

Questions & Answers

the 7 key steps:

1. Making an appointment with your healthcare provider (Physician or Nurse practitioner)
2. Reviewing all of the non-medical requirements, you need to satisfy.
3. Going to your appointment you've set with your healthcare provider.
4. Checking over all the documents and gathering the records of proof.
5. Booking your appointment with the Requisite Nurse at the ParaMed office.
6. Going to your Requisite appointment and what to expect.
7. Are you finished? (How to check your clearance status online)

1. Making an appointment with your healthcare provider (*Physician or Nurse Practitioner*)

Q: Why do I need to make an appointment with my healthcare provider?

A: Section A of your clinical pre-placement health form covers all the medical requirements as outlined by your academic facility and your clinical placement facility/organization. It's a complicated section, but it's your health care provider's responsibility to complete and sign all the areas on section A where it requires his/her signature. These are shaded areas.

While they will guide you through what will be required from you in the process, it will be your responsibility to make sure, the health care provider completes all the shaded areas required and provide you with the proof of the identified immunizations and blood test results.

Q: Why the rush for getting this done so quickly?

A: Completing this section could take from 6-8 weeks. The non-medical requirements could take longer that.

Q: How much will my health care provider's office charge me for completing this?

A: Each practitioner under Ontario law can have a different fees structure for completing this type of document. When you call to make your appointment ask him/her how much it will approximately cost to have your Clinical Pre-placement Health Form completed and what form of payment they will except in the office. **(Cash, cheque, debit or credit).**

Q: What do I need to tell and ask the health care provider's office about the appointment I'm booking?

A: Tell him/her that you need this appointment because you require the health care provider to review the necessary medical clearances for clinical pre-placement. The health care provider will need to provide you with any medical tests that you require, any necessary immunizations required and he/she will need to sign this document in the appropriate spots. Emphasize that you need to get started as soon as possible.

Q: How many health care provider appointments will I need?

A: A minimum of TWO appointments if you are current on all of the required immunization however, it could be 4 or 5 visits to get through all that is necessary.

Q: What if I don't have a primary health care provider (Physician or Nurse Practitioner)?

A: No problem. You can book an appointment with any local 'Walk-in-Clinic' in the area that you're living.

Q: Which section does the health care provider complete?

A: All of the areas within section A require his/her signature. **Look for the shaded areas.** YOU are responsible for making sure the health care provider signs, completes and provides you with lab blood results and the required documented proof according to the form. You (the student) are responsible for completing sections: B, C, D.

2. Review all of the Non-Medical Requirements:

Q: What are my non-medical requirements?

A: These are requirements that require you to obtain a certificate or proof of completion. These are stipulated by your program. You will find them in section: B

Q: When do I need to do this?

A: Now. Some requirements can take up to 8 weeks to be completed.

Q: How do I get these non-medical requirements done?

A: Obtain the non-medical requirements information from your Academic Facility. Again, follow the instruction carefully. Go here to get the information and forms you will need.

Q: Who pays for the non-medical requirements?

A: You are responsible for arranging for and paying for all the non-medical requirements you need. .

Q: I have already have one or more of the non-medical requirement asked of me, but may have expired or will soon?

A: Unfortunately, you will need to re-qualify for this in order for it to be current for this next school year.

Q: What if my current non-medical requirements expire before my clinical pre-placement is

A: You are responsible for making sure your non-medical requirements do not expire.

3. Go to the appointment you've set with your health care provider:

Q: What do I need to bring?

A:

1. Your Clinical Pre-placement Health Form
2. Any other proof of immunization (Yellow card) and/or municipal/regional health unit forms that denote record of your immunization history
3. Your money

Q: What do I say to my health care provider when I give him/her the form to complete?

A: Inform them that you need **Section A** fully completed, and that there are instructions provided for them.

Plus: all shaded areas are to be completed by the healthcare provider.

Q: There is a requirement in section A, which my health care provider says that I don't really need?

A: Not true. It will be your responsibility to impress upon the health care provider that if you don't have this, you cannot be cleared for clinical placement and would not be able to participate in this mandatory program course.

Q: Other than the completed Clinical Pre-placement Health Form what other documentation might I be leaving with, from my health care providers office?

A: At the end of your visits, you may need proof of blood lab results. Check over the requirements in section A to make sure. **If you had blood taken, you will need results.** Make sure you also keep

your yellow immunization card and/or municipal/regional health unit forms that denote record of your immunization history.

4. Checking over all the documents and gathering the records of proof:

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

A: YES. The last page of your health form is just that, a checklist of all the things you will have had to accomplish toward getting all of the paperwork together. If there are areas on the checklist that you've not supplied the affirmative **checkmark** symbol, you need to pay specific attention to those before moving to Key Step #5.

Q: *There are some things I can't complete on the checklist?*

A: Contact your program assistant from your program at your academic facility for further guidance on your specific challenge in completing a required section. Again, you should not move on to Key Step #5 until this checklist is complete.

5. Booking your appointment with the Requisite Nurse at the ParaMed office:

Q: *Why do I have to book an appointment with a Requisite Nurse?*

A: All the requirements listed on your Clinical Pre—placement Health Form must be reviewed and validated as completed and cleared by a Registered Nurse in order for you to be able to participate in a clinical placement.

Q: *When should I book the appointment?*

A:

1. When you have all of the requirements on the checklist completed
2. After you have fully completed Key Steps 1-4
3. As soon as possible and way before your form due date. If you leave it to the last minute, you could be putting yourself at risk of not getting your clearance done in time, especially if there are problems identified at your appointment.

Q: *How do I book this appointment?*

A: All appointments with ParaMed are booked online using an appointment scheduling software. You will be required to set up an account the first time you book an appointment.

Log onto <https://morningsidecentennial.requisite.ca> and follow the instructions on how to set up your account and book your appointment-

After you book your appointment, download the confirmation of your appointment.

Q: Where is the ParaMed office location for my Requisite appointment?

A: You will be provided with this information once you log onto the Requisite website.

Q: How much will it cost me and how can I pay?

A: You can pay with VISA, Debit or Cash. The current rates are posted on the Requisite website.

If you bring a “parent” credit card, you will need written permission

Q: What if I need to cancel my appointment?

A: Not a problem, as long as it's not within 24 hours of your appointment. If you need to cancel and its less than 24 hours to your appointment, you will be charged. The current rate for appointment cancellations is posted on the Requisite website.

Q: What if I miss my appointment?

A: If you miss a scheduled appointment, you will be required to pay. The current rate for missed appointments is posted on the Requisite website.

6. Going to your Requisite appointment and what to expect:

Q: What do I need to bring with me?

A: The original and one copy of:

1. Your completed Clinical Pre-placement Health Form (all sections)
2. Any other proof of immunization (Yellow card) and/or municipal/regional health unit forms that denote record of your immunization history and
3. Certificates/Proof of completion of all your non-medical requirements

Please note: You will be required to leave one set of all your documents with ParaMed and one will stay with you. Don't loose it. *(If you go to the appointment with only one set of your documents, expect to be charged for all photocopying).*

Q: What happens at the Requisite appointment?

A: A Registered Nurse will review all your submitted documents and will determine your clearance for clinical placement. This appointment takes up to 15 minutes.

Q: Are my personal documents kept confidential?

A: Yes, no need to worry. All your personal health information is kept confidential. ParaMed abides by the Ontario Personal Health Information Act, the Ontario Freedom of Information and Protection of Privacy Act and the Canadian Standards Association's Model Code for the Protection of Personal Information.

Q: What if I forgot to bring some of my documentation to the appointment?

A: All documentation must be submitted at the time of your appointment. You will **not be permitted to send** in documentation via courier, post or fax after your appointment. There is one exception. *Due to the fact that the influenza vaccine is not available until late in the fall of each season, ParaMed will allow students getting the flu shot, to send in their proof of flu shot via fax.*

Q: What are the possible outcomes from my meeting with the Requisite Nurse?

A: After your review, the Requisite Nurse will determine your clearance status.

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

Cleared- (meaning you have met all of the required medical and non-medical criteria AND you have provided all documentation to prove it. You are cleared for your placement—congratulations.

Not Cleared: A condition or requirement has not been met or supporting documentation for a particular requirement(s) has not been included with your submission.

Exception: A students with a legitimate reason for not submitting a completed requirement.
If this is the case, you will be asked to communicate with the person responsible for your programs clinical placement. They will determine on an individual basis whether you are able to participate in your clinical placement

Q: So, what if I'm given a status of NOT CLEARED?

A: If this is your situation, you will be provided with a deficiency listing of the outstanding items you need to complete or correct. Once you've completed all of the items on your deficiency list, you'll need to book second appointment with a Requisite Nurse to review these items.

For this second appointment you must bring

- The Deficiency List
- Updated Clinical Pre-Placement Health Form
- Required documents of proof.

This appointment will be at an additional charge. The current rate for additional appointments is posted on the Requisite website.

Q: So, what happens to my clearance status information?

A: Your requirement information is entered into a portal. From here, the Academic Faculty for your program can view your status to participate in your clinical placement.

7. Are you finished? (How to check your clearance status online)

Q: How do I check my status?

A: Log onto to <https://morningsidecentennial.requisite.ca> using your student number and password.