the items outlined by the Paramed nurse in the documentation following the initial review of your documents, you will need to submit the required documentation via the Algonquin Placement Pass Website.

There will be an additional charge for this submission. The current fee for additional submissions is posted on the Placement Pass 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://algonquincollege.placementpass.ca/> using your student number and password. *Look at the most recent list of requirements and the status next to "final clearance".*