

School of Community and Health Studies



CLINICAL PLACEMENT REQUIREMENTS STUDENT HANDBOOK

Please save the Student Handbook to your desktop

www.centennialcollege.ca/schsclinicalandfieldplacements

Dear Student:

We welcome you to Centennial College. The Clinical Placement Handbook includes the steps and documents (to download a series of forms) that must be completed in full, and reviewed by a *Placement Pass™ ParaMed nurse by or before **November 16, 2022** in order to be cleared for your Practical Nursing Clinical. Placement this Winter 2023. Please note that we cannot place students with placement sites unless all non-academic requirements are obtained, submitted, and cleared by the ParaMed Requisite nurse. We strongly recommend that students to submit requirements prior to the deadline to avoid unforeseen challenges at the deadline.

These forms contain both medical and non-medical requirements that must be met by you, in order for you to start your program. These clinical pre-placement requirements have been developed under the guidelines of the Ontario Hospital Association (OHA), Canada's Immunization Guide and the Ontario Medical Association (OMA).

This complex task will take you anywhere from 6-8 weeks or longer to complete all of the requirements asked of you. **We urge to begin immediately**, since the process for completing the medical requirements alone, will have you at your doctor's (or other health practitioner's) office for a minimum of two visits, and could be up to 5 visits or more.

It is your responsibility to ensure that your doctor or health care provider properly completes, **signs and date stamps your Clinical Pre-Placement health form** in the designated areas. If you do not have a family doctor, you may visit any Walk-in Clinic available. The cost of all immunizations and non-medical requirements are paid for by you.

Should you come across a question that isn't easily answered via our web information, you may contact the Placement Pass Team. The ParaMed nurse will assist with medical questions while the Clinical Placement Officer can assist with guidance and support with obtaining your requirements and placement clearance. Please ensure you read through the student handbook, clinical pre-placement health form, and watch the requirements video, for any questions are within these materials.

****Placement Pass Support Team Inquiries**

The student may access online support in the following ways:

1. At any time, the student may send a question or comment to the ParaMed nurses by using the "Ask a question" button located on their Placement Pass account page
2. The student may email the Placement Pass Support Team at centennial.placementpass@paramed.com if more support is needed



Step by Step Guide to Completing Mandatory Clinical Requirements

Please follow the Step by Step Guide Below in order to Complete your Pre-Clinical Clearance Requirements.

Step 1. Complete Consent Form:

Your first step is to sign the consent form, link is provided below. This consent form will allow Centennial College to release your name, student number, student e-mail address, and program information to ParaMed. ParaMed is an external company of Placement Pass nurses affiliated with Centennial college that facilitates the collection, organization, and reporting of the clinical requirements that must be completed in order to access the ParaMed website to submit your non-academic placement requirements to be cleared for placement. **Please fill out all the necessary information asked of you on the form and click SUBMIT.**

Click (ctrl + click) on the consent form link below and Submit:

[Consent to Disclose Information](#)

Consent Forms can take 3-5 business days to view on the Paramed Requisite Website (no confirmation email will be sent). Students may log on to the ParaMed Requisite site and create your account (centennial.requisite.ca). Ensure you create your account prior to attempting to log-in. Please note: always use your myCentennial student e-mail and student number when creating your account. If you are having login challenges you may contact **Requisite IT Support:** centennial.placementpass@paramed.com

Step 2. Complete All of Your Medical Requirements

For information on your **medical requirements**, please refer to your (Ctrl + click) [Pre-Placement Health Form](#). **You will be required to print and complete the form with your health care provider (doctor, nurse practitioner, walk-in clinic)**

***Requirements Video:** [Click to View Placement Requirement Video Presentation](#)

Please ensure that your doctor completes all the required areas including signatures on your pre-placement health form that you received from us.

Tuberculosis (TB): If your first step indicates that you are negative (measurement below 10 mm), you will need to book an appointment to see your doctor within 7 - 21 days of your test to have your step two test done. Please ensure that your doctor writes in the dates given, dates read and results for both steps. If either your 1-step or 2-step skin test indicates that you are positive (measurement above 10 mm), then you need to do a chest x-ray to check your lungs and chest to confirm you are cleared and free from the disease. If there are any issues with the x-ray, your doctor will advise and take the necessary steps. A copy of your chest x-ray report is mandatory to be submitted for all students who were tested positive.

If you have done a two-step testing before with negative results, documentation is required as proof and you will only need to do your annual one-step test. If you have been previously tested positive, you do not need to redo the test; however, your doctor needs to indicate the dates this was completed, give you a copy of the

chest x-ray done (valid for two years) along with a note stating that you have been **physically** examined and whether or not you have any signs or symptoms of TB and an updated chest x- ray if the one previously done is more than two years.

COVID 19 Vaccine:

Please note: As recommended by the National Advisory Commission on Immunization (NACI) in an update published 28 September 2021, COVID-19 vaccines may be given at the same as, or any time before or after, other vaccines, including live, non-live, adjuvanted or unadjuvanted vaccines and TB testing.

Vaccines are developed to protect our communities, especially the most vulnerable such as LTC residents and patients. Once developed, a vaccine goes through rigorous scientific reviews for safety and efficacy before it is approved by Health Canada. Understanding that nursing students are an integral part of the healthcare system and are entrusted to provide safe care, we very strongly recommend that all students in the Nursing Program be vaccinated for COVID-19 prior to commencing a clinical experience. Students who choose not to vaccinate without a legitimate reason, risk putting themselves and their care recipients at an unnecessary danger of contracting COVID-19. It is the placement agency's discretion to pause or cancel a student placement based on agency policies and protocols which may risk delay to the program of study in the case a student is unable to attend their clinical placements due to contracting COVID-19 or when the clinical agency requires learner vaccination.

The COVID-19 vaccination is mandatory as of September 7th, 2021, as it is a requirement of placement sites. The Government of Ontario issued a directive mandating hospitals, home and community care service providers as well as some private businesses to have a mandatory COVID-19 vaccination policy.

The COVID vaccination will need to be uploaded to the Placement Pass website and can be done at any time, there is no cost for this. Also, be presented to the placement site prior to your placement start date. The Clinical Placement Officer will advise students accordingly.

For more information about COVID-19 and vaccination, we encourage all students to review the following resources for additional information:

- [19 to Zero](#)
- [Public Health Ontario](#)

MMR (Mumps, Measles and Rubella): Student are to submit either proof of vaccination of 2 doses of MMR vaccine or a blood test report that states the student has full immunity- by stating "reactive" - if any of the measles, mumps or rubella test results say "indeterminant" or "non-reactive" they are not immune and the student will require MMR vaccines.

Varicella (Chicken Pox): Student are to submit either proof of vaccination of 2 doses of Varicella vaccine or blood test results that states the student has full immunity- by stating "reactive"- if test results say "indeterminant" or "non-reactive" they are not immune and require varicella vaccines.

Tetanus: Student are to submit proof of vaccination of at least 2 previous doses of Tetanus/ Diphtheria vaccine (Td or Tdap)- If the student has no records available, they will need to get an "adult series" which consists of 3 doses- ParaMed nurses can give a temporary clearance after the 2nd dose with an expected completion of the series in 6 months.

Polio: Student to submit proof of vaccination of at least 2 previous doses of polio- If the student has no records available they will need to get an "adult series" which consists of 3 doses - ParaMed nurses can give a

temporary clearance after the 2nd dose with an expected completion in 6 months.

Hepatitis B (HEP B): To be cleared for this requirement student needs to submit a lab blood test which shows antibody immunity of 10IU/L or higher. Also, students will need to submit a vaccine record for any doses of Hep B vaccine they have received (for example- students receive in grade 7 or 8 in Canada) if the students who have received Hep B vaccine previously have blood results are lower than 10IU/L they need a booster dose, students who have never received Hep B vaccine need a full series of 3 doses- Requisite nurses can give a temporary clearance after the 2nd dose with an expected completion in 6 months.

Influenza Vaccination (Flu Shot): Vaccine Only Available During Flu Season (October to April). All Students are encouraged to protect themselves with annual influenza immunization. Should the vaccination not be available at the time of program clearance, you may submit all other requirements to clear with Paramed. Once the vaccination is available in the Fall, students may submit the vaccination to Placement Pass at any time, at no additional fee.

Step 3. Complete All of Your Non-Medical Requirements

- A. **CPR – HCP or BLS Level (Health Care Provider or Basic Life Support):** CPR is valid for one (1) year. The CPR certification must be Level HCP and must be valid for the duration of your placement - cannot expire during clinical placement term. *Note: some certification providers use the term Basic Life Support (BLS), this is equivalent to HCP Level.
- B. **Standard First Aid:** SFA is valid for three years from the date of issue placement - cannot expire during clinical placement term.

Course prices vary between \$55 and \$165 in Ontario. Blended Courses (only theory, in class practice) are accepted. Online only courses are not valid.

Centennial College	Centennial College
Canadian Red Cross Society	www.redcross.ca
Heart and Stroke Foundation	www.heartandstroke.com
Lifesaver 101 First Aid & CPR Training Inc.	www.lifesaver101.com
St. John's Ambulance	www.sja.ca
CPR Canada	www.cprcanada.com

**A full list of valid providers affiliated with the WSIB (Workers Safety and Insurance Board) can be found here: [Providers Approved to Deliver Standard First Aid and CPR](#)*

Blended option (online theory + in person) courses are valid, online only is not valid.

- B. **Mask Fit Testing:** This is valid for two (2) years from the date of issue. Mask Fit Certification must be valid for the duration of your placement - cannot expire during your placement term. Your Mask fit can be booked online through your MyCentennial. The lab is located in room 258. [How to Book a Mask Fit Video Tutorial](#). *There is no cost for a Mask Fit as it is included in your program fees.*

Prior to your Mask Fit appointment, a questionnaire needs to be completed. Please complete this form and provide it to the Mask Fit Technician: [N95-mask-fit-questionnaire](#) upon your arrival. To gain access to the campus for your Mask Fit appointment you will need to bring either your MyCard or photo ID and provide this to security.

- C. **Vulnerable Sector Police Check: Must be issued within 6 months of your placement start date.** It must also be valid for the duration of your placement and cannot expire during your placement term. **Please note for**

future placements (PNUR-205, PNUR-250): a new VSS is required prior to each placement, as it must always be issued within six months of each placement start date.

If you have a postal code that begins with 'M', you will print the Toronto Vulnerable Sector Police Check form (#1) and mail into the Toronto Police Headquarters. Ensure you follow the step-by step Toronto Vulnerable Sector Police Check Guide document (#2) to ensure you complete the form correctly, so it is not returned to you. This process of obtaining your Vulnerable Sector Police Check can take **6-8 weeks** to obtain.

All other regions other than Toronto may view the Frequently Visited Police Regions document (#3) for steps to apply online to your region. Letters from the college may be required with your application. I have included the commonly requested region letters. Student will download the form, complete the fields, save to your computer, and submit with your application. Should you not be able to open the links, try using a different web browser. If the problem persists, you may contact placementrequirements@centennialcollege.ca for a pdf version. Please include the police region you are requesting the letter within your email.

Prices range from no charge - \$30.00 dependant on your police region. Prices can be found on the Frequently Visited Police Department form (#3). Please note that the prices are subject to change and a more accurate account can be found on your police region website.

(Click +Ctrl to open document.)

1. [Toronto Vulnerable Sector Police Check Form](#)
2. [Toronto Vulnerable Sector Police Check Guide](#)
3. [Frequently Visited Police Departments](#)
4. [Durham Region Police Service Vulnerable Sector Screening Form](#)
5. [Ontario Provincial Police Service Vulnerable Sector Screening Form](#)
6. [York Region Police Service Vulnerable Sector Screening Form](#)
7. [Hamilton Region Police Service Vulnerable Sector Screening Form](#)
8. [London Region Police Service Vulnerable Sector Screening Form](#)
9. [South Simcoe Region Police Service Vulnerable Sector Screening Form](#)
10. [Bracebridge Region Police Service Vulnerable Sector Screening Form](#)
11. [Guelph Region Police Service Vulnerable Sector Screening Form](#)
12. [Halton Region Police Service Vulnerable Sector Screening Form](#)
13. [General Vulnerable Sector Screening Form](#)

If you receive a letter from the police department indicating that you will be required to do fingerprinting, please do this as soon as you get the notification. If your Vulnerable Sector Police Check is positive, you are required to obtain a pardon before you can attend your clinical/field placement which may take up to five (5) years. Please refer to Pardons Canada at www.pardons.org. Should you have concerns, you may contact your Success Advisor.

Step 4. Upload Your Non-Academic Placement Requirements to The Paramed Requisite Site

Scan each original requirement document and upload to: centennial.placementpass.ca

PARAMED FEES:

- Students pay the initial submission fee for the first submission of the program year, if an update is required within the same program year, the submission fee is reduced to ½ price.
- For resubmissions due to illegible, incomplete or missing documents, the nurse can waive the next submission fee at their discretion.

- Flu and COVID documentation can be submitted at any time without charge. If a student labels a document Flu or Covid in error, they will be asked to resubmit the documentation with the correct label.
- The College and ParaMed can agree under special documented circumstances to reduce or waive the submission fee for specific programs/years.
- Should the student believe that the next submission fee should be waived, they can message the Placement Pass nurse while on the site and logged into their account, or email. centennial.placementpass@paramed.com

Initial submission fee **56.42** (including tax)

Secondary/subsequent submission fee **23.38** (including tax)

ParaMed Toronto Requisite team inquiries

Please submit all inquiries about clearance status on the portal, after reading nurse comments

If additional assistance is required please email. The nurse will provide you with assistance on medical and account inquiries:

Tip: submit all requirements at one time to avoid a subsequent document submission fee.

Step 5. Complete the HSPNet Consent Form

The HSPNet Consent Form authorizes the School to send your student profile information to authorized staff of our partnering agencies through a portal called Health Sciences Placement Network for the purpose of coordinating placements. Please click on the link to submit your consent: [HSPNet Consent Form](#) to receive access.

Please note: Access will be provided by Clinical Placements after the clearance deadline, however, not all students will receive information about HSPnet, for some placement sites do not use the database. For questions about placement or HSPnet, you may contact: clinicalplacements@centennialcollege.ca

Step 6. Submit your photo to MyCard

Students will be issued a placement card prior to the start of placement; therefore, you must ensure that you upload a photo with MyCard. If you do not have a photo on file a placement card will not be issued.

Placement cards are a requirement for placement. Upload a photo at the website below:

myphoto.centennialcollege.ca

Email myCard@centennialcollege.ca (include student number) if there's any issues. Just need a photo similar to the examples below.

Solid light colour background with nothing behind you.



Step 7. Ensure Your Current Address Is Updated on MyCentennial

For placing purposes, please ensure your address is correct on MyCentennial. If you require to update, you may find the steps here: [Steps to Update Address of MyCentennial](#)

Notices

Please be advised that it is the students' responsibility to ensure that their placement requirements are updated/renewed prior to each placement semester. You will not be required to submit all your documents again, only ones that would expire or require a renewal. Placement Requirements must be valid for the duration of each placement and cannot expire during your placement term. Students should check their pre-placement document for their issue and expiry dates and their Placement Pass Paramed account under the new placement term health form. If you are unsure you may contact ParaMed. ParaMed will look into your account and advise you accordingly.

If you are a student who will not be proceeding to do your clinical placement due to academic reason or not getting cleared on time for placement, please note that it is your responsibility to contact us directly via email at placementrequirements@centennialcollege.ca **at least 4 months in advance of the term that you intend to do your clinical placement**, for information on due dates to submit for the term that you will be going to clinical placement.

Centennial College Support Contacts
Clinical Placement Information Officer placementrequirements@centennialcollege.ca
Clinical Placement Coordinator clinicalplacements@centennialcollege.ca
Lisa Jones Student Success Advisor (last name A-K) LJones@centennialcollege.ca
Megan Purdy Student Success Advisor (last name L-Z) MPurdy@centennialcollege.ca

Checklist on following page...

My Checklist

Once all boxes are checked off **all original documentations are to be submitted** online at centennial.placementpass.ca/ to ParaMed. Tip: *Submit requirements at one time to avoid the second document submission fee.*

- Vulnerable Sector Police Check**
(must be issued within **six months** of your placement start date)
- CPR** Level HCP or BLS (valid for one (1) year from the date of issue)
- Standard First Aid** (valid for three (3) years from the date of issue)
- Respiratory **Mask Fit** Certification (valid for two years from the date of issue)

- Clinical Pre-Placement Health Form**
We encourage you to get started on processing your Clinical Pre-Placement Health Form as soon as possible in case you will have to do extra blood work

- COVID Vaccination**
Mandatory: please submit both doses to the Paramed website.
-Booster - Highly recommended or sign waiver on health form.

- Influenza Vaccination (Flu Shot)**



Your certifications for the above **requirements must be valid for your entire clinical or placement (documents should not expire before the end of your current semester)**. For example, should you have a current CPR certificate which expires part way through the term, you need to re-do your certification prior to the start of the semester. The only exception to this concerns immunizations where follow-up actions (such as a blood test or second stage vaccination) may be required after the placement has started.