

# PN Program

(North Bay Campus)

## PN1 January Intake Students

Annual Required Documentation for

Clinical Placement

KEEP YOUR ORIGINALS!

### March 1<sup>st</sup>, 2018

- Campus Health Centre - Communicable Disease Screening Form

### April 30<sup>th</sup>, 2018

- CPR - Level "C" or "HCP"
- Mask Fit
- Campus Health Clearance Card
- North Bay Regional Health Centre (NBRHC) Confidentiality Form (x2)
- North Bay Regional Health Centre (NBRHC) Emergency Contact Form (x2)
- School of Health, Human Care & Wellness Contact Information Form
- Bill 18: "Worker Health and Safety Awareness in 4 Steps" Certificate
  - <http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>
- WHMIS Certificate
  - [http://aixsafety.com/wp-content/uploads/articulate\\_uploads/WHMIS-2015-AIX-Safety5/story\\_html5.html](http://aixsafety.com/wp-content/uploads/articulate_uploads/WHMIS-2015-AIX-Safety5/story_html5.html)

### June 1<sup>st</sup>, 2018

- Police Vulnerable Sector Check (PVSC)

### December 1<sup>st</sup>, 2018

- Proof of Influenza Vaccination

**\*\* Proof of flu vaccination is mandatory and required once  
the vaccination becomes available\*\***

# **How to Submit Clinical Placement Documentation**

**1.0** The following documents **must** be submitted to the **Clinical Coordinator** of the School of Health, Human Care and Wellness by the assigned deadlines via one of the following avenues:

**1.1 In person or by mail:** Place hardcopies in an envelope to drop off in person to office C222f or send by mail. Print **your name, student number, program of study and the semester** you are entering on the front and address it to the following:

**Attn: Caitlin Pawlett**  
**Clinical Coordinator**  
**100 College Drive P.O Box 5001**  
**North Bay, ON**  
**P1B 8K9**  
**Room C222f**

**1.2 Email:** Scan and email all documents including **your name, student number, program of study and the semester** you are entering in the body of the email to:

[Caitlin.Pawlett@canadorecollege.ca](mailto:Caitlin.Pawlett@canadorecollege.ca)

**1.3 Documents to Submit to Clinical Coordinator:**

1. Valid CPR – Level “C” or “HCP”
2. Mask Fit
3. Campus Health Clearance Card
4. North Bay Regional Health Center (NBRHC) Confidentiality Form (2 copies)
5. North Bay Regional Health Center (NBRHC) Emergency Contact Form (2 copies)
6. School of Health, Human Care and Wellness Contact Information Form
7. Bill 18: “Worker Health and Safety Awareness in 4 Steps” Certificate
8. WHIMIS Certificate
9. Police Vulnerable Sector Check (PVSC)

**2.0** **Only** The “**Campus Health Center Communicable Disease Screening form**” will be faxed independently of other documents directly to the Campus Health Center via:

**2.1** Campus Health Centre Fax: **705-495-7909**

**2.2** In person at the Campus Health Centre office **B205**

**N.B. DO NOT submit Originals – only submit photocopies of documents, Originals must be retained by student.**

# Completing Clinical Placement Documents

## **Campus Health Centre Communicable Disease Screening Form**

The form can be found at <https://www.canadorecollege.ca/experience/wellness/health-centre> or from the School of Health, Human Care & Wellness Practical Nursing web page <https://www.canadorecollege.ca/programs/practical-nursing> under "What You Need" at the end of the "Required Forms" document link. **This form should be filled out in full by your family physician prior to beginning the semester.** You may also be required to obtain your immunization record from your local Health Unit. The completed form **must be returned to Campus Health Centre via fax (705-495-7909).** If you have any questions regarding immunization requirements or the form, please contact the Campus Health Centre at 705-474-7600 ext. 5261. Make an appointment at the Campus Health Centre in January to review your immunizations and obtain a Clearance Card prior to the deadline of April 30<sup>th</sup>, 2018.

## **CPR – Level "C" or "HCP"**

It is the responsibility of the student to obtain a valid CPR Level "C" or "HCP" certificate to be cleared for clinical placement. The cost of this certification is the responsibility of the student. Failure to present a certificate will result in denial of access to practicum placement. The School of Health, Human Care and Wellness **does not** accept online certification for CPR, as the training session must have a hands on component delivered by an approved health care training agency. Recertification of CPR is required on an **annual basis**. CPR certificates are only considered valid by the School of Health, Human Care and Wellness for one year from the date of issue, regardless of the expiry date provided on the card. **Valid CPR certificates must have an issue date after April 1<sup>st</sup>, 2018.**

## **N95 Mask Fit**

Failure to present a valid mask fit card/certificate will result in denial of access to practicum placement. Mask Fit testing is valid for **two years** from the date of issue. An exception to this rule is if you have experienced a significant change in weight (loss or gain) at which point you should recertify. The School of Health, Human Care and Wellness will arrange mask fit testing sessions on campus in September and April annually.

## **North Bay Regional Health Centre (NBRHC) Emergency Contact Form**

Available from the School of Health, Human Care and Wellness Practical Nursing web page under "What You Need" in the "Required Forms" document link. Please print and submit **two copies** to the Clinical Coordinator.

<https://www.canadorecollege.ca/programs/practical-nursing>

## **North Bay Regional Health Centre (NBRHC) Confidentiality Form**

Available from the School of Health, Human Care and Wellness Practical Nursing web page under "What You Need" in the "Required Forms" document link. Please print and submit **two copies** to the Clinical Coordinator.

<https://www.canadorecollege.ca/programs/practical-nursing>

### **School of Health, Human Care and Wellness Form**

Available from the School of Health, Human Care and Wellness Practical Nursing web page under "What You Need" in the "Required Forms" document link.

<https://www.canadorecollege.ca/programs/practical-nursing>

### **Police Vulnerable Sector Check (PVSC)**

Your local police authority may require a representative of the School of Health, Human Care and Wellness to complete a "Consent to Disclosure of Personal Information" form or letter. This is included in your welcome package. Your PVSC must have an issue date no earlier than April 15<sup>th</sup>, 2018. Any PVSC dated prior to April 15<sup>th</sup> will not be accepted. PVSC are only considered valid by the School of Health, Human Care and Wellness for one year from the date of issue. Students applying for a PVSC through the Toronto Police Service will require a "Toronto Police – Consent to Disclosure of Personal Information" form signed by the Clinical Coordinator of the School of Health, Human Care and Wellness. Please contact our office (705-474-7600 ext.5877) to obtain this form and further instructions.

### **Bill 18: "Worker Health and Safety Awareness in 4 Steps"**

You must complete the "Worker Health and Safety Awareness in 4 Steps" training module available on the Ontario Ministry of Labour website found at this link:

<http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>

This training must be completed annually as per the Ontario Ministry of Labour legislation. Please print **two copies** of your certificate upon completion (one copy for your records, one to submit to the Clinical Coordinator).

### **WHMIS**

You must complete the online WHMIS Module annually. The module can be found at:

[http://aixsafety.com/wp-content/uploads/articulate\\_uploads/WHMIS-2015-AIX-Safety5/story\\_html5.html](http://aixsafety.com/wp-content/uploads/articulate_uploads/WHMIS-2015-AIX-Safety5/story_html5.html)

Upon completion print **two copies** (one for your record and one to submit to the Clinical Coordinator).

### **Proof of Flu Vaccination**

Proof of influenza vaccination is mandatory and also required once the vaccination becomes available (usually in October 2018).