

Welcome New First Year (C152) Recreation Management in Gerontology students in Fall 2024!

- As part of this program, you will be provided with an opportunity to participate in a field placement in a healthcare setting. In preparation for your placement experience, there are mandatory requirements that you will need to complete ahead of time. The Clinical Placement Office recommends that you begin gathering the necessary documentation now as it could take **6 to 8 weeks**, in order to be able to submit them and provide enough time for the approval process.
- Once you have gathered all the necessary documents, you will need to create an account, upload and submit all documents, certificates and evidence to ParaMed Placement Pass website by the **given deadline on October 7, 2024**. A link to the portal can be found at <https://georgebrowncollege.placementpass.ca/>
- If you fail to complete, submit, and upload these requirements to ParaMed Placement Pass website by the given deadline on October 7, 2024, you will be excluded from field practice which WILL jeopardize your academic standing & your status in the program will be reevaluated.**
- Please **note** that even if you have graduated from another Health Sciences program either in George Brown College or from another college, university or institution **and/or** have experience working in any health-related profession, you are still required to complete all the non-medical certificates below. If you **fail** to do so, you will be **excluded** from clinical field practice which can jeopardize your academic standing & may lead to program **withdrawal**.
- All costs, service fees and fines associated with the overall medical and additional requirements are the responsibility of the student.

Below is a summary of all requirements that must be provided in your submission. Please read and follow all the instructions carefully:

Medical Requirements

- All students must provide proof of current immunization records and health status. Book an appointment with your doctor/walk-in clinic and bring the Prerequisite Health form with you to document receipt of Two Step TB Skin Test requirements & Flu Shot vaccine. For more information, visit <https://www.georgebrown.ca/current-students/preplacement/forms/school-of-health-and-wellness-forms> (see page 3)
- COVID-19 VACCINATION:** Public Health Ontario recommends that people working with young children, seniors, people with disabilities and other vulnerable communities be fully vaccinated against COVID-19. As such, students who are not fully vaccinated against COVID-19 may not be able to complete the required field placement component of their program in the regularly scheduled time frame. If you are **unvaccinated to COVID-19**, please contact us to further discuss how this will have a negative impact to your academic and clinical standing in the program. (see page 3)
- Seasonal Flu Shot**-please do not worry about the flu shot at this time, if you have everything completed except your new flu shot record, you may submit your health form documents to the Paramed portal by the given deadline.
- SPECIAL NOTE FOR INTERNATIONAL STUDENTS CURRENTLY RESIDING ABROAD OR OVERSEAS:**
You may start all medical requirements from your home country to help you save time and money before you arrive in Canada (*except the Flu shot which you can get it done here in Nov/Dec*). Please book an appointment with your family doctor/physician from your home country and bring this health form with you and start working on the Two Step-TB Skin Test and COVID19 vaccinations over there. Please make sure that your doctor complete, sign and stamp this form and all the supporting medical documents are translated in English Language. If you fail to do so, you will pay all the extra medical costs and doctor's appointment here in Canada.

Vulnerable Sector Check (renew every year and must be valid from September 2024 to April 2025)

- For students who currently reside in Toronto region with a postal code that starts with the letter "M":** Please see the Toronto Police instruction sheet and apply online and it could take 8 to 10 weeks to process and receive your VSC record to your email account. (see page 4)
- For student who currently reside in another region such as [\(Durham, Halton, Hamilton, London, Niagara, OPP, Peel & York\)](#) or Out of Province.** Please apply to your specific regional police service website only as you need to allow 4-6 weeks processing time. (see page 4)
- If you have **any history of criminal record or not clear VSC record**, please contact us to further discuss how this will have a negative impact to your academic and clinical standing in the program.
- SPECIAL NOTE FOR INTERNATIONAL STUDENTS CURRENTLY RESIDING ABROAD OR OVERSEAS ONLY:** The Vulnerable Sector Check cannot be started until you are physically in Ontario, Canada. It is essential that you begin the process for the vulnerable sector check as soon as you arrive and have an official address in Ontario, Canada, because the process can take at least 2 to 3 months to receive the necessary vulnerable check.

Final Step: Once you have everything completed and officially registered to your Stu-View account, your final step is to create an account, submit and upload your completed health form documents to the **ParaMed Placement Pass website** at <https://georgebrowncollege.placementpass.ca/> by the given deadline. **(Paramed Service fees from June 1, 2022 to May 31, 2025)**

- Initial Submission Fee-\$59.47 dollars (submission of health form, RN fee and medical records access online)
- Resubmission Fee (due to a Deficiency List Form) - \$26.10 dollars

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

- Suzette Martinuzzi**, Pre-placement Coordinator
Telephone: (416) 415-5000 ext. 3415
Email: smartinu@georgebrown.ca
Business Hours and Locations
Monday to Wednesday (9:00 am-4:00 pm) at 51 Dockside Drive, Room 702, 7th Floor, Waterfront campus, Toronto, ON M5A 0B6
Thursday to Friday (9:00 am-4:00 pm) at 200 King Street East, Main Building "A", 4th Floor, Room 401B, St. James Campus, Toronto, ON M5A 3W8

C152-Recreation Management in Gerontology (Fall Term 2024)

New First year: Semester 1 & 2

Prerequisites Form deadline: **October 7, 2024**

MEDICAL REQUIREMENTS CHECKLIST

- COVID-19 VACCINATION (*mandatory and attach proof of QR record*)
- Seasonal Flu Shot (*strongly recommended every November/December*)
- Two Consecutive Step Tuberculosis Skin Test (*mandatory, renew every year*)
- Final signature of your doctor/physician and medical office stamp

ADDITIONAL REQUIREMENTS CHECKLIST (mandatory)

- [Vulnerable Sector Check](#) (*renew every year and must be valid from September 2024 to April 2025*)
- Paramed Placement Pass Service Fees
- Fill-out & complete all the top sections

PARAMED PLACEMENT PASS SERVICE FEES (*rates are subject to change, student pays*)

Once you have everything completed and officially registered to your Stu-View account, your final step is to create an account, submit and upload your completed Renewal Health Form documents to the **Paramed Placement Pass** website at <https://georgebrowncollege.placementpass.ca/> by the given deadline. If you **fail** to do so, you will be **excluded** from clinical practice which can jeopardize your academic standing & may lead to program **withdrawal**.

(June 1, 2022 to May 31, 2025)

- Initial submission fee - \$59.47 dollars (submission of health form, RN fee & medical records access online)
- Re-submission fee (due to a Deficiency List Form) - \$26.10 dollars

CONTACT US:

- **Suzette Martinuzzi**, Clinical Pre-placement Coordinator
Telephone: (416) 415-5000 ext. 3415
Email: smartinu@georgebrown.ca
Business Hours and Locations
Monday to Wednesday (9:00 am-4:00 pm) at 51 Dockside Drive, Room 702, 7th Floor, Waterfront campus, Toronto, ON M5A 0B6
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C152-Recreation Management in Gerontology Program (Fall Term 2024)
New First year Prerequisites Health Form

Name x
GBC ID# x
Tel x
Email x
Submission deadline: October 7, 2024

MEDICAL REQUIREMENTS
(DOCTOR/PHYSICIAN/HEALTH CARE PROFESSIONAL TO COMPLETE, SIGN & STAMP)

Ontario legislation specifies certain surveillance requirements for those individuals entering into healthcare practice settings. The Program policy was developed in accordance with the Communicable Disease Surveillance protocols, as specified under the Ontario Public Health, OHA, OMA, LTCOA and Ontario School Boards to demonstrate students' meet these requirements prior to entering placement settings.

SPECIAL NOTE FOR INTERNATIONAL STUDENTS CURRENTLY RESIDING ABROAD OR OVERSEAS:

You must start all medical requirements from your home country to help you save time and money before you arrive in Canada (except the Flu shot which you can get it done here in Nov/Dec). Please book an appointment with your family doctor/physician from your home country and bring this health form with you and start working on the Two Step TB Skin Test and COVID19 vaccinations from there.

- 1. COVID-19 VACCINATION (mandatory and attach proof of QR records): Public Health Ontario recommends that people working with young children, seniors, people with disabilities and other vulnerable communities be fully vaccinated against COVID-19.
2. SEASONAL FLU SHOT (strongly recommended every year in Nov or Dec) (attach proof of record)
3. TWO CONSECUTIVE STEP-TUBERCULOSIS SKIN TEST (mandatory, read and follow all instructions below)

PREVIOUS YEAR: STEP 1 TB SKIN TEST

(Date Given: mm / dd / yyyy) (Date Read: 48-72 hours after date given) (Induration size) (mm)

PREVIOUS YEAR: STEP 2 TB SKIN TEST (7-21 days after Step-1)

(Date Given on opposite arm: mm / dd / yyyy) (Date Read: 48-72 hours after date given) (Induration size) (mm)

CURRENT YEAR: STEP 1 TB SKIN TEST

(Date Given: mm / dd / 3yy) (Date Read: 48-72 hours after date given) (Induration size) (mm)

CURRENT YEAR: STEP 2 TB SKIN TEST (7-21 days after Step 1)

(Date Given on opposite arm: mm / dd / yyyy) (Date Read: 48-72 hours after date given) (Induration size) (mm)

TB SKIN TEST POSITIVE (+) WITH MORE THAN >10 MM INDURATION SIZE

DOCTOR/PHYSICIAN MUST DO ANNUAL PHYSICAL EXAM & ANSWER LETTERS (A-F) BELOW:

- a) Chest X-ray (if TB Positive only, ATTACH a copy of the X-ray report valid within 2 years) Result__ date__(mm/dd/yyyy)
b) History of disease? Yes or No Date (mm/dd/yyyy)
c) Prior history of BCG vaccination (need documentation)? Yes or No Date (mm/dd/yyyy)
d) Does this student have signs/symptoms of active TB on physical examination? Yes or No
e) INH Prophylaxis (Treatment)? Yes or No Date (mm/dd/yyyy) Dosage
f) Specialist (Public Health) Referred? Yes or No Date (mm/dd/yyyy)

Final Signature of doctor/physician/health care professional: (pg. 3)

Date (mm/dd/yyyy): Medical Office Stamp: (pg. 3)

**(C152) Recreation Management in Gerontology (Fall Term 2024)
Additional Requirements (submission deadline on October 7, 2024)**

NAME x _____ GBC ID# x _____

4. VULNERABLE SECTOR CHECK APPLICATION PROCESS (renew every year)

- Your academic department requires all students to have a “**clear**” vulnerable sector check valid for the academic year. Please attach the original vulnerable sector check record and submit to ParaMed Placement Pass portal. *If you are excluded* from placement due to a “**not clear**” vulnerable sector check, it will jeopardize your academic standing and can lead to withdrawal. Please contact us or the program Chair to discuss this matter before you register and pay for this program. All costs associated with the vulnerable sector check application and additional fees related to fingerprint, court documents and Record Suspension (formerly Pardon) process are responsibility and paid by the student. If you have **any history of criminal record or not clear VSC record**, please contact us to further discuss how this will have a negative impact to your academic and clinical standing in the program. Check out the **YouTube tutorial videos** for all the Medical and Non-Medical requirements at <https://www.youtube.com/channel/UCIQndxFUgeBVhjB3QKPQ91w>
- **Are you under 18 years of age? YES _____ or NO _____ (check mark)**
 - ✓ If your **answer is YES**, your regional police service will NOT accept and deny your vulnerable sector application at this time. They will allow you to apply only after your 18th birthday, please contact us for more information, as this may cause a delay in meeting the submission deadline.
 - ✓ If your **answer is NO**, please proceed and follow the instructions according to your Regional Police service below.
- **SPECIAL NOTE FOR INTERNATIONAL STUDENTS CURRENTLY RESIDING ABROAD OR OVERSEAS ONLY:**
 - ✓ The Vulnerable sector check cannot be started until you are physically in Ontario, Canada. It is essential that you begin the process for the Vulnerable sector check as soon as you arrive and have an official address in Ontario, Canada, because the process can take at least **8 to 10 weeks** to receive the necessary vulnerable sector check clearance particularly if you live in Toronto region with a postal code that start with letter “M”. Please contact us for more information.

For students who reside in the Toronto region: If you need to apply for your VSC and you currently **reside in the Toronto region with a postal code that starts with the letter M, follow these steps:**

- ✓ Contact [Suzette Martinuzzi, Clinical Pre-placement Co-ordinator](#) to request the VSC Organization Code.
- ✓ Once you have the code, go to the [Toronto Police Service website](#).
- ✓ Scroll down to Vulnerable Sector Check, and read the information provided. Then scroll down to the Register for an Adult Police Record Check Account box and select the Fill Out Form button.
- ✓ Complete the “Registration Account Information” and select the “Process My Registration” button. This creates your account. Now you must complete the six stages (Report, Documentation, Demographics, Payment Status, Authentication Status, and Application Status) of the VSC application. All six stages are mandatory.
- ✓ On the Report Selection page, scroll down to the Vulnerable Sector Check table and choose the Unpaid Student Placement option. Then go to the Reason for the Police Record Check table and complete as follows:
 - under Course Name, type your course (or program) name
 - under VSC Organization Code, type in the code provided to you by the Clinical Pre-placement Co-ordinator
 - under Vulnerable Clientele Duties, type "To provide care, support, and guidance for the health and well-being of vulnerable persons from 1 to 99 years old"
 - where you have to list which vulnerable sectors you will be working with, type "Children, teenagers, elderly, seniors, and persons with physical and mental disability"
- ✓ Finish answering the remaining stages. Note that payment for your online application must be provided by credit card only.
- ✓ Once your submission has been finalized, Toronto Police Service will send you an email notification indicating when you will receive your VSC results to your email account. **Processing times typically take 4 weeks from the date the application is received but may take longer due to volume of requests and/or time of year.**

For student who currently reside in another region such as [\(Durham, Halton, Hamilton, London, Niagara, OPP, Peel & York\)](#) or Out of Province. (If your Postal Code starts with the letter “K, L, N, P”, or Out of Province)

- ✓ Please check your specific regional police service website and they only take **4 to 6 weeks** to process and issue your vulnerable sector check.
- ✓ If you require a **volunteer letter** to pay for the student rate (except Peel region), please email us your full name, GBC ID#, program name and your regional police service complete business address. For more details, visit [Vulnerable Sector Check website](#).
- ✓ If you do not receive your VSC after 4 weeks, it is your responsibility to contact and follow-up with your specific Regional Police Service.

**VULNERABLE SECTOR CHECK
(renew every year and must be valid from Sept 2024 to April 2025)**

Issued Date ____/____/____ **Expiry Date** ____/____/____ (one year after the issued date)
 mm/dd/yyyy mm/dd/yyyy

FINAL STEP:

- ✓ Once you have everything completed and officially registered to your Stu-View account, your final step is to create an account, submit and upload your Health Form documents to the **ParaMed Placement Pass website at <https://georgebrowncollege.placementpass.ca/>** by the given deadline. If you fail to do so, you will be excluded from field practice which WILL jeopardize your academic standing & your status in the program will be reevaluated. After 48 hours, you must log-in to your portal account to check the ParaMed RN evaluation result of your forms, download the Student Status Summary Report Certificate and attached it to your original health form documents, as you need to show this proof to your upcoming placement agency and for future reference.

George Brown College & ParaMed Agreement Form

Name _____

Program: (C152) Recreation Management in Gerontology-First year (Fall Term 2024)

I _____ (Print Name) understand that any false statement is grounds for cancellation of admission.

I understand that the college has the right to cancel my admission privilege on the basis of medical information submitted or withheld. I understand that it is my responsibility to inform the appropriate George Brown College personnel of any communicable disease, special need, exception or medical condition which may place me at risk or pose a risk to others at George Brown College or on placement.

I will pay all the services fees and authorize ParaMed to review the above information.

(Signature) **(Date)**

Element of Risk

All experiential learning programs, such as field trips, clinical and field placements or job shadowing involve certain elements of risk. Injuries may occur while participating in this activity without any fault of the student, the placement or the college. By taking part in this activity, you are accepting the risk that you may be injured. Following the Health and Safety rules of your placement is required. By signing below you agree that you have reviewed the element of risk and are willing to comply with the Health and Safety Rules of your placement.

If an injury should occur, it must be reported immediately to your supervisor and to your faculty. Completing Workers Safety Insurance Board forms and reporting any injury while participating in placement must take place within **72 hours** of occurrence.

(Signature) **(Date)**

Contact Us

Suzette Martinuzzi, Coordinator at (416) 415-5000 ext. 3415 or via email smartinu@georgebrown.ca

FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY ACT

The personal information on this form is collected under the legal authority of the Colleges and Universities Act, R.S.O. 1980, Chapter 272, Section 5, R.R.O. 1990, Regulation 77 and the Public Hospital Act R.S.O. 1980 Chapter 410, R.S.O. 1986, Regulations 65 to 71 and in accordance with the requirements of the legal Agreement between the College and the agencies which provide clinical experience for students. The information is used to ensure the safety and wellbeing of students and clients in their care.