



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.

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.

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/RQSAApp/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 Brightspace 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 **Lisa Giannetti, Program Support Officer, Wellness Research and Innovation Department** at giannel@algonquincollege.com or 613-727-4723 ext. 5832.

Regards,

Sandra McCormick

Chair, Wellness Research and Innovation Department