

PREREQUISITES FOR NON-MEDICAL STUDENT PLACEMENT

In this document, 'LHSC Supervisor/Preceptor' refers to your LHSC contact regarding placement arrangements. For Nursing clinical groups, the contact is the School Clinical Instructor.

| PREREQUISITES- STUDENT PLACEMENT | | |
|---|---|--|
| | Requirement | Details |
| <input type="checkbox"/> | LHSC Online Orientation & Registration | <p>Completed <u>at least 3 weeks prior</u> to placement start date.</p> <p>Available at: http://www.lhsc.on.ca/About_Us/Student_Affairs/OrientationTraining.htm</p> <p>This is your corporate orientation; department specific orientation will be conducted by your placement area.</p> |
| <input type="checkbox"/> | Criminal Screening | <p>Submitted <u>at least 2 weeks prior</u> to placement start date AFTER completing the Online Orientation & Registration.</p> <p>See Appendix 1 for details.</p> <p>LHSC Employees Only- <i>If you are a current LHSC employee, you do not have to submit criminal screening documentation; however, you must notify Student Affairs of your LHSC employee status and fulfill all other prerequisites for your student role.</i></p> |
| <input type="checkbox"/> | Health Requirements | <p>The School confirms completion of the health requirements by sending an email to the LHSC Student Placement Supervisor. See Appendix 2 for details.</p> |
| <input type="checkbox"/> | Workplace Injury Insurance | <p>The School coordinates this coverage. Please send proof of insurance to sherri.cheadle@lhsc.on.ca</p> |
| <p>NOTE: If any prerequisites expire during the course of your placement, you are responsible for updating them and responsible for any associated costs with doing so. Updated documentation must be submitted prior to the expiry date.</p> | | |

PREREQUISITES FOR NON-MEDICAL STUDENT PLACEMENT

LHSC STUDENT IDENTIFICATION CARD

All non-medical students coming on-site to LHSC must obtain an LHSC Student Identification Card from LHSC Customer Support.

Once you have been cleared for all of the prerequisites, Student Affairs will send you an authorization letter for obtaining the Student ID card from GO2HR. The authorization letter will be sent to the email address that you provide when completing the registration form in the Online Orientation & Registration. You must show the authorization letter along with photo identification.

The LHSC Student ID card will be worn with your school identification (if available).

Upon completion of your LHSC placement, your student ID must be returned to Student Affairs. Please use the drop box outside room B3-252 (UH)

Failure to return your ID to Student Affairs may result in an incomplete placement.

At University Hospital

ID Badges – CLL-102
Monday, Wednesday, Friday – 0800-1630
Tuesday, Thursday – 0800-2000
Saturday – 0800-1600

At Victoria Hospital

ID Badges – C3-300
Monday, Friday – 0800-1630
Tuesday, Wednesday, Thursday – 0800-2000
Saturday – 0800-1600



PREREQUISITES FOR NON-MEDICAL STUDENT PLACEMENT

Appendix 1

You must be able to show a current (ie. less than 12 months old) criminal screening document in order to begin placement. If the document expires (ie. goes past 12 months old) during placement, you must update the criminal screening document and re-submit. Any cost associated with meeting or updating this requirement is the responsibility of the student.

PLEASE NOTE: Students 18 and Under – The Offence Declaration Waiver must be signed by the student and presented to Student Affairs, along with a piece of government issued photo ID, at least 2 weeks prior to their placement start date. *Please see page 7.*

| Document Required for Students <u>Over 18 Years</u> of Age: | |
|---|---|
| Police Information Check (Police Record Check) | |
| How to obtain: | From your local Police Service* |
| When to submit to LHSC: | After you complete the LHSC Online Orientation & Registration and at least two weeks prior to your placement start date. |
| What to submit to LHSC: | Original copies of police record checks must be seen by Student Affairs. Bring the original document and a copy of the document to Student Affairs during the specified office hours below. Student Affairs will retain the copy. You must bring the original document and a copy of the document in order for your criminal screening documentation to be reviewed by Student Affairs. |
| How to submit to LHSC: | Bring the original document and a copy of the document to the office of Student Affairs during the office hours listed below. There is a drop-box available for those unable to make it during office hours. The original must be left in the drop-box for verification purposes and arrangements can be made to pick it up at a later date. Office Hours: Monday, Tuesday, Wednesday 9 am – 11 am, Location: 750 Baseline Rd, Unit 201, London, ON N6C 2R5 |

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.

PREREQUISITES FOR NON-MEDICAL STUDENT PLACEMENT

Appendix 2

In order to comply with health requirements as set out in the Public Hospitals Act, other applicable law, or LHSC policies, **prior to coming on-site to LHSC:**

- **The student must obtain immunizations/blood work, TB tests and documentation as required (any costs incurred are the responsibility of the student);**
- **The school/educational institution must ensure that the requirements are fulfilled and that health and immunization information is provided to LHSC if requested.**

Students who are diagnosed with a medical condition (before or during placement) that could pose a risk to themselves or others (i.e. injury that requires the use of an assistive device, an allergy, immune-compromised 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.

REQUIREMENTS:

A) TUBERCULOSIS SURVEILLANCE

You must have documentation of a previous negative 2-step TB skin test.

- 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 is needed.

For positive TB test reactors, a chest x-ray completed within the last 12 months 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. 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.

B) IMMUNIZATION STATUS- VACCINATION REQUIREMENTS:

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

See OHA guidelines for more information on requirements for immunizations listed below.

<http://www.oha.com/Services/HealthSafety/Pages/CommunicableDiseasesSurveillanceProtocols.aspx>

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.

PREREQUISITES FOR NON-MEDICAL STUDENT PLACEMENT

Influenza

Between October 1 and March 31, all students are required to be vaccinated with the recommended influenza vaccine in order to be considered fit to be on placement.

If the vaccine is available prior to placement:

Students must be vaccinated prior to the placement. The vaccine must be received at least 14 days prior to the placement commencing (it generally takes 14 days from the date a person is vaccinated for the person to become protected). Students will obtain the vaccine via public clinics or their own care provider.

If the vaccine is not available prior to placement:

Students will receive the vaccine as soon as possible when it does become available (and no later than 3 weeks from the date of release) and students can receive vaccines at one of the LHSC clinics. LHSC Occupational Health & Safety Services 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.

Any student with a bona fide medical contraindication to receiving the vaccine shall notify his/her School Placement Coordinator, School Clinical Instructor, or other School contact (as applicable) prior to commencing placement so that any accommodation issues can be addressed.

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.

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.

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

Rubella

You require 1 dose of rubella containing vaccine, given on or after your 1st birthday OR laboratory evidence of immunity.

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).

Tetanus/ Diphtheria/Pertussis (Tdap)

You require a onetime dose of Tetanus/Diphtheria and Acellular Pertussis booster.

Varicella (Chickenpox)

You require proof (i.e. physician's certificate or vaccination record) of being vaccinated with Varicella vaccine 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).

PREREQUISITES FOR NON-MEDICAL STUDENT PLACEMENT

C) N95 FIT TESTING

Respirator mask fit testing is completed prior to clinical placement. Bring documentation to placement of the N95 Respirator on which you have obtained a fit.

Acceptable N95 Respirators for testing are: **3M 1860S, 3M 8210, 3M1870+/9210.**
The fit testing must be **within two years** of the date of the clinical placement period.

Exceptions:

1. **International Students** can access LHSC's Fit Testing Services and can arrange fit testing by contacting LHSC Occupational Health and Safety Services at 519-685-8500 extension 77707.

2. **High School Co-op Students** are exempt from N95 fit testing. The student and his/her LHSC Student Placement Supervisor must sign the High School Co-op N95 Exemption Form (see page 8).

PREREQUISITES FOR NON-MEDICAL STUDENT PLACEMENT

London Health Sciences Centre Student Affairs Offense Declaration Waiver

As of November 1, 2018, in accordance with *Ontario's Police Records Checks Reform Act* and the *Youth Criminal Justice Act*, LHSC will no longer be entitled to use police checks as a screening tool when considering applicants who are under the age of 18 and applying for student placements. As such, LHSC is requesting voluntary disclosure of any information of a conviction under the *Youth Criminal Justice Act* or *Criminal Code of Canada*.

I, _____ (Full Legal Name) certify the following:

I have **not** been convicted of an offense under the *Youth Criminal Justice Act* or *Criminal Code of Canada*.

I acknowledge that making a false statement will be grounds for termination of my placement at London Health Sciences Centre.

Student (Full Name): _____

Student (Signature): _____

Date: _____

Form received and photo ID reviewed by:

LHSC Staff (Full Name): _____

LHSC Staff (Signature): _____

Date: _____

The completed form and a piece of the student's photo identification (passport, driver's license, student card) must be brought to Student Affairs (750 Baseline Road, Suite 201) during office hours (Mon-Fri from 9-3) for review in order to be cleared for placement. Parking is available behind the building.

PREREQUISITES FOR NON-MEDICAL STUDENT PLACEMENT

High School Co-op N95 Fit-testing Exemption Form

High School Co-op Student:

I, as the High School Co-op Student, am aware that I am not N95 fit-tested and as a result should not be placed in any situation where N95 fit-testing is, or may be needed.

PRINT NAME

SIGNATURE

DATE (YYYY/MM/DD)

LHSC Student Placement Supervisor:

I, as the LHSC Student Placement Supervisor, am aware that the High School Co-op Student is not N95 fit-tested and as a result I will ensure that the High School Co-op Student is not placed in any situation where N95 fit-testing is, or may be needed.

PRINT NAME

SIGNATURE

DATE (YYYY/MM/DD)

Note: A copy of the signed High School Co-op N95 Fit-testing Exemption Form is kept on file at the school, in the student's co-op placement record, and the LHSC Student Placement Supervisor also keeps a copy.