Your choice of career path requires you to meet specific health and safety standards as outlined by Ontario law. The Ontario government and the organizations offering you a practice placement have mandated specific medical and non-medical requirements that must be met by you, before you can begin your practice placement. These measures are there to protect you, your co-workers and those that you will serve in your placement. The Arthur Labatt Family School of Nursing is committed to meeting standards of practice in nursing by ensuring that students attain and maintain required certifications and meet recommended immunization standards.

What’s the rush?
This is a time consuming task, particularly for “entering” students. You should start the process of completing your requirements 3 - 4 months prior to the due date noted for your year/level.

How does this affect me?
If you don’t complete your requirements, you will not be permitted to begin your placement. If you don’t attend your placement (or complete enough hours), you will not progress in the program.
Failure to adhere to the requirement deadline will result in a hold on your academic record and an administrative fine.

Have questions?
We understand that you may have questions throughout the placement requirement process. To help you, we’ve collected some commonly asked questions:

Q. I’m new student. How do I find out what pre-placement requirements I need to complete?
Students entering Year 1 of the Collaborative program at Western do not need to submit any pre-placement requirements. First year students will receive information about pre-placement requirements towards the end of their first year, in preparation for their Year 2 placements.
Students entering Level 1 of the Compressed Time Frame program or students entering the PHCNP program will receive requirement information from the Pre-Placement Specialist via email, in July, prior to their September start. This information is also available under Resources on the Placement Information site in Owl.

Q. I’m a returning student. How do I find out what the School requirement deadline is?
The Pre-Placement Requirement Information document, deadlines, and relevant information will be emailed to all returning/continuing students in February/March, just before the final exam period, in preparation for the upcoming fall/winter terms. Students may also find this document and deadlines on the Placement Information site in Owl. If you have questions, you can contact the Academic Counsellor & Pre-Placement Specialist, Michelle Wagler.

Q. What are my responsibilities?
You must complete the following:
- Thoroughly review the Pre-Placement Requirement Information document.
- Plan ahead! Complete all requirements in time for your Student Health Services appointment, and prior to the deadline.
- Book your appointment well in advance of the deadline.
- Attend your scheduled appointment with your checklist fully completed and copies of all documentation. (Note: Student Health Services will not copy your documents).
- Keep all of your original documents in a safe place as your placement site may request to see them.
- Ensure your requirements are valid throughout the duration of your placement(s).

Q. Do I need to make an appointment with my health care professional?
You need to obtain documentation of all previous vaccinations and bloodwork, so you may need to book an appointment with your health care provider. If you are
missing documentation and/or are not sure of your immunity status, Student Health Services can administer vaccinations and order appropriate bloodwork for you. If you need bloodwork completed, you can make an appointment with Student Health Services to receive a requisition form. This should be done in advance of your clearance appointment.

Q. How many health care appointments will I need?
Most students only need one appointment if all immunizations are current. Some students will need multiple appointments to ensure all requirements are completed.

Q. What do I say to my health care professional and what do I need to bring?
Tell them that you need to ensure you have proof of immunity (proof of vaccinations or bloodwork) to the requirements listed on the Student Checklist (last page of the Pre-Placement Requirement document. You should bring the following to your appointment:

- Student Checklist
- any proof of immunization (yellow card) and/or health unit form(s) that provide a record of your immunization history;
- past blood lab results if completed by a different health professional;
- payment method.

Q. What do I say to my health professional if he/she says that I really don’t need something noted on the checklist?
You must provide proof of immunity to everything listed on your Student Checklist to be eligible for placement. If you need proof of blood lab results, make sure that you obtain a copy of the report.

Q. Can I ask my local health unit to draw blood titres?
No. The Health Unit will not draw blood titres. They will, however, provide boosters, vaccinations, screenings, and will give you an immunization card that you can take to your health care professional and/or your clearance appointment. You can also have blood titres done (in a separate visit) to the Information Nurse at Student Health Services. There is no charge for this SHS visit.

Q. Who do I submit my pre-placement requirements to?
Students are to bring their original and a copy of all supporting documentation to their clearance appointment at Student Health Services. Appointments are booked by phone at 519-661-3030. Student Health Services acts as the School’s agent in clearing students on their School pre-placement requirements. You will only be cleared on what you have completed and must make a follow-up appointment (for an additional fee) to submit any outstanding requirements or documentation. Your clearance status is maintained in Student Health Service’s database which the Pre-Placement Specialist can reference. All information is kept confidential.

Q. When do I need to submit all of my pre-placement requirement documentation?
The mandatory deadline is communicated to students via email and Owl. The deadline is not negotiable. Note: Demand for appointment times is highest the week leading up to a deadline. Students are encouraged to plan ahead and book appointments well in advance in order to make the deadline. Students also need to be flexible with their schedule when booking an appointment.

Q. What if I am out of the country or working full-time all summer?
School requirements and submission deadlines are communicated to students 3 - 5 months in advance of the deadline to give students adequate time to prepare and plan ahead. Completion and submission of School requirements is mandatory and the deadline is not negotiable. Students have the option of completing their clearance appointment in April before leaving for the summer.
The deadline is set to provide the School adequate time to verify and follow-up on students’ clearance status, and complete all other requirements. Practice sites may have of the School and students.

**Q. What if I don’t have all requirements completed before the deadline?**
Failure to adhere to the mandatory requirement deadline will result in a hold on your academic record, an administrative fee, and possible deregistration from the placement course resulting in loss of the academic term. Students will not be cleared for placement until all requirements are submitted.

**Q. Who pays for the costs associated with obtaining my School requirements?**
Students are responsible for all costs related to placement. Costs are dependent upon each student’s needs. Doctor’s notes, laboratory blood work reports, x-rays, and immunizations may or may not be free of charge.

**Q. How long will it take me to gather all of my placement requirements?**
It may take several weeks (or months) to obtain all of your requirements. Plan ahead! Start the criminal record check process well in advance of your clearance appointment. Register for and attend certification courses in advance of your deadline. Depending on your personal immunization status, it can take weeks or months to determine your level of immunity and complete all vaccination series. If you have proof of immunization or an immunization record (e.g. yellow card), take it with you to your medical appointment. If laboratory reports are required, or if immunizations are not complete, delays may occur.

**Q. One of the Entering Student requirements is a Hepatitis B screening which can take up to 6 months to complete. What if I can’t receive the full vaccination series before the due date noted on the form?**
You can still book and attend your Student Health Services appointment as long as you have started the 3-step immunization series, and have documentation indicating this. You must complete the series and submit your final paperwork to Student Health Services. You will be given a “conditional clearance” on this requirement if your series is in progress.

**Q. I’ve had a TB test done in the past and I know that I test positive. Do I need to have an annual TB skin test done?**
No. The reason you have a TB skin test done is to verify if you are positive or negative for TB. Once positive, always positive. If you test positive, you will need to have a chest x-ray done. For pre-placement clearance purposes, you’ll need to bring your positive skin test documentation and documentation of a chest x-ray, completed within the past 5 years. Note: Be advised that if a practice partner requests a more recent x-ray, you must comply.

**Q. How do I complete the criminal screening requirement?**
Students must obtain a police check with vulnerable sector screening (VSS) through their local police service. Most police services have information on their website re: police check and VSS process. Students may apply to the London Police Service if they can provide proof of a local London address. Otherwise, students will need to go to their home police station.

Please begin the criminal screening application process well ahead of time as this can be a time-consuming process.

Criminal screening is an annual School requirement, however some of our placement agencies request that students present a police check (VSS) no older than 1 month, 3 months or 6 months. Unfortunately, the School does not have any control over this request. The Pre-Placement Specialist, School of Nursing will notify you if you are placed with one of these agencies.
QUESTIONS • ANSWERS

About Pre-Placement Requirements for the Arthur Labatt Family School of Nursing

The police check (VSS) must be valid throughout the duration of all placements. If your police check (VSS) will expire during a placement, you must renew it prior to the expiry date and submit your new documentation to Student Health Services. There will be a fee for this additional appointment.

Q. I plan to apply for a police check with vulnerable sector screening (VSS), how can I obtain an Authorization Letter?
VSS Authorization Letters are available on the Placement Information site in OWL (under Resources > Requirement Forms & Documents). If your police station will only accept an original VSS Authorization Letter, please contact the Pre-Placement Specialist.

Determine well ahead of time what your local police service needs to fulfill your VSS application.

Q. My summer employer/volunteer agency requires a vulnerable sector screening (VSS), can I also use that VSS to fulfill my pre-placement requirement?
Yes, we aren’t fussy as to why you originally obtained your police check with VSS, as long as you have a valid one. If your employer/volunteer agency requires you to submit your original to them, be sure to either request 2 original copies from your police station or make an appointment to show it to Student Health Services prior to giving it to your employer/volunteer agency. You will not be cleared on our police check requirement without presenting an original copy at your appointment.

Q. Where should I go to obtain a Standard First Aid certification and CPR - Health Care Provider (HCP) certification?
First Aid courses and CPR courses are available on campus through the Student Emergency Response Team (SERT). Contact SERT directly to inquire about course availability and fees. You are also welcome to take courses off-campus at a variety of locations (e.g. your local Red Cross or Heart & Stroke Foundation, local post-secondary or municipal recreation department, etc.). You must ensure that you complete the CPR-HCP course. CPR-Level C courses and online CPR courses are not acceptable.
CPR-HCP is an annual requirement and must be valid throughout the duration of all placements. If your CPR-HCP will expire during a placement, you must renew it prior to the expiry date and submit your new documentation to Student Health Services. There will be a fee for this additional appointment.

Valid Standard First Aid is only required upon entry to Level 1 of the Compressed Time Frame BScN program and Year 2 of the Collaborative BScN program.

Q. Where can I go to have a Mask Fit test done?
Students are welcome to have a Mask Fit test completed at their choice of provider. Student Health Services does offer this service (for a fee) and it can be completed during your appointment (be sure to let them know at the time of booking that you need this test done). Do not eat, drink or chew gum at least 20 minutes before your test. Male students must be clean-shaven.

Q. Where can I find a WHMIS test?
Students may access Western’s WHMIS test in OWL as follows:
1. Click on the course link: https://owl.uwo.ca/portal/site/583b7373-cc43-4204-91ac-b60b2229e012
2. Login with your Western User ID and password. If you are having difficulty please contact hrhelp@uwo.ca for assistance.
3. Click on “Yes, please add me to join the course worksite”.
4. Go to the Instructions page to begin

Q. Why is the influenza (flu) immunization mandatory?

v. August 2016
All students must protect themselves and their patients from influenza. Our practice partners also require this immunization and may not allow a student on placement without this vaccination.

*Any student not receiving the flu vaccination will be removed from placement in the event of an influenza outbreak.* This could affect completion of the placement and progression in the program.

Students who cannot receive the influenza immunization due to medical conditions must obtain an *Influenza Acknowledgement Letter* from the Pre-Placement Specialist and submit this completed letter, along with medical documentation to Student Health Services by the flu deadline.

**Q. How do I cancel an appointment with Student Health Services?**
To cancel an appointment, call Student Health Services at 519-661-3030 (available 24 hours a day). Please ensure you cancel at least 24 hours prior to your appointment. Failure to provide 24-hours’ notice will result in a missed appointment fee.

**Q. I’m not quite sure if I have everything I need for my clearance appointment. Who can help me?**
When in doubt, you can drop-in to Student Health Services and speak to the Information Nurse (Mon-Fri 11am-4pm) or book an appointment with the School of Nursing’s Pre-Placement Specialist to review your documentation. Be sure to bring all your paperwork with you, including your requirement checklist.

**Q. What do I need to bring to Student Health Services?**
The original and a copy of:
- Blood lab reports (as required)
- Yellow immunization card or other proof of immunization
- Certification cards/documents (as required)
- Payment method (cash, debit, MC, Visa).

**Q. What happens at an appointment?**
A Registered Nurse will review all of your documents, order bloodwork, advise you to book a follow-up appointment for missing vaccinations, and determine if you can be cleared for placement. The appointment will take up to 15 minutes. Student Health Services will retain a copy of your documentation in a confidential medical file. Students are to retain all original documentation.

**Q. Can I fax or email information to Student Health Services?**
No. You must meet with a Student Health Services nurse in-person to present you medical and non-medical requirements. You are not permitted to send documents by courier, mail, fax, or email after your appointment as authenticity must be verified and fees assessed. You must book a follow-up appointment (for a fee) to submit any outstanding requirements or documentation. **Exception:** Since the influenza vaccine is not available until late fall, Student Health Services will allow students to drop off proof of influenza vaccination at their reception desk. Be sure to identify yourself as a Western Nursing student so the receptionist knows why you are dropping this off. This documentation is due by November 15.

**Q. What are the possible outcomes from my initial clearance appointment?**
- Cleared – you met all of your requirements.
- Not Cleared – a requirement has not been met or supporting documentation has not been received.
- Conditional Clearance – you have a legitimate reason for not submitting a requirement. You will be asked to contact the Pre-Placement Specialist to determine if you are eligible to participate in your placement.
QUESTIONS • ANSWERS

About Pre-Placement Requirements for the Arthur Labatt Family School of Nursing

Q. I've been cleared on all requirements, however one (or more) will expire before the end of the school year. Is this OK?
No. It is the student’s responsibility to ensure that all requirements are valid throughout the duration of all placements. If a requirement will expire during the school year, the student must renew it (before it expires) and submit the updated documentation to Student Health Services. There may be charge for this appointment, so it is advised that students renew everything early and submit it all at their initial appointment.

Note: Students must also be aware of when they had their last tetanus/diphtheria/pertussis vaccination. This vaccination must be completed every 10 years and students must ensure their immunizations are up-to-date.

Q. What if I’m given a status of NOT CLEARED?
You will receive a list of requirements that you still need to complete. Once done, you must book another appointment (for an additional fee) with Student Health Services. You will not be permitted to begin placement until you have been cleared on all requirements. Failure to adhere to the requirement deadline will result in a hold on your academic record and an administrative fee.

Q. What happens once I am cleared?
Your clearance status is updated in the Student Health Services’ database for the Pre-Placement Specialist to reference. No news from the Pre-Placement Specialist is good news!

Note that even if you are cleared on your School pre-placement requirements, you may still need to submit site-specific requirements in advance of your placement. Site-specific requirements are set by our practice partners and are non-negotiable.

Q. I've been cleared by Student Health Services on all requirements, but now my practice site is requesting some of the same information. Why don’t my School submissions cover these?
Some of our practice partners have site-specific requirements that they want students to submit directly to them. Most likely, their policies require them to view all required documentation and not rely on a 3rd party clearance. This is accepted practice, and outside the control of the School. This is why students are advised to keep originals of all requirements/documentation.

For more information:

Visit: Western's School of Nursing website

OWL (Placement site)

Contact: Michelle Wagler, Academic Counsellor (CTF) & Pre-Placement Specialist