

Questions & Answers



About Pre-Placement Requirements

For the Schools of Health Sciences, Community Studies and Nursing

If your program includes a clinical/field or professional practice 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.

What's the rush?

This is a time consuming task. You should start the process of completing your requirements 2-3 months prior to the due date noted on your program's Clinical/Field Pre-Placement email notification.

For example: A Police Vulnerable Sector Check (PVSC) and confirming your immunization status can take up to 120 days to process. Some police agencies offer an on-line application process. Please contact your local police service for more information.

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. 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 results (most programs require these results for proof of immunization)
- Certificates/proof of completion of all your non-medical requirements i.e. PVSC, SFA, CPR

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.

Note: Do NOT book an appointment with ParaMed until all medical and non-medical requirements are completed. Please ensure that you have all signatures of your healthcare professional to finalize the form.

Q. Can I e-mail 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.

Note: The Influenza Vaccine (Flu Shot) is an annual vaccine only available during flu season (beginning in October). In programs where the flu vaccine is mandatory, evidence of flu can be sent to ParaMed via email. It is the responsibility of the student to ensure that this requirement is completed and that their ParaMed record is updated.

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

You will be provided with one the 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 provided.
3. Exception- you have a been cleared with condition, and signed a waiver to follow up with future requirements.

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

You will receive a form outlining the list of items you need to complete from the Registered Nurse. Once completed, you must book another appointment with ParaMed, and you will be charged an return visit 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. Can I see my results? (How to check your clearance status online)

Log onto the ParaMed website: <https://fanshawe.requisite.ca>

Q. When should I book an appointment?

- When all of the requirements on the checklist are 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.

R. 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 on-line.

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

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 x4292. Failure to provide 24 hours’ notice will result in a missed appointment fee.

Q. How many health care professional appointments will I need?

A minimum of two appointments will be needed if all of your immunization 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 care professional (Physician or Nurse Practitioner)?

No problem. You can book an appointment with any local Walk-in-Clinic. The Fowler Kennedy Clinic located in J1004 on campus is familiar with the Clinical/Field Pre-Placement Health Form, and their service fees are competitive.

Note: You must be a current Fanshawe student to access Student Health Services at the Fowler Kennedy Clinic.

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

Under the Programs and Courses tab, from the list provided, click on your program. On the left side of the page, select and click on the Post-Admission Requirements link. The Clinical/Field Pre-Placement Health Form is located in the bulleted list.

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

The form is posted on the College website under post admission requirements.

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(s) 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 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:

- Meals, 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- available in October and during the flu season only
- CPR, Level C or BLS (annual) depending on program
- Standard First Aid (every three years)
- Mask Fit Testing (every two years)
- Police Vulnerable Sector Check (annual for most programs)
- Placement Agreement

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

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

Explain that you need a fully completed health form and all of the shaded areas needs to be signed. Instructions are provided.

You should bring the following to your appointment:

- Clinical/Field Pre-Placement Health Form
- Health Card or Health Insurance Card
- Any proof of immunization (yellow card) and/or municipal/regional health unit form(s) that denotes record of your immunization history
- Payment, if necessary (costs do vary)

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

No. The health unit will not draw blood titres or complete the health form. They may be able to provide proof of immunization to provide to your medical health care provider.

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

The due date for you program's requirements

Suggestion: 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!

Y *What are my responsibilities?*

You must complete the following activities:

- Print the Clinical/Field Pre-Placement Health Form for you 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.
- \ all of your non-medical requirements by the due date.
- Once you requirements, visit the ParaMed Requisite website to create an account and schedule an t with ParaMed nurse. The RN will review all of your original documents and for placement.

- Keep all of your original documents in a safe place as your placement agency may request to see them. It is also a good practice to keep an electronic copy for your records.

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 obtain a Police Vulnerable Sector Check.

Note: The RCMP's PVSC mandates that if your date of birth and gender matches an individual in the Sex Offender Database, your fingerprints will be required to complete the PVSC. This situation can take weeks to resolve.

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 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 have completed the *second dose*. (The healthcare professional must make note on the Clinical/Field Pre-Placement Health Form that this is completed). It is the responsibility of the student and expected that you will follow up to complete the series, as medically directed.

Q. How can I obtain a Police Vulnerable Sector Check (PVSC) application form?

You should contact your local police service by telephone or visit their website to find out their application process. Some police departments offer an online service, "If you are a **current** resident of London, 21 years or older and have an **established credit history** in Canada, such as credit cards, bank loans or a mortgage, you may submit your record check request ONLINE from the comfort of your home, 24 hours a day / 7 days a week."

Note: We've have found that not all police departments and/or Ontario Provincial Police (OPP) service offices follow the same guidelines. Costs do vary.

You should obtain an Agency College Support Letter from Fanshawe College 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

Note: Letters are available for pick up in building D, room D3005 or D3018. Please check with the front desk reception.

If you live in London, you can go to the London Police Services (LPS) station located at 601 Dundas Street. You should take 2 pieces of government issued photo ID and proof of address with you, to support your application.

If you live in the Toronto region, your application process is very strict and processing times are lengthy. Please contact the Pre-Placement Coordinator for the Toronto Police Services application. These applications are also available at Fanshawe College in building D, room D3018 and D3005 at the front reception desk.

The PVSC is an annual requirement for most programs in the Schools of Health Sciences, Community Studies, and Nursing.

Note: Some placement agencies request that students present a current PVSC check that is no older than 6 months. Other agencies may request a PVSC that is not older than 30 to 60 days. Fanshawe College has no control over these agency PVSC requirements.

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

If you come to building D, room D3005 or D3018 between 8:00 a.m. and 4:00 p.m. Monday to Friday, forms are available as well as Agency Letters. Most police services expect original documents. For out of town or international students, contact the Pre-Placement Coordinator. Please determine ahead of time what your local police service needs from you in order to process your PVSC application.

Q. Where should I go to register for Standard First Aid and CPR Level "C" or "HCP" training?

You may take the required courses through the Continuing Education department at Fanshawe College. Please see the All Workshops page for more information or register over the phone by calling (519)452-4444. <https://www.fanshawec.ca/continuing-education/workshops/all-workshops>

These courses are also available through the Canadian Red Cross, St. John Ambulance, Heart and Stroke Foundation or the local YMCA Centre. 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.

Note: Online CPR and SFA 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 until the expiry date noted on your certification card.

Note: 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. No exceptions.

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 and that they will not expire during your placement.

Q. Where would I obtain a Mask Fit testing?

Mask Fit testing will be done by ParaMed at your clearance appointment and this certification is good for two years. Mask Fit testing may also be available through the London Middlesex Health Unit. Please check the MLHU website for information.

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

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

Yes. The Schools of Health Sciences, Community Studies and Nursing require a signed Placement Agreement Form. On the Fanshawe College website, access your programs Post Admission 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 RN to clear you for clinical/field placement. ParaMed Requisite is the College's Occupational Health service provider. Bring all of you completed paperwork, certifications and bloodwork results if required (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.