

# Placement Pass Frequently Asked Questions (FAQs) for Algonquin College Students



## Review program requirements and downloadable documents

**Q: What documents do I need to download?**

**A:** Download the following documents:

- Pre-Placement Health Form
- Placement Pass Student Website Information Package

**Q: What are the non-medical requirements?**

**A:** Each program stipulates its non-medical requirements. Please review the form for the specific requirements.

The following are examples of non-medical requirements:

- Vulnerable sector police record check
- Standard First Aid
- CPR, the type required can either be level HCP/BLS or level C. Required is a certificate showing completion of instructor lead course. Blended courses with e-learning components are also accepted

**Q: When should I begin applying for the non-medical 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.

Should you reside in an area that requires a police check with the OPP, you may require a letter from the department to have this completed. Please contact your program coordinator or program support officer to request your letter. In your email, please include your name, program name and level.

Residents of Toronto and Gatineau have a specific form requiring a designated college signature; please contact your program coordinator or program support officer to have the form forwarded to you. 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 applying for all identified clearances specified under the non-medical requirements for your program and paying the associated costs.

Q: **What happens if one of my non-medical documents has expired or will be expiring during the academic year?**

A: You need to re-certify any requirements that have expired or will be expiring to be current for the present academic year or placement term. Remember, some requirements must remain current at the time of graduation.



### Check all the documents and gather the records of proof

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

A: Yes, the last page of the Pre-Placement Health Form includes a checklist outlining the Mandatory Medical, other Medical and Non-Medical requirements. Remember you should not submit any documents for clearance screening until this checklist is complete. The Placement Pass system has a temporary parking lot- the upload screen- where you can store all completed documents until you are ready to submit everything all at once.

Q: **What if there are some requirements that I am unable to complete on the checklist or obtain by the deadline?**

A: Contact your program coordinator or program support officer for further guidance on your specific challenge in completing a required section.



### Obtain medical/immunization information

Q: **Where do I get my immunization information?**

A: If you graduated from a Canadian high school within the last 10 years, you may be able to obtain a copy of your immunization record by contacting the Public Health unit in that area. Medical clinics also keep

patient records for 10 years and may be able provide vaccine information upon request, which may be subject to a service fee.

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

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

Vaccine records from other countries are accepted if they include your name, your date of birth, the number of doses received, the type of vaccine, and are in English (or notarized translation in the English language).

For students who use Algonquin College Health Services to complete their medical requirements (which is highly recommended) your vaccine records **MUST** be presented to Health Services at your first visit and must be submitted through the Placement Pass Website in addition to the rest of your submitted documents 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.

---

**Q: What if I have no immunization records or my records are incomplete?**

**A:** Students who do not have immunization records or have incomplete records may be required to receive additional doses of vaccines.

For example, a student must receive the 3-dose adult series for tetanus and/or polio vaccination (see the Pre-Placement Health Form for details) where records are unavailable. The student may be eligible to receive temporary clearance (i.e., an exception) after the second dose of the series.

For some requirements, such as measles, mumps, rubella, and varicella (the virus that causes chicken pox), the student can have a blood test to check for immunity.

Where a student has completed 2 doses of a vaccine series and been given a temporary exception, they will be cleared and permitted to proceed with the clinical placement. The program coordinator will track the third dose completion and the student may need to submit a subsequent vaccine record for final clearance screening. The student can view expiry and temporary exception due dates on the *Overview* page on the Placement Pass website. The Practicum Facilitator has access to the same information in the Student *Clearance* Report.



## Complete the Pre-Placement Health Form

**Q: Where do I take my Pre-Placement Health Form to be completed?**

**A:** You are directed to visit Algonquin College Health Services to complete your Pre-Placement Health Form as health requirements for program students are different than that of the general public. Health Services is located at:

Woodroffe Campus, Room C141, (613) 727- 4723 ext. 7222

Pembroke Campus, Room 127, 1st Floor 613-735-4700, ext. 2748

Perth Campus, call 613.267-2859 ext. 6546

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.

The Pre-Placement Health Form must be completed by a physician, nurse practitioner, physician assistant or nurses working in a medical clinic. The form cannot be completed by a family member or friend.

**Q: Why is it mandatory that a health care provider complete this form and which sections must they complete?**

**A:** A health care provider will complete Section A of the Pre-Placement Health Form. This includes TB skin testing and possibly a chest x-ray. Additionally, the student will have their vaccine records reviewed and updated as necessary. Finally, blood tests will be ordered, and the results reviewed to determine any additional vaccine requirements. This process may take multiple clinic visits, sometimes up to 4 or more may be required, which may incur a cost for each visit.

Section A of your Pre-Placement Health Form outlines all the medical requirements required by Algonquin College and clinical practicum facilities. This section must be completed by a health care provider who must also provide proof of all immunizations administered and blood test results. Students are responsible for completing sections: B, C, and D of the Pre-Placement Health Form.

**Q: Why is it urgent to begin this process?**

**A:** Completing the requirements could take up to ten (10) weeks or longer. These requirements must be met, and clearance provided by the Placement Pass nurse prior to practicum clearance (and participation) authorization. See page 1 of the Pre-Placement Health Form for the final submission deadline.

**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 except for the paramedic program which requires a physician signature. Other medical clinics usually charge for TB testing and obtaining signatures on forms.



## Meet with your health care provider

**Q: What do I need to bring?**

A: Your pre-placement health form and, if available, proof of immunization such as vaccine cards or booklets, public health or health authority records or international vaccine records (translated to English). Also bring your Health Card or proof of medical insurance.

**Q: Other than the completed pre-placement health form, what other documentation should I obtain from the health care provider?**

A: At the end of your visits, you will need a copy of your completed Section A of the pre-placement health form, copies of blood lab results, records of all administered vaccines and a chest x-ray report if applicable.



## Scan your documents and submit to Placement Pass

**Q: Which documents do I need to scan?**

A: Scan all your documents, including your Pre-Placement Health Form, vaccination records, blood work lab reports, chest x-ray report, and clearance documents. You will keep all originals for your own records. Make sure to view your scanned documents to ensure they are clear, legible and do not have any areas of the document cut off before you submit. Also certificates and records must include your name so that the nurse can validate that the document belongs to you.

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

A: A Placement Pass nurse must review your pre-placement health form, vaccine records, blood test results, non-medical documents, and certificates to validate that you have all the requirements as part of the placement eligibility screening process. This enables your program coordinator to see your status (whether you are cleared or not) on the clearance report. Your documents are securely saved on the Placement Pass website.

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

A: You may submit your documents once you have checked off all boxes on the Pre-Placement Health Form checklist.

We strongly encourage you to submit your requirements at least 2 to 4 weeks prior to the due date. Students may risk not receiving clearance authorization when they submit the required documentation too close to the deadline. After the submission deadline, practicum clearance may be denied due to missing documentation or insufficient clearance processing time.

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

A: All documents are submitted online through the Placement Pass Algonquin College website 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 [Student Information Package – Accessing Placement Pass as a Student](#) for information on how to set-up 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 debit or with credit card (i.e., Visa or Master Card). Current fees are posted on Placement Pass website. There is no fee for submitting COVID or Flu vaccine records, there is however as fee for each time you submit other documents and so that is why it is strongly encouraged to check that you have all your required documents before you continue to submit and pay.



### Wait for Placement Pass document review

**Q: How long will it take for a Placement Pass nurse to review my documents?**

A: A Placement Pass nurse will review your documents within 2 business days of the documentation submission date.

**Q: Are my personal documents kept confidential?**

A: Yes. All your personal health information is kept confidential. ParaMed abides by the Freedom of Information and Protection of Individual Privacy Act and the Canadian Standards Association's Model Code for the Protection of Personal Information.

**Q: What if I forgot to submit some of my documentation?**

A: You must submit all documentation at the same time to avoid paying additional submission fees.

If you forgot to include a document, message the nurse using the "get help" button, explain the circumstances and request permission to add the missed document(s).

If you are required to obtain new documentation to meet a requirement, you must pay the subsequent submission fees. However, 2 exceptions apply; you can submit your [COVID-19](#) and [flu vaccination records](#) at any time without charge.

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

A: A Placement Pass nurse will review all submitted documents/records and determine whether these meet the Pre-Placement Health Form requirements listed for your Program.

If you have not met all the requirements, the nurse will provide instructions on missing documents and/or outstanding clearance requirements. When a nurse messages you, the system automatically generates an email to your Algonquin College issued student email account to alert you that there has been [activity on your health form account page](#). When you log into your account from the website, you can see your status by accessing your [Status Report](#) from the top menu bar. You can also read all the messages posted by the nurses by choosing [Health Form](#) from the top menu bar, click [View Details](#). This gets you to your Health Form Account Page. Go to the Status [Box](#)- and click on [Activity and Communications](#) to see messages and clearance status.

Q: **What are the possible outcomes following my documentation submission to the Placement Pass website?**

A: After your review, the Placement Pass nurse will determine your clearance status.

You will be provided with one of three clearance status outcomes:

- **Cleared:** You have met all the medical and non-medical requirements and provided all required verifications. You are cleared for practicum.
- **Temporary exception with temporary clearance:** This status indicates you have only partially completed a specific requirement, which you will need to complete by the assigned expiry date to maintain practicum continuance eligibility.

For example: A temporary clearance may be granted if you have received 2 doses of a vaccine and will be receiving the third dose within the next 5 months.

- **Not Cleared:** a Placement Pass nurse will not clear you if you have not met a specific requirement including submitting all the required documentation. You can see the nurse comments on your status report as to what your next action should be to obtain clearance. If you have any questions use the Get Help button to post a question to the nurses for assistance or advice.

---

Q: **What happens when I have NOT CLEARED status?**

A: In this situation, the Placement Pass nurse and/or the program coordinator will provide instructions on what you must submit or do to receive clearance authorization. Once you complete the outstanding items identified on the Placement Pass status report, you must submit the required documentation for review by the nurse. There will be additional fees to submit these requirements (as per the fee structure outlined on the Placement Pass website).

---

Q: **What happens to my clearance status information?**

A: A Placement Pass nurse will enter your clearance into the Placement Pass website, which you and the program coordinator can view to determine the status of your clearance and any incomplete requirements.



## Check your clearance status online once you have finished

### How do I check my status?

A: Use the following steps to check your status:

1. Sign-n (top right) to log onto to <https://algonquincollege.placementpass.ca>.using your student number and password.
2. From the top menu bar, choose "Health Forms"
3. Choose your current health form account by clicking on "View Details" button.
4. Click on the "Activity and Communications" button in the Status area, which takes you to the message history area.
5. Review the results and recommendations recorded by the nurse.