School of Community and Health Studies

CLINICAL PLACEMENT REQUIREMENTS

STUDENT HANDBOOK
Important Information - Processing of your clinical documents  Page 3
Consent to Release Information Form  Page 4
My Checklist  Page 5

General Information  Page 6 - 8
- Placement Requirements
- Vulnerable Persons Police Check
- Standard First Aid (SFA)
- Cardiopulmonary Resuscitation (CPR) – Health Care Provider Level
- Respiratory Mask Fit Test
- Clinical Pre-Placement Health Form (Medical and Non-Medical)
- Health Clearance Sheet/Checklist and Important Dates for Submission

N95 Respirator Health Questionnaire  Page 9

Frequently Visited Police Department List  Page 11 - 12
This notification serves to inform you of the process of submitting your clinical documents (Immunization, Vulnerable Sector Police Check, CPR Level HCP, Standard First Aid and Mask Fit) for placement.

Your completed documents will be reviewed and processed by Requisite, a system offered through ParaMed, which is for Health Record Clearance and Management Services for Clinical Pre-Placement. This service is conveniently located in the School of Community and Health Studies at the Morningside Campus, Room 352.

How Does This Affect You?

- You must sign and return the enclosed Consent Form in order to create your account and book your appointment online. This will give us permission to have your information (Student Name, Student Number, Student my.centennialcollege email, Program of Study, Year and/or Semester of Study) uploaded to the Requisite web site in order to book an appointment and to facilitate the processing of your documents. Please allow for 2-3 business days after submitting the form before you create your account.
- You will need to go to the web site [https://morningsidecentennial.requisite.ca](https://morningsidecentennial.requisite.ca) and click on "create account" (input your student number and your my.centennialcollege email, and then proceed to input the other necessary information and book an appointment). Confirmation and reminder for appointment will be emailed to you.
- Your documents will be reviewed in person with a registered nurse, who has in-depth knowledge about the compliance guidelines and health form clearances/requirements.
- Your personal information will be protected and will only be accessible by our clinical placement staff and yourself.
- You will have the option to review your documentation and get answers to frequently asked questions via the web site [https://morningsidecentennial.requisite.ca](https://morningsidecentennial.requisite.ca).

Cost Factor:
You are required to pay a fee to have your documents processed. Please see fee structure below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Visit Per Year Per Program</td>
<td>$54.22 including taxes*</td>
</tr>
<tr>
<td>Subsequent/Follow-Up Visit Per Year Per Program</td>
<td>$22.46 including taxes*</td>
</tr>
<tr>
<td>Cancelled/Missed Student Appointment With Less Than 24 Hours’ Notice</td>
<td>$54.22 including taxes*</td>
</tr>
</tbody>
</table>

*Prices subject to change
Centennial College ("Centennial") has entered into an agreement with ParaMed Inc. ("ParaMed"), which provides information technology services ("Requisite Record Clearance and Management Services" or "Requisite") that facilitate the collection, organization and reporting, on behalf of students, of information about their satisfaction of the criteria for participation in clinical placement programs ("Program").

Centennial’s role is limited to providing your Registration Information to ParaMed and your Final Clearance Status to the organization providing your Program. Centennial’s access to the personal information compiled or created about you by ParaMed is restricted to the information that you have met or failed to meet the criteria for your Program ("Final Clearance Status").

Centennial is subject to the Freedom of Information and Protection of Privacy Act (Ontario) and collects personal information under the authority of subsection 2(2) of the Ontario Colleges of Applied Arts and Technology Act, 2002. Centennial is required to obtain your consent to the disclosure of your personal information for the purpose of your participation in the Program. By signing this form, you are consenting to Centennial disclosing:

1. Your name, student number, Centennial student email address, program code and name, and year or semester of study ("Registration Information") to ParaMed; and
2. Your Final Clearance Status to the organization providing your Program.

Centennial will also understand from your signature on this form, that you have consented to Centennial receiving and using your Final Clearance Status for the purpose of your participation in the Program.

**Centennial has no responsibility and will accept no liability for any use or disclosure that ParaMed makes of your personal information.** You should direct any questions or concerns about ParaMed's privacy policy and practices and its use or disclosure of your personal information to ParaMed. You will be responsible for all of ParaMed’s fees in connection with your use of Requisite.

If you have any questions in connection with Centennial’s collection, use or disclosure of your Registration Information and Final Clearance Status, please contact us at placementrequirements@centennialcollege.ca and your queries will be dealt with accordingly.

Student Name: __________________________________________

Student Number: _________________________________________

Program of Study: ________________________________________ Program Code: __________

Signature: ____________________________________________ Date: _________________________

Please complete and return to us by one of the following options:
- Room 352, School of Community and Health Studies, Morningside Campus
- Email at placementrequirements@centennialcollege.ca
- Fax to 416-289-5169 to the attention of Placement Requirements
**My Checklist**

Once all boxes are checked off (as required by your individual program), all original documentations along with photocopies are to be submitted upon appointment (booked online at [https://morningsidecentennial.requisite.ca](https://morningsidecentennial.requisite.ca)) with the Requisite Nurse in the School of Community & Health Studies, Room 352, Morningside Campus. Not all programs will require all of the following. Please refer to your program specific clinical pre-placement health form for list of requirements.

- [ ] Vulnerable Sector Police Check (valid for one year)
- [ ] Standard First Aid (valid for three years)
- [ ] CPR Level HCP (Health Care Provider) (valid for one year)
- [ ] Respiratory Mask Fit Certification (valid for two years except for Paramedic Program - valid for one year)
- [ ] 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)
- [ ] Influenza Immunization (Flu Shot) (valid for one year) – Required during the flu season October to May.

Your certifications for the above requirements must be good (or valid) for your entire clinical or field placement (documents should not expire before the end of your current semester). For example, should you have a current CPR-HCP 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.
GENERAL INFORMATION

PLACEMENT REQUIREMENT

Students are responsible for all costs incurred.

**Prior to each placement**, students are required to meet the necessary placement requirement documentation. Please refer to your program’s clinical pre-placement health form for requirements. Students who do not have all placement requirements completed on time (as determined by their program) will not be permitted to begin their practice experience. Placement requirements need to be verified each semester for the duration of the program. All documentation needs to be valid for the entire time the student is in practice. For example, should you have a current CPR-HCP certificate which expires part way through the placement period, you need to re-do your certification prior to the start of the placement 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. If not eligible for placement due to incomplete requirements, academic model route will be modified and graduation date may be delayed.

**SUBMISSION OF ORIGINAL DOCUMENTATION AND RETURN PROCESS**

All **original** documents and photocopies are submitted upon time of your appointment with the Requisite Nurse (booked online at [https://morningsidecentennial.requisite.ca](https://morningsidecentennial.requisite.ca)). Appointments will be held in the School of Community and Health Studies, Room 352, Morningside Campus. We encourage you to submit all of your documentation at the same time to simplify this process for you and reduce the cost of subsequent appointments.

You will need to take a photocopy of your documents along with your original documents to your appointment. All documents will be reviewed and the original returned to you by the Requisite Nurse who will advise you if you have completed all the necessary documents or if more information is required from you. All questions regarding your immunization should be directed to the Requisite Nurse.

1) **Vulnerable Sector Police Check**  (valid for one year)

All students are required to complete a yearly **clear** vulnerable sector police check. If you live in the Metro Toronto area, you will need to pick up an application form in person at the reception desk in room 352, Morningside Campus providing photo identification. Please note that requests for vulnerable persons police check can take 4-8 weeks or longer to process. For all other areas of residency, please see page 11-12 of this handbook.

*Please see page 11 for visited police departments and further information.*

A **clear** vulnerable sector police check is required every year in order to attend placement. Please submit the original copy to the Requisite nurse at the time of your appointment (booked online at [https://morningsidecentennial.requisite.ca](https://morningsidecentennial.requisite.ca)). 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](http://www.pardons.org)**
2) Standard First Aid (SFA) (valid for three years)

Students are required to obtain a current certificate of completion of an approved SFA course. Most SFA courses are included with CPR courses. Copies or certificates obtained through internet sources are not acceptable. *Standard First Aid is only recommended for some programs. Please check your specific program requirements.

3) Cardiopulmonary Resuscitation (CPR) – Level HCP (valid for one year)

All students are required to obtain CPR - Health Care Provider (HCP) certification/re-certification on a yearly basis. Level HCP focuses on emergency procedures for the adult, child and infant. Copies or certificates obtained through internet sources are not acceptable.

To obtain your Standard First Aid and/or CPR – Level HCP (Health Care Provider), please refer to these web-sites.

- Canadian Red Cross Society http://www.redcross.ca
- Centennial College http://www.centennialcollege.ca/parttime
- Heart and Stroke Foundation http://www.heartandstroke.com
- St. John’s Ambulance http://www.sja.ca
- Vital CPR http://www.vitalcpr.com
- CPR Canada http://www.cprcanada.com

4) Respiratory Mask Fit Test (valid for two years, except for Paramedic Program - valid for one year)

Mask fit testing will be done at Centennial College throughout the year. All mask fit testing will be performed by a trained technician in our Health Studies Lab – room 258. **All full-time students who require mask fitting will have an appointment time assigned to them**, normally during the semester prior to your first placement. An N95 Respirator Health Questionnaire **must be completed prior to your mask fit test.** Your appointment time will be sent to you by the Clinical Placement Administrative Officer. If you have answered yes to any of the questions on the form, please book an appointment to see your family doctor at least one week prior to your scheduled appointment. Mask fit fee ($30.00) will apply to part-time and hybrid programs.

**If you miss your mask fit testing appointment:**

Due to the large number of students requiring mask fitting, we are obliged to centrally schedule your mask fit appointment. All students are expected to organize their schedules and activities to respect their assigned appointment time. If you miss your appointment, you will be charged a $30 fee to rebook your appointment. Only for documented medical or other critical reasons will this fee be waived, and only at the discretion of the Clinical Placement Administrative Officer.
5) Clinical Pre-Placement Health Form

In order to comply with the Public Hospitals Act and to meet placement setting requirements Clinical Pre-Placement Health Forms must be submitted. This process is necessary to ensure that those working within the health care facilities are free from and/or are protected against communicable and infectious disease. This form is to be filled out by a health care provider e.g. a physician, registered nurse (on behalf of your physician), nurse practitioner, and will take a minimum of 6 to 8 weeks to complete.

These will be reviewed at the time of your appointment (booked online at https://morningsidecentennial.requisite.ca) by the Requisite Nurse. Once reviewed, the nurse will advise you if you have met all the requirements, or if you will need to submit additional information. Any student inquiries regarding the Clinical Pre-Placement Health Form are to be directed to our Requisite Nurse only. You are encouraged to start the process of your Clinical Pre-Placement Health Form as early as possible.

Yearly Tuberculosis Surveillance

1. Two Step Mantoux test (or history of one – supporting documents must be provided) is required for first year students. If the result is negative, a One Step Mantoux test is required yearly. Please see guidelines included in your freshman package for more information.

2. If your last Mantoux test was positive, another test does not have to be done. A physical examination must be completed yearly and a written note from your physician is required stating that you have no symptoms of TB.

Pertussis Immunization (Paramedic Program Only)

Pertussis immunization is mandatory.

All immunizations are mandatory based on your program requirements for placement as outlined on your Clinical Pre-Placement Health Form.

Students are responsible for any costs incurred as a result of these requirements.

Student Clearance/Checklist and Important Dates for Submission

The student placement clearance/checklist indicates that you have met all of the placement requirements to attend your clinical/field practice. It is completed by the assigned Requisite Nurse upon presentation of the appropriate certificates / documents you require to attend practice. Please view your expiry dates and ensure that you renew and receive all updated information as required prior to the start of each semester.

*You will be informed in the cover letter of your freshman/returner package when your placement requirements are due or your program coordinator will give this information during your first semester. Due dates are also stated on your health form. Please ensure that you have this information.

Please refer to our web-site for any possible updates:


or you can email us at placementrequirements@centennialcollege.ca

N95 RESPIRATOR HEALTH QUESTIONNAIRE
THIS FORM IS CONFIDENTIAL ONCE COMPLETED

Mask Fitting will be completed in room 258B; Health Studies Lab

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student #:</td>
<td>Telephone #:</td>
</tr>
<tr>
<td>Program NAME:</td>
<td>Current Semester: (please circle)</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

PLEASE READ CAREFULLY AND COMPLETE BOTH PAGES
ANY OMISSIONS OR NON-COMPLIANCE WILL RESULT IN YOU HAVING TO REBOOK AN APPOINTMENT AT YOUR EXPENSE

- Some symptoms/conditions can affect your ability to be safely tested and use a respirator mask
- If you select ‘YES’ to ANY questions on page 2, please see your family doctor at least ONE WEEK PRIOR TO YOUR APPOINTMENT to review and discuss any concerns. Mask fit information re ingredients used is available from the Clinical Placement Admin Officer, Room 352, Morningside Campus to take to your doctor.
  - If you select ‘YES’ to PREGNANCY, or if requested by the nurse for any other conditions, a doctor MUST complete the section on page 2
- Students MUST HAVE NON-EXPIRED puffers or necessary/emergency medication with them prior to testing
- Individuals MUST be CLEAN SHAVEN prior to testing
  - Regarding religious/cultural reasons for facial hair; please discuss it with technician at least 24 hours before your scheduled appointment
- Do not eat (including gum) or drink (except water) or smoke 30 minutes prior to your appointment
- Please arrive to your appointment 15 minutes prior to the start; please accommodate for travel conditions / time
  - Late arrivals will not be admitted, and require a rebooking of the appointment – fee applicable
- Previous mask fitting cards may be accepted; please see the Clinical Placement Admin Officer for approval Room 352, Morningside Campus.
- Failure to meet any of the above will result in a refusal to be tested and require rebooking of an appointment
- Rebooking will be completed at Room 352 at a cost of $30.00 (cash)

By signing the bottom of page 2, the individual agrees:
- To fully understanding and to compliance of the rules and procedure of the Mask Fit Testing process
- That all information provided is correct and not falsified
- Any issues or concerns have been or will be discussed with the technician PRIOR to testing
- Any non-compliance will result in forfeit of the appointment; rescheduling to occur at your expense
If you select ‘yes’ to ANY questions below, please see your family doctor ONE WEEK PRIOR TO YOUR APPOINTMENT to review and discuss any concerns.

### Do you or have you recently (within 1 yr) had any of the following respiratory conditions?

- COPD/Asthma /Bronchitis/Emphysema
- Persistent cough
- Other causes of shortness of breath
- Any food or drug or material (example: Latex) allergies

If yes; please specify known cause(s)

### Do you or have you recently (within 1 yr) had any of the following conditions?

- Feelings of Claustrophobia (fear of close, tight spaces)
- Epilepsy / Seizure Disorder
- History of fainting / syncope
- Heart condition
- High blood pressure

### Are you pregnant?

(If YES, you MUST receive clearance from a physician)

- Current pregnancy-related complications

If yes; please specify known cause(s)

To be completed by a physician -- For pregnancy or at the request of the nurse:

- Assessments:
- Pertinent medical history:
- Precautions/Additional notes:

Suitable for maskfitting: □ YES □ NO

Physician’s name:

Date: __________

Phone: (________) __________

Physician’s signature:

Student signature: ________________________________ Date __ YY/MM/DD

Frequently Visited Police Department

In compliance with requests from our clinical placement partners, all students who have a clinical placement component in their program are required to have a **Clear Vulnerable Persons Police Check** performed and submitted on a yearly basis.

International students and new immigrants will go through the same application procedure at local police departments.

Please make sure to ask for **Vulnerable Persons Police Check**. A visual identification of each applicant will be carried out; you must bring two pieces of identification, preferably government issues, one being photo identification.

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Time Frame</th>
<th>Cost</th>
<th>Details</th>
</tr>
</thead>
</table>
| Durham                              | Any station in Durham Region (905) 579-1520 x 3204 Durham East (905) 579-1520 Durham West (905) 683-9100 | 10 days or longer $20.00 *subject to change* | • Please send email to placementrequirements@centennialcollege.ca with your name, student number and program of study in order to obtain a letter from us to take with you to get the discount rate.  
  • Make sure to ask for a “Vulnerable Persons Police Check”  
  • Only students residing in Durham Region can apply in Durham  
  Please review application information at www.drps.ca |
| Guelph                              | 15 Wyndham St S. Guelph, Ontario (519) 824-1212 ext 359 | 3 weeks $35.00 *subject to change* | • Make sure to ask for a “Vulnerable Persons Police Check”  
  • Only students residing in Guelph may have their checks done here  
  Please review application information at http://www.guelphpolice.ca/ |
| Halton (Oakville)                   | A number of locations provide the service, please visit its website for more information (905) 825-4712 | 2-4 weeks or longer $25.00 *subject to change* | • Make sure to ask for a “Vulnerable Persons Police Check”  
  • Only students residing in Halton Region may have their checks done here  
  Please review application information at www.haltonpolice.ca |
| Kingston                            | 11 Queen Street, Kingston, ON (613) 549-4660 | 2 weeks or longer $30.00 *subject to change* | • Make sure to ask for a “Vulnerable Persons Police Check”  
  • Only students residing in Kingston Region may have their checks done here  
  You can apply online for a Vulnerable Persons police check from website: https://policechecks.kpf.ca and follow specific instructions.  
  Alternatively, you can visit in person at the Customer Service location. |
| Metro Toronto                        | 40 College Street Toronto, ON 4th floor (416) 808-7991 | 8-12 weeks or longer $20.00 Application form MUST be mailed in along with money order OR certified cheque payable to Toronto Police Service. | • Pick up a “Vulnerable Persons Police Check” application form - Rm. 352, Science and Technology Centre, Centennial College. Original signature from College is required. Please show I.D. when picking up application form.  
  • Application form MUST be mailed in along with money order OR certified cheque payable to Toronto Police.  
  • Only students residing in GTA may have their checks done here.  
  Web-site: www.torontopolice.on.ca |

<table>
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<th>Cost</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>O.P.P. (Ontario Provincial Police)</td>
<td>Various Detachments Please visit OPP website for more information about different locations</td>
<td>2 weeks or longer</td>
<td>Varies at different locations</td>
</tr>
<tr>
<td>Peel</td>
<td>7750 Hurontario St. Brampton, ON (905) 453-2121 ext. 4390</td>
<td>3 – 8 weeks</td>
<td>$45.00 or $25 for ages 25 and under (student card required)<em>subject to change</em></td>
</tr>
<tr>
<td>York Region</td>
<td>The Community Resource Centre – York Regional Police Elgin Mills Centre 10720 Yonge Street, Unit #112 Richmond Hill, ON L4C 3C9 1-866-876-5423 ext. 7700 Monday to Friday: 8 a.m. to 6 p.m. Saturdays: 8 a.m. to 4 p.m.</td>
<td>2 to 3 weeks</td>
<td>$30.00 <em>subject to change</em></td>
</tr>
</tbody>
</table>

- Contact your local OPP detachment to obtain a Vulnerable Reference Check. Only students residing in Region of each Detachment may have their checks done here
- Web-site [www.opp.ca](http://www.opp.ca)
- Please contact us at [placementrequirements@centennialcollege.ca](mailto:placementrequirements@centennialcollege.ca) to obtain a letter to submit with your application.

- Make sure to ask for a “Volunteer Vulnerable Persons Check”
- Only students residing in Peel Region may have their checks done here
Please review application information at [www.peelpolice.on.ca](http://www.peelpolice.on.ca)

- Make sure to ask for a “Vulnerable Persons Police Check”
- Only students residing in York Region may have their checks done here
- You can apply online for a Vulnerable Persons police check from website: [www.yrp.ca](http://www.yrp.ca) and follow specific instructions.
- Alternatively, you can visit in person at either of the two Customer Service locations.

- All fees are before tax and subject to change without notice.
- Timeframe may vary
- Please note effective December 1, 2009, the School of Community and Health Studies, Centennial College no longer accepts third party agencies criminal checks (eg. OESC, TSM, Intelysis, BackCheck etc.)

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