

**School of Community and  
Health Studies**

**PLACEMENT  
REQUIREMENTS**

**STUDENT HANDBOOK**

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# IMPORTANT INFORMATION

## Processing of Your Clinical Documents

This notification serves to inform you of the processing of your clinical documents (immunization, vulnerable sector police check, CPR Level HCP, Standard First Aid and Mask Fit) for placement.

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

### How Does This Affect You?

- You will need to book an appointment online at <https://morningsidecentennial.requisite.ca>. Confirmation and reminder for appointment will be emailed to you.
- You must sign and return the enclosed Release Form (page 4) prior to booking your appointment in order to 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 your documents.
- Your documents will be reviewed in person with a registered nurse with in-depth knowledge about the compliance guidelines and health form clearances/requirements.
- Your personal information will be protected and will not be accessible by our staff.
- You will have the option to review your documentation and get answers to frequently asked questions via the web site <https://morningsidecentennial.requisite.ca>.

### Cost Factor:

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

Description	Cost
Initial Visit Per Year Per Program	\$44.75 + HST per student (\$50.57)
Subsequent/Follow-Up Visit Per Year Per Program	\$18.50 + HST per student (\$20.91)
Cancelled/Missed Student Appointment With Less Than 24 Hours Notice	\$44.75 + HST per student (\$50.57)

Sandra Murphy, RN, PhD  
Dean  
School of Community and Health Studies

Centennial College  
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**Centennial College – School of Community and Health Studies**

**Consent to Disclose Personal Information for Clinical Placement Program**

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](mailto:placementrequirements@centennialcollege.ca) and your queries will be dealt with accordingly.

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return to Michelle Wray by one of the following options:

- Michelle Wray, Room 352, School of Community and Health Studies, Morningside Campus
- Email at [placementrequirements@centennialcollege.ca](mailto:placementrequirements@centennialcollege.ca)
- Fax to 416-289-5169 to the attention of Michelle Wray

<http://www.centennialcollege.ca/SCHSClinicalandfieldplacements>

# My Checklist

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Once all boxes are checked off, **all original documentations are to be submitted** upon appointment (booked online at <https://morningsidecentennial.requisite.ca>) with the Requisite Nurse in the School of Community & Health Studies, Room 352, Morningside Campus.

- 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)



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 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.

<http://www.centennialcollege.ca/SCHSClinicalandfieldplacements>

## **GENERAL INFORMATION**

### **PLACEMENT REQUIREMENT**

**Students are responsible for all costs incurred.**

**Prior** to each placement, students are required to present the necessary placement requirement documentation. Please refer to your program's clinical placement requirements. Students who do not have all placement requirements completed (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 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 are submitted upon time of your appointment with the Requisite Nurse (booked online at <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 a copy 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**. You must contact the local police department where you reside and request a vulnerable person's police check. However, 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 **16 weeks (4 months)** or longer to process.

*\*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>). 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 the <http://canadianpardons.ca>

#### **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.*

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**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>
- Lifesaver 101 First Aid & CPR Training Inc. <http://www.lifesaver101.com>
- St. John's Ambulance <http://www.sja.ca>
- Vital CPR <http://www.vitalcpr.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 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 available through your Program Coordinator. 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.

**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 (in cash only) to rebook your appointment. Only for documented medical or other critical reasons will this fee be waived, and only at the discretion of the Coordinator of your program.

**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 Form must be submitted. This process is necessary to ensure that those working within 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, 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) is required for first year students. If the result is negative, a One Step Mantoux test is required yearly.
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.

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**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. A new checklist (with the supporting documentation) must be completed **prior to each semester**.

*\*You will be informed in the cover letter of your freshman/returner package when your placement requirements are due. Please ensure that you have this information prior to starting the program.*

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

**<http://www.centennialcollege.ca/SCHSClinicalandfieldplacements>**

<b>FOR OFFICE USE ONLY – DO NOT FILL IN</b>	<input type="checkbox"/> PORTACOUNT
<input type="checkbox"/> 3M 8210/1860 <input type="checkbox"/> 3M 8110S/1860S <input type="checkbox"/> 3M 9210/1870	<input type="checkbox"/> KC PFR95 – 62126 (Reg) <input type="checkbox"/> KC PFR95 – 62355 (Sml) <input type="checkbox"/> OTHER _____

## **N95 RESPIRATOR HEALTH QUESTIONNAIRE**

*THIS FORM IS CONFIDENTIAL ONCE COMPLETED*

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

<b>Last Name:</b>	<b>First name:</b>
<b>Student #:</b>	<b>Telephone #:</b>
<b>Program NAME:</b>	<b>Current Semester: (please circle)</b> 1 2 3 4 5 6 7 8

### **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
  - 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**
- Previous mask fitting cards **may** be accepted; please see Michelle Wray for approval (**ext 8122**)
- 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**

<http://www.centennialcollege.ca/SCHSClinicalandfieldplacements>

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

- COPD/Asthma /Bronchitis/Emphysema \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_
- Persistent cough \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_
- Other causes of shortness of breath \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes; please specify known cause(s) \_\_\_\_\_
- Any food or drug or material (example: Latex) allergies \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
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) Yes \_\_\_\_\_ No \_\_\_\_\_
- Epilepsy / Seizure Disorder \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes; please specify known cause(s) \_\_\_\_\_
- History of fainting / syncope \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes; please specify known cause(s) \_\_\_\_\_
- Heart condition \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes; please specify \_\_\_\_\_
- High blood pressure \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**Are you pregnant? (If YES, you MUST receive clearance from a physician) Yes \_\_\_\_\_ No \_\_\_\_\_**

If yes; please circle your trimester → 1<sup>st</sup>    2<sup>nd</sup>    3<sup>rd</sup>

- Current pregnancy-related complications \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

If yes; please specify \_\_\_\_\_

**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    YYYY    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.

	Contact Information	Time Frame	Cost	Details
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	\$15.00	<ul style="list-style-type: none"> <li>• Please send email to <a href="mailto:placementrequirements@centennialcollege.ca">placementrequirements@centennialcollege.ca</a> 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.</li> <li>• Make sure to ask for a “<b>Vulnerable Persons Police Check</b>”</li> <li>• Only students residing in Durham Region can apply in Durham Please review application information at <a href="http://www.drps.ca">www.drps.ca</a></li> </ul>
Guelph	15 Wyndham St S. Guelph, Ontario (519) 824-1212 ext 359	3 weeks	Free	<ul style="list-style-type: none"> <li>• Make sure to ask for a “<b>Vulnerable Persons Police Check</b>”</li> <li>• Only students residing in Guelph may have their checks done here Please review application information at <a href="http://www.police.guelph.on.ca">www.police.guelph.on.ca</a></li> </ul>
Halton (Oakville)	A number of locations provide the service, please visit its website for more information (905) 825-4712	2-4 weeks or longer	\$15.00	<ul style="list-style-type: none"> <li>• Make sure to ask for a “<b>Vulnerable Persons Police Check</b>”</li> <li>• Only students residing in Halton Region may have their checks done here Please review application information at <a href="http://www.hrps.on.ca">www.hrps.on.ca</a></li> </ul>
Kingston	11 Queen Street, Kingston, ON (613) 549-4660	2 weeks or longer	\$15.00	<ul style="list-style-type: none"> <li>• Make sure to ask for a “<b>Vulnerable Persons Police Check</b>”</li> <li>• Only students residing in Kingston Region may have their checks done here Please review application information at <a href="http://www.police.kingston.on.ca">www.police.kingston.on.ca</a></li> </ul>
Metro Toronto	40 College Street Toronto, ON 4 <sup>th</sup> floor (416) 808-7991	8-12 weeks or longer	\$16.95 <b>Waiver form MUST be mailed in along with money order OR certified cheque payable to Toronto Police Service.</b>	<ul style="list-style-type: none"> <li>• Pick up a “<b>Vulnerable Persons Police Check</b>” 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.</li> <li>• <b>Waiver form MUST be mailed in along with money order OR certified cheque payable to Metro Toronto Police.</b></li> <li>• Only students residing in GTA may have their checks done here.</li> <li>• Web-site: <a href="http://www.torontopolice.on.ca">www.torontopolice.on.ca</a></li> </ul>

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	Contact Information	Time Frame	Cost	Details
O.P.P. (Ontario Provincial Police)	South Bruce Detachment Administration Centre Hwy #2 N., Box 40 Kincardine, ON (519) 396-3341  Please visit OPP website for more information about different locations	2 weeks or longer	Varies at different locations	<ul style="list-style-type: none"> <li>• 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</li> <li>• Web-site <a href="http://www.opp.ca">www.opp.ca</a></li> </ul>
Peel	7750 Hurontario St. Brampton, ON (905) 453-2121 ext. 4390	3 – 8 weeks	\$45.00	<ul style="list-style-type: none"> <li>• Make sure to ask for a “<b>Volunteer Vulnerable Persons Check</b>”</li> <li>• Only students residing in Peel Region may have their checks done here</li> </ul> Please review application information at <a href="http://www.peelpolice.on.ca">www.peelpolice.on.ca</a>
York Region	South Customer Service Unit 9350 Yonge Street Richmond Hill, ON (at Hillcrest Mall beside the Goodyear Auto Centre-Enter from Carrville Rd) Tues. to Thurs. 8am-6pm Fri. 8am-5:30pm Sat. 8am-3pm Sun. and Mon. Closed  <b>OR</b>  North Customer Service Unit 16775 Yonge Street Newmarket, ON (Northeast Corner of Yonge Street & Mulock Drive – Access to Customer Service is from the outside of the building on the north side) Mon. to Fri. 8am-4:30pm Closed Sat. and Sun.	2 to 3 weeks	\$20.00	<ul style="list-style-type: none"> <li>• Make sure to ask for a “<b>Vulnerable Persons Police Check</b>”</li> <li>• Only students residing in York Region may have their checks done here</li> <li>• Download form from web-site: <a href="http://www.yrp.ca">www.yrp.ca</a> and follow specific instructions.</li> <li>• Visit in person at either of the two Customer Service locations.</li> </ul>

Pardons Canada	<a href="http://www.pardons.org">www.pardons.org</a>	1-877-929-6011 or (416) 929-6011
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- 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.)