

PN Program

(North Bay Campus)

PN1 September Intake Students

Required Documentation for

Clinical Placement

August 1st 2018

- Campus Health Centre—Only Communicable Disease Screening Form faxed to Campus Health Centre
- CPR - Level “C” or “HCP”
- 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

- Police Vulnerable Sector Check (PVSC)

September 30th 2018

- Mask Fit
- Campus Health Clearance Card

December 1st 2018

- Proof of Influenza Vaccination

**** Proof of flu vaccination is mandatory and also 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: Place hardcopies (photocopies) in an envelope to drop off in person to office C222f. Print **your name, student number, program of study and the semester** you are entering on the front and address it to the following:

**Attn: Lisa Snider
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:

Lisa.Snider@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" 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) or in person to room B205 by August 1, 2018.** 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 September to review your immunizations and obtain a Clearance Card prior to the deadline of September 30th, 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 1st 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 1st, 2018. Any PVSC dated prior to April 1st 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

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).



PN Student Contact Information Sheet/Consent for Release of Information

Placements for the Practical Nursing Program are coordinated by Canadore College School of Health, Human Care & Wellness. By signing this document, you authorize Canadore College to share required personal information with our affiliate partner organizations for the sole purpose of arranging academic placements in order to meet the curriculum requirements of the Practical Nursing Program. This release will be in effect until the completion of, or withdrawal from, this program.

Signature: _____ **Date:** _____

Name: _____

Phone Number(s): _____

Email Address: _____
(Please provide email you check most often)

Address while Attending School: _____

Home Address: _____

Communicable Disease Screening 2018/2019

Welcome new students!

Having the attached form completed and sent in before August 1st 2018. Please include all copies of blood test results and immunization records. The Campus Health Centre will review your records annually and give you a card for your placement when complete. There is \$35.00 administrative fee payable when you pick up your card. If you have any questions

we can be reached at
705-474-7600 ext. 5261

Please fax forms to:

1-705-495-7909

Or mail them to:

Attention: Campus Health Centre
Canadore College/Nipissing University
100 College Drive
North Bay ON
P1B 8K9

Immunization records are normally available from your local Public Health Unit. All documentation should be signed by a licensed health care professional. If you are missing any immunizations or need TB testing you can have it completed at the Campus Health Centre.

Program Requirements for Tuberculosis Testing

Most students who will attend academic placement outside the college are required to have at least one documented two step TB test prior to clinical placement. TB testing is valid for one year following a negative test result.

Tuberculosis screening is required annually however annual TB testing is no longer necessary. Students can either complete a health questionnaire at the Campus Health Centre **or** provide proof of a negative TB test yearly. TB testing is free of charge when required for program placement.