# Clinical/Field Placement Requirements Checklist

## Year 1: Entry 2020

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
<th>Due Date</th>
<th>Completed</th>
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</thead>
</table>
| Police Record Check with a Vulnerable Sector Screen (Original) – MUST BE 18 YEARS OF AGE | - Must be completed after May 1st, 2020  
- Print *Police Form Letter* to take to local police agency (See page 6) | December 1st, 2020  
or 2 weeks after you turn 18 |           |
| Immunization Records, 2-step TB testing & Immunity Blood Work             | - Read *Immunization Requirements – Steps to Follow* (See page 7)  
- Complete *Immunization Form* (See page 8 & 9)                           | December 1st, 2020                |           |
| Algonquin College Health Nurse appointment to review health requirements | Health Nurse Contact:  
- klawitl@algonquincollege.com  
- 613-735-4700 ext. 2748                                                   | December 1st, 2020                |           |
| N95 Mask Fit Test                                                         | - Opportunity to complete mask fit requirement will be given            | April 30th, 2021                  |           |
| CPR – HCP/BLS Certification                                               | - Must be completed after February 28th, 2021                           | April 30th, 2021                  |           |
| Repeat 1-step TB test                                                    | - Must be completed after February 28th, 2021                           | April 30th, 2021                  |           |

## Year 2: Entry 2019

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| Police Record Check with a Vulnerable Sector Screen (Original) – MUST BE 18 YEARS OF AGE | - Must be completed after November 1st, 2020  
- Print *Police Form Letter* to take to local police agency (See page 6) | January 5th, 2021                |           |
| Workplace Hazardous Materials Information System (WHMIS) Certification     | - Opportunity to be completed during first week of school               | September 18th, 2020              |           |
| Ontario Worker Health and Safety Awareness (OWHSA) Certification           | - Opportunity to be completed during first week of school               | September 18th, 2020              |           |
| Authorization to Release Healthcare and Police Information Form            | - Opportunity to be completed during first week of school               | September 18th, 2020              |           |
CPR – HCP/BLS Renewal
- Must be completed after February 28\textsuperscript{th}, 2021
- Must be completed within one year of certification date
  \textbf{Due Date:} April 30\textsuperscript{th}, 2021

Repeat 1-step TB test
- Must be completed after February 28\textsuperscript{th}, 2021
  \textbf{Due Date:} April 30\textsuperscript{th}, 2021

### Year 3: Entry 2018

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| Police Record Check with a Vulnerable Sector Screen (Original) | MUST BE 18 YEARS OF AGE | - Must be completed after May 1\textsuperscript{st}, 2020  
- Print \textit{Police Form Letter} to take to local police agency (See page 6) | August 7\textsuperscript{th}, 2020 |
| Workplace Hazardous Materials Information System (WHMIS) Certification | - Opportunity to be completed during first week of school | September 4\textsuperscript{th}, 2020 |
| N95 Mask Fit Test | - Opportunity to complete mask fit requirement will be given | April 30\textsuperscript{th}, 2021 |
| CPR – HCP/BLS Renewal | - Must be completed after February 28\textsuperscript{th}, 2021  
- Must be completed within one year of certification date | April 30\textsuperscript{th}, 2021 |
| Repeat 1-step TB test | - Must be completed after February 28\textsuperscript{th}, 2021 | April 30\textsuperscript{th}, 2021 |

### Year 4: Entry 2017

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| Police Record Check with a Vulnerable Sector Screen (Original) | MUST BE 18 YEARS OF AGE | - Must be completed after May 1\textsuperscript{st}, 2020  
- Print \textit{Police Form Letter} to take to local police agency (See page 5) | August 7\textsuperscript{th}, 2020 |
| Workplace Hazardous Materials Information System (WHMIS) Certification | - Opportunity to be completed during first week of school | September 4\textsuperscript{th}, 2020 |
| CPR – HCP/BLS Renewal | - Must be completed after February 28\textsuperscript{th}, 2021  
- Must be kept current within 1 year while you are in consolidation | Must be kept current within 1 year while you are in consolidation |

\textit{Students are responsible for all costs associated with the Clinical/Field placement requirements.}
SUBMISSION INSTRUCTIONS

Prior to submitting your documentation, please make a copy for your own records – we will not provide copies to you.

BY MAIL

If submitting required documentation by mail, please indicate your program and year of study.

Algonquin College – Waterfront Campus
Attn: Clinical & Field Placement Support Team
1 College Way
Pembroke, ON K8A 0C8

IN PERSON

- Place all documentation in a sealed envelope with your name, program and year of study
- Drop off sealed envelope into locked drop-box located outside office 413 (4th floor academic office area at Algonquin College – Waterfront Campus)

MISSED DEADLINES

Failure to adhere to the mandatory placement requirements deadlines may result in:

1. An administrative late fee of $50.00. This fee is payable to Algonquin College – Waterfront Campus
2. A hold on your registration in the practicum/placement course until all requirements are submitted. This hold may result in loss of the academic term. Students will not be cleared for placement until all requirements are submitted
3. A Professionalism Letter on your student file

CONTACT INFORMATION

If you have any questions or encounter unforeseen circumstances in submitting required documentation, please contact the Clinical & Field Placement Support Team prior to the requirement deadline.

E-mail: CFPS_Team@algonquincollege.com
Phone: 613-735-4700 ext. 2656
POLICE RECORD CHECK WITH VULNERABLE SECTOR SCREEN

- Algonquin College only accepts the ORIGINAL copy of your Police Record Check with Vulnerable Sector Screen (Note: Ottawa Police Service now uses online services – please forward Verified Original Police Record Check to CFPS_Team@algonquincollege.com)
- You must be at least 18 years of age to obtain a Police Record Check with Vulnerable Sector Screen
- Deadline to submit your Police Record Check with Vulnerable Sector Screen is August 7th, 2020, December 1st, 2020 or January 5th, 2021 (Please see program entry specific requirements on pages 1-2) OR 2 weeks after you turn 18
- Please print the Police Letter Form (page 6) to provide to your local police service in order to obtain your Police Record Check with Vulnerable Sector Screen
- A Police Record Check with Vulnerable Sector Screen may take up to 12 to 16 weeks to obtain depending on your local police service
- Keep the receipt – it may be submitted as proof of purchase if your police service is experiencing a delay
- Students with a notation on their Police Record Check with Vulnerable Sector Screen must contact the Academic Chair of the Health & Community Studies Department to determine program suitability. If a student has been charged or has pending charges against them while in a clinical placement, the student must notify the Academic Chair. Failure to do so may result in loss of clinical placement
- The University of Ottawa reserves the right to revoke admission offers and/or registration at any time, based on the results of the police record check

IMMUNIZATION & BLOOD WORK REQUIREMENTS (BScN Year 1 only)

- Deadline to submit your immunization records and bloodwork requirements is December 1st, 2020
- Immunization requirements include: Hepatitis B vaccine, 2-step TB test and copy of childhood immunization records or equivalent indicating tetanus, diphtheria, polio and pertussis and measles, mumps, and rubella
- Please refer to the Immunization Requirements – Steps to Follow document (page 7) for more information on immunizations and required blood work
- Arrange an appointment with your healthcare provider to have the Immunization Form (page 8 & 9) and any outstanding immunization and blood work requirements completed
- All students must make an appointment with Health Services by December 1st, 2020 to ensure immunization and blood work requirements are complete
- Only a medical exemption is accepted for immunization accommodations

Please note: If you do not have a healthcare provider the Health Nurse at Algonquin College can assist with the form completion at no cost. Please contact the Health Nurse early to ensure the requirements can be completed prior to the deadline.
Health Services Contact Information: Laurie Ann Klawitter – Health Nurse  
E-mail: klawitl@algonquincollege.com  
Phone: 613-735-4700 ext. 2748  
IMPORTANT: Health Services will be closed from June 15, 2020 – August 9, 2020 inclusive.

**TUBERCULOSIS SKIN TEST – 1 STEP (BScN Year 1, 2 & 3)**
- Students are required to have a repeat TB 1-step skin test by **April 30th, 2021**
- The repeat TB 1-step skin test must be completed after **February 28th, 2021**

**MINISTRY OF LABOUR HEALTH & SAFETY LEARNING MODULES – WHMIS & OWHSA (BScN Year 2, 3 & 4)**
- Students will be provided with the resources necessary to complete the WHMIS and OWHSA (BScN Year 2 only) requirements within the first week of school. BScN Year 2, 3 and 4 students are only required to complete WHMIS annually.  
- Deadline to complete WHMIS and/or OWHSA certificate through Brightspace is **September 4th, 2020 (Year 3 & 4)** and **September 18th, 2020 (Year 2)**

**RELEASE OF HEALTHCARE/POLICE INFORMATION FORM (BScN Year 2)**
- The Release of Healthcare/Police Information Form will be provided to you during your first week of class.  
- All students are required to sign this authorization which allows the release of medical information and information contained in the Police Record Check with Vulnerable Sector Screen to the placement agencies that the student is assigned to attend for the duration of their program.

**CPR – HCP (Health Care Provider)**
- Deadline to submit CPR – HCP/BLS is **April 30th, 2020**
- The CPR-HCP/BLS certification must be completed after **February 28th, 2020**
- CPR – HCP/BLS renewals must be obtained within 1 year of the certification date (BScN Year 2, 3 & 4)
- Only Workplace Safety Insurance Board (WSIB) approved courses are valid. Online CPR – HCP/BLS courses will not be accepted. Please contact the Clinical & Field Placement Team if you want to know if a course you are registering for is valid.
(insert date)

Dear Police Services:

RE: Requesting a Police Records Check with a Vulnerable Sector Screening For Student Practicum

Please be advised that _________________________________ is a student in a Health and Community Studies program at Algonquin College Waterfront Campus (Pembroke), and we require a Police Records Check with Vulnerable Sector Screening to be conducted on the above named student. The student will be involved with and/or responsible for children or the vulnerable sector during unpaid program practicums.

Thanking you in advance, should you have any questions or require additional information, please do not hesitate to contact me by phone at: 613.735.4700 ext. 2753 or by email at: conwaym@algonquincollege.com

Sincerely,

Megan Conway, BEd, MPhil, PhD
Chair, Health and Community Studies
Algonquin College in the Ottawa Valley
1 College Way, Pembroke
K8A 0C8
Phone: 613-735-4700, ext. 2753
Fax: 613-735-8818
Website: www.algonquincollege.com/pembroke
Immunizations are required for your program. They are required to protect both you and your clients from disease or illness.

The immunization process may take several weeks to several months to complete, depending on your immunization history, so start the process early! Students whose forms are not complete will not be able to participate in the field placements.

All of the required tuberculosis testing / immunizations*/ blood work is available through the College’s Health Services at little or no cost. A nurse is available to assist you with your forms at no cost. No appointment is required. If your doctor fills out this form for you, or provides TB testing, you may be charged a fee in his/her office.

*Note: Hepatitis B and Varicella vaccines are not free, but are available at a reduced cost.

Steps to Follow:

1. Download this immunization form to have it completed by your health care professional or one of our Health Services nurses.

2. Obtain a copy of your immunization records, preferably from Public Health as they are usually the most complete record.

   Records may be available at the Public Health Department that was responsible for maintaining records for your high school. Contact information for all Ontario Public Health Departments can be found on their web site: www.health.gov.on.ca/english/public/contact/phu/phuloc_mn.html

   For those Students from Ottawa-Carleton High Schools, the Public Health Unit number is 613-580-6744 ext 24108. Please call ahead to arrange to pick up your records at 100 Constellation Drive (within walking distance to the Woodroffe Campus).

   Student who went to Renfrew County High Schools can contact the Public Health Unit at 613-735-8653.

   You may have a yellow immunization card which will also be helpful. If you do not have either one of these check with your Family doctor to see if he/she has any records of vaccines you have received there.

   If you are unable to obtain records, please consult with an Algonquin College Health Services Nurse.

3. As a general rule you will need:
   - Proof of a childhood series for tetanus, diphtheria, polio (TdP) and pertussis or completion of an adult series.
   - Proof of immunity to chickenpox (a blood test)
   - Proof of 2 full doses of MMR (measles, mumps, rubella) or blood work to determine immunity to all three
   - 2 step TB testing done at least 1 week apart (requires 4 visits to your health care provider)
   - If the TB skin test is positive then a chest x-ray and physician follow up is required
   - Proof of Hepatitis B vaccination and blood work to determine immunity

4. Timing is everything! It takes approximately 7-10 days for blood work results to come back. TB testing takes a minimum of 2 weeks. If you require Hep B vaccination the first 2 doses are given 1 month apart. If an adult series for TdP is required the first 2 doses are 2 months apart. Therefore, do not wait to start this process.

Copies of immunization records and blood test results are acceptable and MUST be included with your forms. Please do not mail your originals! Bring mail or fax your forms to the appropriate campus:

<table>
<thead>
<tr>
<th>Health Services Office, Algonquin College</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1385 Woodroffe Ave. Room C141 Ottawa, ON K2G 1V8</td>
<td>1 College Way Pembroke, ON K8A 0C8</td>
<td>7 Craig Street Perth, ON K7H 1X7</td>
</tr>
<tr>
<td>Tel: 613-727-4723 ext 7222</td>
<td>Tel: 613-735-4700 ext 2748</td>
<td>Tel: 613-267-2859</td>
</tr>
<tr>
<td>Fax: 613-727-3166</td>
<td>Fax: 613-735-4703</td>
<td>Fax: 613-267-3950</td>
</tr>
</tbody>
</table>
### PERSONAL INFORMATION DATA

**NAME:** ___________________________________________________________________  **Date of Birth:** ____________  **Sex:** M / F

**Address:** _________________________________________________________________________________________________________________

**Street** __________________________________________________________________**City** __________________________________________________________________**Province** __________________________________________________________________**Postal code** __________________________________________________________________

**E-mail Address:** __________________________________________________

**Health Card Information:** **Province:** ____________  **Health Card #** ____________  **Expiry Date:** ____________

**Other Health Insurance** __________________________________________________________________**Telephone #: Home:** ____________  **Cell:** ____________

**Program Name:** _________________________________________  **Program start date:** ____________  **Full time** ☐  **Part time** ☐  **On-line** ☐

Please list any **ALLERGIES:**

### CONSENT:

The information on these forms is kept confidential within the Health Services Office. However, if your records are not complete, this will be communicated to the College staff responsible for your placement.

I confirm that I have read the above statement and I give consent to release information as is necessary for my clinical / placement.

**Signature of Student** __________________________________________  **Date** ____________

### 1. IMMUNIZATION RECORDS: PLEASE SUBMIT COPIES OF YOUR VACCINATION RECORDS

- ☐ **COPY OF IMMUNIZATION RECORD ENCLOSED**
- ☐ **RECORDS NOT AVAILABLE**  If records are not available, please consult Health Services

### 2. TETANUS, DIPHTHERIA, POLIO and PERTUSSIS VACCINES:

**Documented proof** of a primary series is required, OR an adult primary series is required. A single dose of Pertusis is required for all adults.

- **A.** Do you have documented proof of a completed primary series? ☐ **YES**  ☐ **COPY OF RECORD ATTACHED**  (**MANDATORY**)
  - or ☐ **NO**  if no, the primary series will need to be completed (**MANDATORY**)
  - or if no records of any vaccines, an adult primary series is required (see below)

- **B.** Date of last Tetanus vaccine ____________  **Type of vaccine given** ____________  ☐ **COPY OF RECORD ATTACHED**  (**MANDATORY**)

- **C.** Date of adult dose of Adacel or Boostrix (given at > age 14) ____________  ☐ **COPY OF RECORD ATTACHED**  (**MANDATORY**)

**ADULT PRIMARY SERIES**

- 1st dose (Adacel or Boostrix and IPV)  **Date:** ____________  **by** __________________________________________________________________**RN / MD**
- 2nd dose (TdPolio -2 months after 1st visit)  **Date:** ____________  **by** __________________________________________________________________**RN / MD**
- 3rd dose (TdPolio - 6-12 months after 2nd visit)  **Date:** ____________  **by** __________________________________________________________________**RN / MD**

### 3. VARICELLA (CHICKEN POX) IMMUNITY: PLEASE ENSURE TB TESTING IS COMPLETE PRIOR TO GIVING A VARICELLA VACCINE.

**Date of childhood vaccine for Varicella (if given)** ____________  ☐ **COPY OF RECORD ATTACHED**  (**MANDATORY** if vaccine given)

A blood test result for Varicella Antibodies is required:

**Date drawn:** ____________  **Result**  ☐ IMMUNE  ☐ NON-REACTIVE  ☐ **COPY OF LAB ATTACHED**  (**MANDATORY**)

**IF YOU ARE NOT IMMUNE**, vaccination is required. If you were given a single dose of the chicken pox vaccine in childhood, a single booster dose is required. If you have never been vaccinated for chicken pox and are not immune, 2 doses are **mandatory**.

**Dose #1**  **Date:** ____________  **Vaccine type** ____________  **Lot #** ____________  **by** __________________________________________________________________**RN/MD**

**Dose #2**  **Date:** ____________  **Vaccine type** ____________  **Lot #** ____________  **by** __________________________________________________________________**RN/MD**

(4 - 8 weeks after 1st dose)
NAME:________________________________________________________      DATE OF BIRTH ______/________/______

4. MMR

NOTE TO HEALTH CARE PROVIDERS: PLEASE ENSURE TB TESTING IS COMPLETE PRIOR TO GIVING AN MMR VACCINE.

Documentation of two MMR is required: For students who received a second measles only vaccine, a second MMR is required. If no records are available, blood work demonstrating immunity to Measles, Mumps and Rubella is required.

Date of 1st MMR:  __________________         and        Date of 2nd MMR:  _________________

☐ COPY OF RECORD ATTACHED (MANDATORY)

OR  Submit a copy of blood test results for Measles, Mumps and Rubella Antibodies:

☐ COPY OF LAB ATTACHED (MANDATORY)

Date drawn: __________________  Results:  

Measles  ☐ Reactive  ☐ Non-Reactive or Indeterminate
Mumps  ☐ Reactive  ☐ Non-Reactive or Indeterminate
Rubella  ☐ Reactive  ☐ Non-Reactive or Indeterminate

IF YOU ARE NOT IMMUNE: A booster dose is required:  Date given: _________________________________by _____________________RN/MD

5. TB TESTING

NOTE: TB testing must be completed prior to any live vaccines such as MMR or Varicella boosters.

A 2 - STEP TUBERCULIN SKIN TEST is required REGARDLESS OF BCG HISTORY. The TB tests should be given 1 – 3 weeks apart. TB testing must be within 3 months of the start date of your program. A TB test is invalid if it is given in the 30 day period following the administration of any live vaccines.

PREVIOUS POSITIVE TB TEST: If you have a documented history of a previous positive TB test (induration measuring equal to or greater than 10 mm), a TB skin test is NOT REQUIRED. Proceed instead to Chest X-ray

STEP ONE:

Date: _______________ L  R  Forearm  Date read: _____________ Result ___________mm  TB test is positive ( >10 mm) proceed to chest X-ray
Lot: _______________ Signature:_______________________RN/MD  TB test is negative ( <10mm) repeat TB test in 1– 3 weeks

STEP TWO:

Date: _______________ L  R  Forearm  Date read: _____________ Result ___________mm  TB test is positive ( >10 mm) proceed to chest X-ray
Lot: _______________ Signature:_______________________ RN/MD  TB test is negative ( <10mm)  repeat TB annually

CHEST X-RAY: Required ONLY if TB reaction is equal to or greater than 10 mm.

ATTACH A COPY OF A RECENT X-RAY REPORT (i.e.: within 6 months of your program start date)  ☐ COPY OF REPORT ATTACHED (MANDATORY)

Date of X-ray: _______________ Result:  _______________  INH treatment prescribed?   YES   NO  If INH was not prescribed, please state reason why

________________________________________________________________________________________________________________________

6. HEPATITIS B VACCINES / IMMUNITY

HEPATITIS B VACCINE is MANDATORY. If you have not already been vaccinated for Hepatitis B, you may elect to receive the vaccine at Algonquin College Health Services for $30 per injection. You may have had either a 2 dose series (2 doses - given five months apart) or a 3 dose series (3 doses given at an interval of 0, 1 and 6 months) when you were in grade 7. Either is acceptable. Unimmunized adults require a 3 dose series.

Hepatitis B Vaccine dates: 1st _______________  2nd _______________  3rd _______________  ☐ COPY OF LAB ATTACHED (MANDATORY)

AND  I have submitted a copy of blood work results indicating Hepatitis B immunity (blood work must be done at least 30 days after the last dose)

Date titre drawn: __________________  Result: __________________  ☐ COPY ENCLOSED (MANDATORY)

If you have had the vaccine but your blood work shows you are not immune, a booster dose is required followed by a blood test to check immune status one month after the booster dose: If you are still not immune, please consult a Health Services RN.

Date booster given: _________________________________  Signature _____________________ RN / MD

Date of post vaccination titre (at least 30 days after booster): _______________ Result: _______________  ☐ COPY OF LAB ATTACHED (MANDATORY)

Revised Mar 2015