

QUESTIONS ■ ANSWERS

ABOUT PRE-PLACEMENT CONDITIONS

For Schools of Health Sciences, Human Services & Nursing

If your program includes a clinical or field placement you will need to complete medical and/or non-medical requirements **before** starting your placement.

The requirements for each program (and program year) are different, so you need to make sure that you read and print the correct form. Be sure to pay attention to the **due date** on the Clinical/Field Pre-Placement Health Form, as it's non-negotiable.

What's the rush?

This is a time consuming task. You should start the process of completing your requirements 3- 4 months prior to the **due date** noted on your program's Clinical/Field Pre-Placement Health Form.

For example: A police record check (VSS) and confirming your immunization status can take up to 120 days to process.

How does this affect me?

If you don't complete your requirements, you will not be assigned a placement. If you don't do your placement, you will not graduate from your program.

Still have questions?

We want to make sure this process is not a difficult one, and we understand you may have questions along the way. To help you out, we've collected some commonly asked questions:

Q. I'm a new student. How do I find out if I need to complete a Clinical/Field Pre-Placement Health Form?

Go to the [Registration Requirements](#) web page. If your program is listed, you have requirements you need to complete. Click on your program name and read all of the red bullet points.

Q. I'm a returning student. Where do I find my Clinical/Field Pre-Placement Health Form?

The form will be posted on your FOL Program Homeroom page and here on the College website. If you cannot locate your form, or if you have questions, you can contact the [Pre-Placement Coordinator](#).

Q. I'm a Nursing (Collaborative BScN) student and will attend Western University in my third year. Where do I find my Clinical Pre-Placement Health Form?

Early in the summer (between your 2nd and 3rd years), Western's Placement Coordinator will e-mail the health form to your Western e-mail account, as well as have it available on Western's Owl Sakai site for you to download.

Q. Why do I need to have the Clinical/Field Pre-Placement Health Form filled out?

Your choice of career path will require you to meet specific health and safety standards as outlined by Ontario law. The Ontario Government and many of the organizations offering you a clinical placement have mandated specific medical and non-medical requirements that must be met by you, before you can begin your first clinical/field placement. These

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measures are in place to protect you, your co-workers and those individuals you will serve during your clinical/field placement.

Please note: you must arrange to have the health form signed by a medical professional, and you must be cleared by ParaMed **before** you can participate in a placement.

A checklist is provided on the last page outlining all of the medical and non-medical requirements you need to satisfy.

Q. Why do I need to make an appointment with my health professional?

If you have a Section A on your Clinical/Field Pre-Placement Health Form, this is the medical section. It's your health professional's responsibility to complete and sign all of the shaded areas.

Please note: while your health professional will guide you through the process, **it will be your responsibility to make sure that he/she completes all shaded areas, and provides you with proof of the identified immunizations and blood test results.**

Q. How many health professional appointments will I need?

A minimum of **two** appointments will be needed if all of your immunizations are current. However, depending on your personal situation, it could take a few more to complete the medical requirements.

Q. What if I don't have a health professional (Physician or Nurse Practitioner)?

No problem. You can book an appointment with any local Walk-in-Clinic, but this can be expensive. The Fowler Kennedy Clinic on campus is familiar with the Clinical/Field Pre-Placement Health Form, and their service fees are competitive.

Q. What do I say to my health professional and what do I need to bring?

Explain that you need Section "A" fully completed and all shaded areas signed. Instructions are provided.

You should bring the following to your appointment:

- Clinical/Field Pre-Placement Health Form;
- any proof of immunization (yellow card) and/or municipal/regional health unit form(s) that provide a record of your immunization history;
- money, if necessary.

Q. What do I say to my health professional if he/she says that I don't really need something noted on the health form?

This is not true. The form must be completed in full, and it is your responsibility to make it clear that if you don't have the document completed as expected, you will not be cleared for placement.

If you need proof of blood lab results, make sure that you obtain a copy of the report.

Q. Can I ask the Middlesex-London Health Unit to draw blood titres and fill out the Clinical/Field Pre-Placement Health Form?

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No. The health unit will not draw blood titres or complete the health form. They will, however provide boosters, vaccinations, screenings, and will give you a proof of immunization card that you can take to your medical professional.

Q. When does the Clinical/Field Pre-Placement Health Form need to be completed?

The **due date** for your program's requirements is provided in the upper right hand corner of the health form. The due date is not negotiable.

Suggestion: Why not plan ahead to get ahead? You may want to book your appointment with ParaMed Requisite a month or so before the due date to avoid the rush and competing for appointment times!

Q. What are the possible *medical and non-medical requirements I may be asked to provide?

Remember: all programs are different and the requirements vary. Please read your health form carefully, refer to the checklist on the last page, and follow the instructions.

Your requirements could include:

- Measles, mumps, rubella (MMR)
- Tuberculosis screening –Two step or One Step, depending on your program year
- Varicella (chicken pox)
- Tetanus/diphtheria (TD)
- Pertussis
- Polio
- Hepatitis B
- Flu shot – every October and November

- CPR, level C or HCP (annual)
- Standard First Aid (every three years)
- Mask Fit Testing (every two years)
- Vulnerable Sector Police Screening (annual)
- Placement Agreement

*You may be asked for proof of immunization, and/or laboratory blood test results.

Q. Who pays for the costs associated with the Clinical/Field Pre-Placement Health Form?

Students are responsible for all costs related to placement. Costs are dependent upon each student's needs. Doctor's notes, form completion, laboratory blood work reports, x-rays and immunization may or may not be free of charge. The College does not have any control over these costs. [ParaMed's fees are posted on their website.](#)

Q. What are my responsibilities?

You must complete the following activities:

- Print the Clinical/Field Pre-Placement Health Form for your program and read it.
- Visit your family doctor, walk-in clinic or the Fowler Kennedy Clinic located on campus to complete your health requirements by the due date.
- Also plan to get all of your non-medical requirements completed by the due date.
- Once you've gathered **all** requirements, visit the ParaMed Requisite website to create an account and schedule an online visit with a ParaMed nurse. The nurse will review all of

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your documents and clear you for placement. Take photocopies of all documents to your appointment.

- Keep all of your original documents in a safe place as your placement agency may request to see them.

Q. How long will it take me to gather all of my pre-placement requirements?

It can take up to 120 days to obtain all of your requirements.

Please plan ahead and check with *your local* police service to find out how to apply and how long it will take to obtain a VSS.

Note: The RCMP's VSS mandate states that if your date of birth and gender matches an individual in the Sex Offender Database, your fingerprints will be required to complete a VSS. This situation can take weeks or months to resolve. Fortunately, this does not happen often.

Depending on your personal immunization status, it can take weeks to determine your level of immunity. If you have proof of immunization or an Immunization Record, take it with you to your medical appointment. If laboratory reports are required, or if immunizations are not complete, delays may occur.

Q. The Clinical/Field Pre-Placement Health Form says I require Hepatitis B screening. I heard this can take up to six months to complete. What if I can't receive the full vaccination series before the due date noted on the health form?

A ParaMed appointment can be made, as long as you have started the three step immunization series, and a health professional has noted this on the Clinical/Field Pre-Placement Health Form. It is expected that you will complete the series as medically directed.

Q. How do I obtain a Vulnerable Sector Police Screening (VSS) application form?

You should contact *your local* police service by telephone or visit their website to find out their application process. We've found that not all police departments and Ontario Provincial Police (OPP) service offices follow the same guidelines, and costs do vary.

You should obtain an Agency College Support Letter from Fanshawe in room D3005 or D3018, to accompany your application. This letter proves that you are a student and registered in a college program. Please read www.fanshawec.ca/preplacement/vss

If you live in London you can attend the London Police Services (LPS) station at 601 Dundas Street. You should take proper photo and address identification with you to support your application.

If you live in the Toronto region, your application process is very strict and the wait can be very long.

Please determine ahead of time what your local police service needs to fulfill your VSS application.

The VSS is an **annual** requirement for most programs in the Schools of Health Sciences, Human Services and Nursing. Note: Some of our placement agencies request that students present a VSS no older than 60

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or 30 days. The College does not have any control over this request.

Q. How can I obtain an Agency Letter in support of my Vulnerable Sector Screening application?

If you come to room D3005 or D3018 between 8:00 and 4:00, Monday to Friday, some Vulnerable Sector Screening forms are available as well as Agency Letters. Most police services expect original documents.

If you do not live in the London area, please contact the [Pre-placement Coordinator](#) to discuss how best to obtain what you need to satisfy your VSS request.

Q. Where should I go to register for Standard First Aid and CPR level “C” or “HCP” training?

You may take the required course through the [Continuing Education](#) department at Fanshawe College, if offered.

If you take a CPR course through another provider, please ensure that you register for the appropriate course level, and that the program follows the Canadian Heart and Stroke guidelines.

Online CPR courses are not acceptable.

CPR is an **annual requirement for our School of Health Sciences and Nursing** programs. If you are **registered in a Human Services program, your CPR is valid till the expiry date noted on your certification card.**

If your CPR is due to expire during the academic year, or during the placement phase of your program, you must renew it one month prior to the date of expiry.

Q. What if I already have one or more of the non-medical requirements asked of me, but it may have expired or will soon?

You will need to renew or recertify your requirements to ensure that they are current for the academic year.

Q. When I take a look at the last page of my program’s Clinical/Field Pre-Placement Health Form, I see that I need Mask Fit testing. Where should I go to have testing done, and what do I need to do to prepare for the fit test?

For some programs, Mask Fit testing will be done by ParaMed at the time of your clearance appointment. Please check the last page of your health form to see if you need this requirement and, if so, refer to the [ParaMed website](#) for fee information.

Please do not eat, drink or chew gum at least 20 minutes before your test. Gentlemen must be clean-shaven.

Q. When I look at the last page of my program’s Clinical/Field Pre-Placement Health Form, I see that I need to locate a PAR-Q & U form. Where do I find it and what do I need to know?

You must complete the PAR-Q & U form fully, and if you answer “yes” to any one of the seven questions asked, you will need to complete the PAR-Med X form (Physical Activity Readiness Medical Examination) as well. These forms can be found on the [Canadian Society of Exercise Physiology website](#). Remember to print and complete the form(s) as these are *required for the first day of class.*

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Q. Do I need to complete a Placement Agreement Form?

Yes. The Schools of Health Sciences, Human Services and Nursing require a signed Placement Agreement Form. Access the [Registration Requirements](#) page for a copy of the form as you will need to take this to your ParaMed appointment.

Q. Where do I submit all of my requirements once gathered?

You need to make an [online appointment](#) with [ParaMed](#) Requisite to clear you for clinical/field placement. [ParaMed](#) Requisite is the College's Occupational Health service provider. Bring all of your completed paperwork (including copies to avoid a photocopying charge) to your appointment. Your clearance status is provided electronically to the College and *all information is kept confidential*.

Q. When should I book an appointment?

- When you have all of the requirements on the checklist (last page) completed.
- Before your due date. If you leave it to the last minute, you could put yourself at risk of not being cleared on time, especially if there are problems identified at your appointment.

Tip: plan to book your ParaMed appointment a month or so before the due date to avoid competing for appointment times.

Q. How do I create an account with [ParaMed](#)?

If you've been accepted into your program and have completed all of your medical and non-medical

requirements, you can [create a ParaMed account](#) and book your appointment online.

Logon using your student number as your USERNAME (be sure to include any leading zeros) and your date of birth as your PASSWORD.

Address and fee details are clearly outlined on ParaMed's website. You can use VISA, Debit or Cash. If you bring a "parent" credit card, you will need written permission to use it.

Q. What if I have a problem logging onto the [ParaMed](#) system?

Call the ParaMed Help Desk at 1-866-289-8784 between 8:00-5:30pm, Monday to Friday. If you have just confirmed your acceptance, please wait 48 hours before contacting ParaMed.

Q. What if I see the message, "Unable to verify Student ID based on the information provided", when trying to create an account?

Contact your Pre-placement Coordinator at 519-452-4430 ext. 3943. You will need to verify your student number and date of birth.

Q. How do I cancel an appointment with [ParaMed](#)?

Appointments may be cancelled on-line within 24 hours of their start time. Short notice cancellations must be phoned into ParaMed at 519-439-2222 or 1-800-265-5768. Failure to provide 24 hours notice will result in a missed [appointment fee](#).

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Q. What do I need to bring to ParaMed?

The original and a copy of:

- Clinical/Field Pre-Placement Health Form
- Any additional proof of immunization
- Blood lab report, if required
- Certificates/proof of completion of all of your non-medical requirements ie: VSS, CPR, etc.

Q. What happens at the ParaMed Requisite appointment?

A registered nurse will review all of your documents and will determine if you can be cleared for placement. The appointment will take up to 15 minutes. Your documents are kept confidential.

Q. Can I fax information to [ParaMed](#)? What if I forgot to bring some of my documentation to the appointment?

No. You must meet with a [ParaMed](#) nurse in person to present your medical and non-medical requirements. You will not be permitted to send documents via courier, mail or fax after your appointment.

There is one exception: Since the influenza vaccine is not available until the fall, ParaMed will allow students receiving the flu shot to send in their proof of flu vaccination via e-mail. The email address is noted on your health form.

Q. What are the possible outcomes from my meeting with the ParaMed Nurse?

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

1. **Cleared** – you met all of your requirements.
2. **Not Cleared** – a requirement has not been met or supporting documentation has not been received.
3. **Exception** – you have a legitimate reason for not submitting a completed requirement. You will be asked to contact your Program Coordinator to determine if you are able to participate in your placement.

Q. What if I'm given a status of NOT CLEARED?

You will receive a form outlining the list of items you need to complete. Once done, you must book another appointment with ParaMed, and you will be charged an additional fee for clearance.

Q. What happens once [ParaMed](#) clears me for placement?

Your clearance status is provided electronically to the College and your Program Coordinator will confirm a placement agency.

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

Log onto the ParaMed website:

<http://www.requisitefanshawe.ca/RQSAApp/Login.aspx>

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Q. What if I can't go to placement, what do I do?

You should speak with your Program Coordinator as soon as possible to discuss your options. **If you are unable to complete the clinical/field placement phase of your program, you will not be able to graduate.**

FOR MORE INFORMATION

[Pre-Placement Coordinator](#), Faculty of Health Sciences, Nursing and Human Services, London Campus, Room D3005
T: 519-452-4430 ext. 3943