

STUDENT REQUIREMENTS

Welcome to London Health Sciences Centre!

London Health Sciences Centre (LHSC) is committed to Patient Care, Teaching, and Research and we value relationships founded in trust, respect and collaboration. LHSC strives to be a place where students can learn, discover and acquire skills to achieve their goals for the future. We look forward to our shared learning journey and hope that your experience with us is very rewarding.

In order to ensure a safe and healthy environment for patients, staff and students, LHSC has established guidelines for placements at the hospital. This document has been prepared as a summary in order to help you plan ahead for a smooth start to your experience with us.

In keeping with its responsibility for patient care, education and research, LHSC reserves the right to intervene in any instance where a student may be functioning in a manner considered by LHSC to be potentially dangerous or harmful to the well-being of the patient(s) or contrary to LHSC philosophy, objectives, policies, procedures, rules, or regulations. If in the reasonable opinion of LHSC's authorized person a student's behaviour is unacceptable, LHSC has the exclusive right to suspend or terminate the placement.

Students, before or during their placement, who are diagnosed with a medical condition that could pose a risk to themselves or others (i.e. injury that requires the use of an assistive device, an allergy, immunocompromised status, psychological or emotional based illnesses, etc.) should contact the School for their fitness to be on placement to be assessed and to address any accommodation issues. LHSC Sponsored Students and Dietetic Interns should liaise directly with your LHSC Student Placement Supervisor (ie. the LHSC individual sponsoring the placement).

A. At Least One Week prior to the First Day of Placement

Complete the following requirements:

1. LHSC Online Orientation & Registration

Accessible at: <http://www.lhsc.on.ca/priv/nonmedic/orientation.htm>. If you are connecting to this site from a non-networked LHSC computer, you will need to obtain the generic username & password from your School or your LHSC Student Placement Supervisor. Be sure to print the 'thank you' page as proof of completion.

2. Privacy & Confidentiality Agreement for Students

You are required to complete an online education program and read and sign a privacy and confidentiality agreement. The education program is in the Online Orientation; once completed, you will be able to print an LHSC Privacy & Confidentiality Agreement for Students. Review the agreement carefully and then sign it.

3. Health Requirements

Details are provided in Appendix 1 (attached).

4. Criminal Screening

Specific instructions are described in Appendix 2 (attached).

5. Certification with Ontario Regulatory Body (if applicable)

Advanced regulated health profession placements (post-basic and out of province students) in which **controlled acts** are performed will require proof of registration with the applicable regulatory/professional body.

6. Approval for Research activities

If completing research at LHSC, or using LHSC patient data for research, Lawson (685-8500 ext. 76093) must be consulted and approval obtained.

STUDENT REQUIREMENTS

Q: Who do you work with to fulfill the requirements?

A: Collaborate with your School to fulfill the requirements.

LHSC Sponsored Students or Dietetic Interns only- Liaise directly with your LHSC Student Placement Supervisor (ie. your LHSC contact for the placement).

If you are not sure if you are an LHSC Sponsored Student, ask your School or your LHSC Student Placement Supervisor for clarification.

B. On the First day of Placement

1. You will be asked to **show** original documentation of Online Corporate Orientation, N95 fit testing, criminal screening and, where applicable, regulated health profession certification, to your LHSC Student Placement Supervisor. You will need to **verify** that a signed Privacy & Confidentiality Agreement for Students is on file at your School (LHSC may request a copy). **LHSC Sponsored Students and Dietetic Interns**, please give your signed Privacy & Confidentiality Agreement to your LHSC Student Placement Supervisor (and it will be mailed to Student Affairs).

This step does not apply to UWO and Fanshawe Nursing students whose documentation is handled by the School and LHSC Student Affairs. Nursing students from schools other than Fanshawe or UWO, please ensure that you or your School have submitted your documentation to Student Affairs.

2. You will receive a program or **department-specific orientation**. The School or your LHSC Student Placement Supervisor will provide you with the date, time, location and other details regarding the specialized orientation prior to your start date. This will include emergency safety procedures and your responsibilities in the event of an emergency.
3. Be sure to exchange **contact information** (i.e. phone number and email address) with your LHSC Student Placement Supervisor or School Clinical Instructor. From time to time you may need to communicate with each other outside your standard placement schedule regarding weather or transportation delays, illness, scheduling changes, etc.
4. Student **photo identification** will be visibly worn when at LHSC. Customer Support (University Hospital and Victoria Hospital) can provide you with a plastic sleeve, in which a student identification card may be placed and can be attached to a lanyard. If your school does not provide photo identification such as a student card, collaborate with your LHSC Student Placement Supervisor or School Clinical Instructor who will contact LHSC Customer Support to make arrangements.
5. You may be required to **wear** a uniform, lab coat or some other safety item/device (for example work boots, goggles, hair net). In most instances, it is your responsibility to provide and clean your apparel; however if you are placed in special units where uniforms and/or safety items or devices are provided to staff, this privilege is extended to you. Please ask your LHSC Student Placement Supervisor or School Clinical Instructor if you have any questions.

C. During Placement

1. As outlined in the online orientation and covered in your specialized orientation, LHSC's **policies and procedures** are accessible to students in each department and patient care and research area. You are expected to follow LHSC's rules and regulations at all times.

STUDENT REQUIREMENTS

2. If you are granted **access** to any corporate applications or databases that hold patient information, you will be held accountable for all work done under your password and user ID. Do not disclose your password and user ID to anyone or use your user ID and password to give access to any other person. Only access the information that is required for you to perform your duties; you may not access your own health record, or that of your family or friends (you may only access your own health record by contacting Health Record Services). Audits are completed by the Privacy office to ensure compliance with appropriate access policies.
3. LHSC is committed to ensuring a work environment that is free from **harassment and discrimination**. Any comments, claims or incidents will be investigated according to hospital policy.
4. Emergency **health care** is available through Occupational Health and Safety Services if you become ill or injured while on LHSC premises. All incidents and/or injuries will be reported to your LHSC Student Placement Supervisor or School Clinical Instructor, who follow the required procedures as per hospital policy. Any student who has a known or probable workplace exposure to an infectious disease (ie. blood or body fluids of a patient, measles, pertussis, meningitis etc.) should follow the established OHSS protocols for follow up.
5. Contact OHSS for clearance to return to your placement if you have been off due to an **infectious illness** or you have been in contact with someone with an **infectious disease** and you have concerns about your ability to be on placement.

D. General Information:

1. Library services are available to students. For on-line **resources** and subject **librarian** information, please visit: <http://www.lhsc.on.ca/priv/library/> from an LHSC-networked computer.
2. A **parking** card can be purchased by students whose placements last for an extended period. This service is provided at the same rates as for employees. Arrangements can be made through the Parking Office. Please note that an initial deposit is required and refunded when the parking card is returned at the completion of your placement.

Parking Office- **University Hospital**
 West Parking Garage
 (Visitor Parking- building beside the hospital),
 Main Level
 Ext. 32446
 Hours: *Mon-Sun, 24hrs/day*

Parking Office- **Victoria Hospital**
 PG – L105A, Parkade
 (Building closest to the London Regional Cancer Centre)
 Ext. 53078
 Hours: *Mon-Fri, 7:30am - 5pm*

3. **Lockers or space** for storing personal items is available, as space permits. It is advisable that valuables or large sums of money not be brought to the workplace. If this is unavoidable, please ensure they are secured in a safe place. LHSC does not accept responsibility for the loss of personal items. For locker arrangements, ask your LHSC Student Placement Supervisor or School Clinical Instructor to contact Customer Support.

Customer Support- **University Hospital**
 Basement
 Room: CLL-102.
 Turn right off public elevators
 Hours: *Mon-Fri, 7am-4pm*

Customer Support- **Victoria Hospital**
 Westminster Tower (Zone E)
 1st floor
 Room: E1-500
 Hours: *Mon-Fri, 7am-4pm*

4. Questions regarding the LHSC Student Requirements can be directed to your LHSC Student Placement Supervisor or Student Affairs at Student_Affairs@lhsc.on.ca .

STUDENT REQUIREMENTS

**Appendix 1
Health Requirements for Student Placement**

Please collaborate with your school to fulfill the various requirements outlined below. LHSC Sponsored Students and Dietetic Interns, please liaise directly with your LHSC Student Placement Supervisor.

Prior to the commencement of the placement, it is the student's responsibility to obtain immunizations/blood work and TB tests and/or documentation as required.

TUBERCULOSIS SURVEILLANCE

You must have documentation of at least 1 previously negative 2-step TB skin test. Prior to placement, if one of the tests has not been completed within the past 12 months, you require an additional single TB test. If you have documentation of a single negative TB skin test within the past 12 months, then you should receive an additional single TB test. If you have never been tested, or do not have documentation of a previously negative 2-step, then a 2-step TB test will be given.

For positive TB test reactors, a chest x-ray, current within the last 12 months is required and a copy of the x-ray report is required. Anyone with a confirmed positive TB test and who has not received counselling or advice concerning prophylactic treatment, should be referred for an expert consultation by their treating practitioner. In addition, those who have received counselling or advice concerning prophylactic treatment should provide a copy of their consult note.

If a student has a TB contact while at LHSC or St. Joseph's, surveillance by LHSC or St. Joseph's will include TB skin testing at time of exposure and 3 months thereafter.

IMMUNIZATION STATUS: Vaccination Requirements. You will need proof of being vaccinated or if applicable, proof of blood work titres to confirm your immune status.

- 1. Red Measles: You require 2 doses** of measles containing vaccine with the first dose being given on or after your 1st birthday and the second dose given at least 4 weeks from the first dose **OR** laboratory evidence of immunity.
- 2. Rubella: You require 1 dose of rubella containing vaccine**, given on or after your 1st birthday **OR** laboratory evidence of immunity.
- 3. Mumps: You require 2 doses of mumps containing vaccine** with the dose being given on or after your 1st birthday and the second dose given at least 4 weeks from the first dose **OR** laboratory evidence of immunity.
- 4. Varicella (Chickenpox):** Require proof (i.e. physician's certificate or vaccination record) of being vaccinated with Varicella vaccine (1 dose if received between ages of 12 months and 12 years; 2 doses at least 28 days apart if received at 13 years or older) **OR** proof of blood work which confirms the individual is protected (immune) **OR** history of having been sick with (infected with) chickenpox (parents or caregiver may remember).

STUDENT REQUIREMENTS

**Appendix 1 cont'd
Health Requirements for Student Placement**

5. **Tetanus/Diphtheria:** Recommended every ten (10) years. If it is more than ten (10) years since your last booster, it is recommended you be vaccinated. If you have not yet received a 1 time adult or adolescent dose of Tetanus/Diphtheria/Pertussis, you should receive this instead of the Tetanus/Diphtheria. (see below for further information).
6. **Tetanus/Diphtheria/Pertussis (Tdap):** You **require** a one time dose of Tetanus/Diphtheria and Acellular Pertussis booster.
7. **Hepatitis B:** It is **strongly recommended** that all health care workers receive a course of Hepatitis B vaccine. **For your protection, it is important to obtain a Hepatitis B antibody titre following immunization** to ensure that you are adequately protected. If you have been vaccinated then you must provide laboratory report of your antiHbs level. This is in case you are exposed to blood or body fluids. We need this Information in order to understand the appropriate course of action to take in managing your exposure.
8. **Influenza:** Between October 1 and March 31, all students **are required to be vaccinated with regular flu vaccine in order to be considered fit to be on placement.** In addition, if or when pandemic flu conditions exist, students must receive both regular and pandemic flu vaccine when it is available. If the vaccine(s) is/are available, students must be vaccinated prior to their placement commencing. If the vaccine(s) become(s) available during the time they are on placement, students can receive vaccines at one of the clinics offered at LHSC. Those students who have a medical contraindication to receiving the vaccine shall notify their School Placement Coordinator, School Clinical Instructor, or other School contact (as applicable) in order to determine your fitness to be on placement and to address any accommodation issues. LHSC Sponsored Students and Dietetic Interns should liaise directly with your LHSC Student Placement Supervisor.

Occupational Health & Safety will offer vaccines to students **on site for placement at the time the vaccine is made available**, and will be offered according to the vaccination schedule for employees in the applicable area. Students who are not yet on site at the time the vaccine is made available should be going to the public clinics or their own care provider before their placement commences and not waiting until they are on placement.

9. **Meningitis Vaccine:** If you are a Medical Laboratory Sciences/Technology (MLT) student doing a placement in Microbiology you should receive the Meningitis Conjugate Vaccine that protects you from sub-types A, C, Y and W135.

N95 FIT TESTING

Students must be respirator mask fit tested prior to clinical placement and then bring with them documentation of the N95 Respirator on which they have obtained a fit. Acceptable N95 Respirators for testing are: 3M 1860S, 3M 8210, 3M1870. The fit testing must be within two years of the date of the clinical placement period.

Occupational Health & Safety Services Questions and Answers about Health Requirements

1. **Q – Where can I go to obtain documentation (proof) of my previous immunization, Tb testing & serology?**
A - Family doctor, medical school records, student health services, public health unit where you attended school.

Health documentation (proof) may include:

- vaccination records from yellow immunization cards;
- notes from physician's offices;

STUDENT REQUIREMENTS

Appendix 1 cont'd
Health Requirements for Student Placement

- immigration records;
- Public Health Unit Records;
- electronic immunization records (provided they are signed off by a physician or nurse);
- laboratory testing (titres)
- Student Health Records

2. **Q – Should I complete all my health requirements prior to the commencement of my placement?**

A – Yes.

3. **Q- Where do I submit my health requirement information?**

- A-**
- a) Student Placement- work with your School to ensure that you have fulfilled the health requirements.
 - b) LHSC Sponsored Student - submit Health Screen for Sponsored Students in a SEALED ENVELOPE with your name on it, to your LHSC Student Placement Supervisor.
 - c) Dietetic Interns- submit Health Screen for Sponsored Students to LHSC Occupational Health and Safety Services at the site of your placement.

4. **Q – Where can I get my immunization updated and/or TB skin testing done ahead of time, or before my start date?**

A – Family doctor, student health services, public health unit

5. **Q – Where do I go if I require help in completing my health screen requirements?**

A – Family doctor, student health services, public health unit

6. **Q – What is N95 Fit Testing?**

A – Anyone with a requirement to wear an N95 respirator, due to their job duties, must complete a Fit Test prior to wearing/using the N95 respirator as mandated by the Ministry of Health and Long Term Care. All non-medical students on-site for placements at LHSC must complete N95 fit testing. The following is a list of the respirators that are currently in use by LHSC:

- 3M model 1870/9210
- 3M model 1860
- 3M model 1860S

7. **Q- Why is it strongly recommended that I complete a Hepatitis B Vaccine Series?**

A- Hepatitis B is a viral infection. It can be spread by unprotected contact (not wearing appropriate gloves, masks, eye protection) with an infected person's blood and or body fluids.

STUDENT REQUIREMENTS

Appendix 1 cont'd
Health Requirements for Student Placement**8. Q- Why is it important that once I complete a Hepatitis B series that I have my antibody levels (Anti-HBs) levels checked?**

A- In order to ensure you are protection (immune), you should have your antibody level assessed (antiHBs) by having a blood test done. If you have never had your anti-HBs levels tested and are exposed to a patient who is considered infectious (infected with Hepatitis B), or the source (where the blood or body fluid came from) is unknown, it may be recommended that you receive a prophylactic treatment of HBIG (Hepatitis B Immune Globulin). HBIG is a series of injections. The amount and timing of injections is dependent on various factors like body weight and the number of Hepatitis B vaccine doses previously received and whether or not the individual is considered a non seroconverter. HBIG contains antibodies to protect against Hepatitis B infection.

In addition:

A- In some rare cases individuals who complete the recommended series of Hepatitis B vaccine do not acquire a high enough or protective antiHBs level. They are referred to as a nonseroconverter. If they become exposed to the blood and body fluid of an infected patient, it could be recommended they receive HBIG in order to protect them from infection. Therefore, it is important that you be aware and informed about your Hepatitis B immune status, so that if you are a non seroconverter, you know to seek timely medical attention if you are exposed to blood or body fluids.

9. Q- Do the Measles, Mumps, and Rubella vaccines have to be given as a combination vaccine, or can you receive individual doses?

A- Although the requirements are listed separately, it is important to remember that to meet the requirements for Measles, Mumps, and Rubella, there must be documentation to support the administration of 2 doses (at appropriate time intervals) of MMR vaccine. Some individuals may have received individual doses or red measles or rubella vaccine depending on where and when they were born. It does not matter if it was individual vaccines or a combination vaccine as long as they add up to the correct amount of doses that are needed in order to meet the requirements.

STUDENT REQUIREMENTS
**Appendix 2
Criminal Screening**

Criminal screening is required in order to participate in an LHSC non-medical student placement, and must have been completed no more than 12 months prior to the start date of placement. Students must retain valid criminal screening for the duration of the placement and renew annually, as applicable. Any costs associated with meeting this requirement are the responsibility of the Student.

If a police records check & vulnerable sector screening is 'not clear' (ie. information is on file and/or a criminal record exists), LHSC Student Affairs must be notified. The documentation will be reviewed by LHSC Security Services and Risk Management, and may be subject to adjudication by the Ontario Education Services Corporation (OESC). LHSC may, in its sole discretion, choose to disallow any student from participating in a practicum placement based on the results of the criminal screening. Contact Students Affairs with any questions.

Methods of obtaining criminal screening documentation:

Under 18 Years of Age:	
Police Records Check & Vulnerable Position Screening - Local Police Station <ul style="list-style-type: none"> • Could take 8-12 weeks to obtain • Obtained at the local police station where you currently live (ie. your mailing address) <i>*You will be asked where you have lived for the past 5 years</i> • Copy sent to Student Affairs by LHSC Student Placement Supervisor or School Placement Coordinator, as applicable • If needed, will be reviewed by LHSC Security Services and Risk Management 	
Over 18 Years of Age:	
Born on or after January 14, 1986 OR Have obtained OESC ID in last 3 years	Born on or before January 13, 1986 and/or have NOT received an OESC ID in the past 3 years
Criminal Record Check & Vulnerable Sector Screening - Ontario Education Services Corporation (OESC) <ul style="list-style-type: none"> • Usually sent within approximately 10 business days from the date OESC receives required documentation • Go to http://www.oesc-cseo.org/English/checks.html and review the information carefully • Contact OESC to confirm processing time or for more information about the ID card • Your OESC ID card is your criminal screening documentation <p><i>Note: If you have a recent Police Records Check & Vulnerable Position Screening that has already been completed by a Local Police Station, you can use that document.</i></p>	Police Records Check & Vulnerable Position Screening - Local Police Station <ul style="list-style-type: none"> • Could take 8-12 weeks to obtain • Obtained at the local police station where you currently live (ie. your mailing address) <i>*You will be asked where you have lived for the past 5 years</i> • Copy sent to Student Affairs by LHSC Student Placement Supervisor or School Placement Coordinator, as applicable • If needed, will be reviewed by LHSC Security Services and Risk Management

If your Local Police Station asks for documentation showing that you are required to have a Police Records Check & Vulnerable Position Screening for student placement at London Health Sciences Centre, please use this document as proof, and complete the following:

Name: _____
 Placement Start Date: _____ Placement End Date: _____