

# 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
1.	<b>LHSC Online Orientation &amp; Training</b>	<p>Completed <u>at least 3 weeks prior</u> to placement start date.</p> <p>Available at:  <a href="http://www.lhsc.on.ca/About_Us/Student_Affairs/OrientationTraining.htm">http://www.lhsc.on.ca/About_Us/Student_Affairs/OrientationTraining.htm</a></p> <p>This is your corporate orientation; department specific orientation will be conducted by your placement area.</p>
2.	<b>Online Student Registration Form</b>	<p>Please fill out after completing the Online Orientation &amp; Training.</p> <p>Available at:  <a href="https://webforms.lhsc.on.ca/form/lhsc-student-registration-form">https://webforms.lhsc.on.ca/form/lhsc-student-registration-form</a></p>
3.	<b>Criminal Screening</b>	<p>Submitted <u>at least 2 weeks prior</u> to placement start date AFTER completing the Online Orientation &amp; Registration.</p> <p>See Appendix 1 for details.</p> <p><b>LHSC Employees Only-</b> 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.</p> <p><b>If you do not have a current police information check, you can apply for an Enhanced Police Information Check through Sterling Back Check. The link is below. (note: this is not a vulnerable sector check)</b></p> <p>Please use the following link to be redirected to Back Check:  <a href="https://pages.sterlingbackcheck.ca/landing-pages//lhsc-student-affairs/">https://pages.sterlingbackcheck.ca/landing-pages//lhsc-student-affairs/</a></p> <p>Cost: \$32 (+ taxes)            Timeline: One business day            FAQs and details on the Sterling Back Check website</p>

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<b>4.</b>	<b>Health Requirements</b>	<p>Student to complete the checklist and submit to the school.</p> <p>The School confirms completion of the health requirements by completing the Verification of Student Documentation Form. See Appendix 2 for details.</p> <p>Student Affairs Health Screening Checklist:  <a href="https://www.lhsc.on.ca/media/10944/download">https://www.lhsc.on.ca/media/10944/download</a></p>
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### PREREQUISITES- STUDENT PLACEMENT

	Requirement	Details
<input type="checkbox"/>	<b>Workplace Injury Insurance</b>	The School coordinates this coverage. Please send proof of insurance to <a href="mailto:jodi.craig@lhsc.on.ca">jodi.craig@lhsc.on.ca</a>

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.

## 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 when you present to GO2HR.

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 at 750 Baseline Rd., Suite 201 or Go2HR (see locations below).**

**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



### Please Note

Due to COVID-19, screening measures are in place when entering the hospital. Please use the Visitor / Patient screening entrances when trying to obtain your ID. Please see the maps below for each site.

UH

<https://www.lhsc.on.ca/media/8487/download>

VH

<https://www.lhsc.on.ca/media/8486/download>

# PREREQUISITES FOR NON-MEDICAL STUDENT PLACEMENT

## Appendix 1 – Criminal Screen

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.

**Students 18 and Under Please Note** – The Offence Declaration Waiver must be signed by the student and presented to Student Affairs, along with a piece of government issued ID, at least 2 weeks prior to the placement start date. *Please see page 9 for this waiver.*

**Document Required for Students Over 18 years of age: Enhanced  
Police Information Check**

How to obtain:	Back Check <a href="https://pages.sterlingbackcheck.ca/landing-pages//lhsc-student-affairs/">https://pages.sterlingbackcheck.ca/landing-pages//lhsc-student-affairs/</a>
When to submit to LHSC:	<b><u>After</u></b> you complete the LHSC Online Orientation & Registration and <b><u>at least two weeks prior</u></b> to your placement start date.
What to submit to LHSC:	<b><u>Please email a copy of the document to Student Affairs or bring a copy to the Student Affairs office during the specified hours below.</u></b>  If you applied for your criminal screen through the link to Back Check on the Student Affairs website, you will be able to share your results with Student Affairs directly.
How to submit to LHSC:	<b>In person</b> to Student Affairs - <u>750 Baseline Rd., Suite 201</u> during office hours (parking available behind the building)  If you live at a distance, documents can be submitted <b>by mail</b> (see mailing address below). Please ensure you mail both the original and a copy and the original can be picked up at a later date. Please mail to:  <b>LHSC Student Affairs 800 Commissioners Rd. E., London, ON N6A 5W9</b>  <b>Office Hours at 750 Baseline Rd., Suite 201: Monday – Friday from 9 am – 3 pm</b>

*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.*

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## Appendix 2 – Health Requirements

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.**

**Student Affairs Health Screening Checklist:** (For your reference only to assist with the collection of your health requirements.)

<https://www.lhsc.on.ca/media/10944/download>

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.

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## **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.

<https://www.oha.com/labour-relations-and-human-resources/health-and-safety/communicable-diseases-surveillance-protocols>

### **COVID-19**

All students are required to be double vaccinated with a covid-19 vaccine in order to be considered fit to be on placement.

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.

### **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.

### **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.

## PREREQUISITES FOR NON-MEDICAL STUDENT PLACEMENT

### **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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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

## B) 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** 1860, 1860s, 1804, and 1870+.

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 [N95FitTesting@lhsc.on.ca](mailto:N95FitTesting@lhsc.on.ca).
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 10).



# 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 scanned and emailed to Student Affairs for review in order to be cleared for placement.

# PREREQUISITES FOR NON-MEDICAL STUDENT PLACEMENT

## High School Co-op N95 Fit-testing Exemption Form

<b>High School Co-op Student:</b>		
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)
<b>LHSC Student Placement Supervisor:</b>		
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.