

## Welcome New First year S121 Practical Nursing Semester 1 students!

- In preparation of any in-person clinical placement, there are mandatory requirements that you will need to demonstrate completion of, prior to being assigned to a clinical placement. These preclinical requirements could take up to **8 to 10 weeks** to complete, and it is recommended that you 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 the ParaMed Placement Pass by the **given deadline on November 22, 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 portal by the **given deadline on November 22, 2024**, you will be **excluded** from clinical practice which can jeopardize your academic standing & may lead to program **withdrawal**.
- 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 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, blood test reports and health status. Book an appointment with your doctor/walk-in clinic and bring the Requisite Health form with you to document receipt of the following -TDAP, MMR, Varicella, Hep B, Two Step TB Skin Test and Flu Shot requirements. For more information, visit <https://www.georgebrown.ca/current-students/preplacement/forms/sally-horsfall-eaton-school-of-nursing-forms>
- **COVID-19 vaccination:** Public Health Ontario continues to recommend that people working with vulnerable communities be fully vaccinated against COVID-19. Clinical agency partners continue to require students to be fully vaccinated against COVID-19 in order to be approved to complete clinical placements within their facilities. Agencies have the right to decline the placement of students who are not fully vaccinated, and students who are not vaccinated are at risk of not being able to complete their clinical placement course requirements. 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.
- **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 all the medical requirements 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 in Sem 2 from January-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.
- **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 after July 1<sup>st</sup>, 2024 to September 15, 2024 only.
- 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.

### Standard First Aid (renew every 3 years) & Basic Life Support Certificate (renew every year and valid in Sem 2 in Jan-April 2025)

- All students must have a current SFA & BLS certificate in order to participate in practicum. If you live in Toronto region, you may register for this course at Peak Excellence Shop at <https://www.peakexcellenceshop.com/> and check their Certificate Packages or at any Ontario WSIB Approved First Aid Trainers, for more information visit this link <https://www.georgebrown.ca/current-students/preplacement/additional-requirements/certificates>
- Please **do not** register for an Emergency First Aid course or to any company that offers these courses 100% fully online, we will **not** accept these types of certificates. We would advise you to retake this course with another company that offers it either hybrid or in person and you will have to pay again. All costs and service fees are the responsibility of the student. No temporary certificate will be accepted.

### Mask Fit Test 3M N95 Certificate (renew every two years and must be valid in Sem 2 from January-April 2025)

- All students must have a valid mask fit test certificate. We will accept your mask fit test certificate either from your workplace or other agency as long as it is valid within 2 years. If you need to complete this step, please book your mask fit testing at Peak Excellence Shop company online at <https://www.peakexcellenceshop.com/> and check their Certificate Packages or go to other third-party agency.

**Final Step:** Once you have everything completed and done 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](mailto: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, by appointment only

**(S121) Practical Nursing (Fall Term 2024)**

**New First year: Semester 1 & 2 students**

**Prerequisites Health Form deadline: November 22, 2024**

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**MEDICAL REQUIREMENTS CHECKLIST (Mandatory)**

- Tetanus, Diphtheria & Pertussis (*Tdap/Adacel/Boostrix vaccine valid every 10 years & attach yellow card record*)
- COVID-19 three doses vaccination (*attach proof of record*)
- Seasonal Flu Shot (*every year in November or December*)
- Measles, Mumps & Rubella (*documentation of two doses of MMR vaccine OR laboratory evidence of immunity*)
- Varicella (*documentation of two doses of Varivax vaccine OR laboratory evidence of immunity*)
- Hepatitis B (*ask your doctor to do blood test, ATTACH copies of blood test reports and all immunization records*)
- Two Consecutive Step Tuberculosis Skin Test
- Yellow immunization card or any type of immunization records
- Final signature of your doctor/physician and medical office stamp

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**ADDITIONAL REQUIREMENTS CHECKLIST (Mandatory)**

- [Vulnerable Sector Check](#)-(*renew every year and must be valid in Semester 2 from January to April 2025*)
- [Standard First Aid Certificate](#) (*renew every three years and must be valid in Semester 2 from January to April 2025*)
- [Basic Life Support Certificate](#) (*renew every year and must be valid in Semester 2 from January to April 2025*)
- [Mask Fit Test 3M N95 Certificate](#) (*renew every two years and must be valid in Semester 2 from January to April 2025*)
- ParMed Placement Pass Service Fees
- Fill-out & complete all the top sections with your name, ID#, program, issued/expiry dates and Agreement Form

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**PARAMED PLACEMENT PASS SERVICE FEES**  
**(rates are subject to change without further notice)**

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Once you have everything done and completed, 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. If you **fail** to do so, you will be **excluded** from clinical practice which can jeopardize your academic standing & may lead to program **withdrawal**.

**(Service fees from June 1, 2022 to May 31, 2025)**

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

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**SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT**

- **Suzette Martinuzzi, Pre-placement Coordinator**  
Telephone: (416) 415-5000 ext. 3415  
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**(S121) PRACTICAL NURSING PROGRAM-NEW FIRST YEAR SEMESTER 1 & 2 STUDENTS  
PREREQUISITES HEALTH FORM (FALL TERM 2024)**

Name x \_\_\_\_\_  
 GBC ID# x \_\_\_\_\_  
 Tel x \_\_\_\_\_  
 Email x \_\_\_\_\_

Submission deadline: **November 22, 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, LTCAO and Ontario School Boards to demonstrate students' meet these requirements prior to entering placement settings. This process is necessary to ensure that our students protect their health and safety, and the health and safety of patients, children, seniors, employees and other vulnerable people. The completion of this information is not optional, and all sections must be completed as outlined. Our placement agency partners have the right to refuse students who have not met their immunization standards. If, for medical reasons, your patient is unable to receive a required immunization or Chest X-ray, a medical note of this exclusion must be provided on the form. Check out the **YouTube tutorial videos** for all the Medical and Non-Medical requirements at <https://www.youtube.com/channel/UCIQndxFUgeBVhjB3QKPQ91w>

**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 all the medical requirements 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.

1. **TETANUS, DIPHTHERIA & PERTUSSIS (Tdap/Adacel/Boostrix vaccine must be valid every 10 years) attach a yellow card or any immunization record.**
  - Date of last Tetanus, Diphtheria & Pertussis (Tdap/Adacel/Boostrix) booster \_\_\_\_/\_\_\_\_/\_\_\_\_(mm/dd/yyyy)
2. **COVID-19 VACCINATION (attach proof of record)** Public Health Ontario continues to recommend that people working with vulnerable communities be fully vaccinated against COVID-19. Clinical agency partners continue to require students to be fully vaccinated against COVID-19 in order to be approved to complete clinical placements within their facilities. Agencies have the right to decline the placement of students who are not fully vaccinated, and students who are not vaccinated are at risk of not being able to complete their clinical placement course requirements. 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.
  - 1<sup>st</sup> dose Given Date \_\_\_\_/\_\_\_\_/\_\_\_\_(mm/dd/yyyy)
  - 2<sup>nd</sup> dose Given Date \_\_\_\_/\_\_\_\_/\_\_\_\_(mm/dd/yyyy)
  - 3<sup>rd</sup> dose Given Date \_\_\_\_/\_\_\_\_/\_\_\_\_(mm/dd/yyyy)
  - Proof of approved [exemption](#) status
3. **SEASONAL FLU SHOT (mandatory every Nov or/Dec and attach proof of record) (Note:** Please do not worry about the flu shot at this time. If you have everything completed except the flu shot, you may submit this health form to the ParaMed portal by the given deadline)
  - Seasonal Flu Shot Given Date \_\_\_\_/\_\_\_\_/\_\_\_\_(mm/ dd / yyyy) Health care professional signature \_\_\_\_\_
4. **MEASLES, MUMPS, RUBELLA (MMR) (Two doses vaccine OR Laboratory evidence of immunity)**
  - Documentation of receipt of two doses of MMR vaccine on or after the 1<sup>st</sup> birthday four weeks apart and attach a yellow card or any proof of immunization record. This vaccine is not recommended for pregnant women and pregnancy should be avoided for 3 months post immunization.
 

1<sup>st</sup> Dose date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mm/ dd / yyyy)

2<sup>nd</sup> Dose date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mm/ dd / yyyy)
  - OR
  - Laboratory evidence of immunity and attach a copy of "Antibody IgG" blood test report. If the result is Immunity or Reactive, **no** booster shot required. But, if the result is **Non-immunity or Non-Reactive**, you must provide **two doses** as per instruction above. Serologic testing for immunity is **not** recommended after vaccination.
5. **VARICELLA (CHICKEN POX) (Two doses vaccine OR Laboratory evidence of immunity)**
  - Documentation of receipt of two doses of Varivax vaccine on or after the 1<sup>st</sup> birthday four weeks apart and attach a yellow card or any proof of immunization record. This vaccine is not recommended for pregnant women and pregnancy should be avoided for 3 months post immunization.
 

1<sup>st</sup> Dose date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mm/ dd / yyyy)

2<sup>nd</sup> Dose date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mm/ dd / yyyy)
  - OR
  - Laboratory evidence of immunity and attach a copy of "Antibody IgG" blood test report. If the result is Immunity or Reactive, **no** booster shot required. But, if the result is **Non-immunity or Non-Reactive**, you must provide **two doses** as per instruction above. Serologic testing for immunity is **not** recommended after vaccination.

**Final Signature of doctor/physician/health care professional** \_\_\_\_\_ **(pg. 3)**  
**Date (mm/dd/yyyy):** \_\_\_\_\_ **Medical Office Stamp:** \_\_\_\_\_ **(pg.**



NAME x \_\_\_\_\_ GBCID# x \_\_\_\_\_

**8. VULNERABLE SECTOR CHECK (renew every year and start applying on July 2-Sept 6, 2024 only)**

- Your academic department requires that all students must have a “clear” vulnerable sector check valid for the academic year. Please attach the original vulnerable sector check record, submit and upload it to ParaMed 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 your 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 Suspensio (formerly Pardon) process are responsibility and paid by the student. Please read the instructions below in how to apply for your vulnerable sector check according to your regional police service. 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/UCIQndxFUqeBVhjB3QKPQ91w>

**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 18<sup>th</sup> 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 6 to 8 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”.

**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 to 6 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 are 18 years of age or older and 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 other 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 in Semester 2 from January to April 2025)**

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





**S121 PN SEMESTER 1 & 2-ADDITIONAL REQUIREMENTS (submission deadline November 22, 2024)**

NAME x \_\_\_\_\_ GBC ID#x \_\_\_\_\_

**9. STANDARD FIRST AID (renew every 3 years) and BASIC LIFE SUPPORT CERTIFICATE (renew every year)**

- It is mandatory that you register for either in-person or Blended Format training class and must be valid for the entire academic year. If you live in Toronto region, you can check the Peak Excellence Shop website at <https://www.peakexcellenceshop.com/> and check their Certificate Packages.
- Or you can register at any Ontario First Aid Approved First Aid Trainers available in your area, [click here](#) for more information.
- Please **do not** register for an Emergency First Aid course or to any company that offers these courses 100% fully online, we will not accept these types of certificates. We would advise you to retake this course with another company that offers it either hybrid or in person and you will have to pay again. All costs and service fees are the responsibility of the student.
- Please submit and upload your official certificate to your ParaMed Placement Pass account and attach it on the health form. (NO temporary certificate accepted). Check out the **YouTube tutorial videos** for all the Medical and Non-Medical requirements at <https://www.youtube.com/channel/UCIQndxFUqeBVhJB3QKPQ91w>
- **SPECIAL NOTE FOR INTERNATIONAL STUDENTS CURRENTLY RESIDING ABROAD OR OVERSEAS ONLY:** The SFA and BLS course cannot be started until you are physically in Ontario, Canada. It is essential that you begin that you register as soon as you arrive, settled, and have an official address here in Ontario, Canada. Please contact me for more information. Check out the **YouTube tutorial videos** for all the Medical and Non-Medical requirements at <https://www.youtube.com/channel/UCIQndxFUqeBVhJB3QKPQ91w>

**Standard First Aid Certificate Card  
(renew every three years and must be valid in Semester 2-January to April 2025)**

Issued Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (three years after the issued date)  
(mm / dd / yyyy) (mm / dd / yyyy)

**Basic Life Support (BLS) Certificate Card  
(renew every year and must be valid in Semester 2-January to April 2025)**

Issued Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (one year after the issued date)  
(mm / dd / yyyy) (mm / dd / yyyy)

**10. MASK FIT TEST 3M N95 CERTIFICATE (renew every two years)**

- You can get the qualitative mask fit test either at ParaMed Home Health Care or Peak Excellence Shop company or SOS First Aid. For more information on their locations, fee rates and how to book an appointment, visit our Preplacement page at <https://www.georgebrown.ca/current-students/preplacement/additional-requirements/mask-fit-test>
- If you live Out of Province, you can get it at any third-party company closer to your area, as long as you have proof of valid certificate.
- All male students must be clean-shaven the same day at your scheduled appointment. No facial hair or jewelry that may interfere with the seal of the mask. Please do not eat, drink, smoke and chew gum one hour prior to your appointment.
- All nursing students must be tested and fitted for an appropriate qualitative mask (respirator) during this pandemic or other airborne/droplet outbreak. Certificate/card must clearly state the mask model, type, and size and always carry it during placement.

**Mask Fit Test Certificate  
(renew every two years and must be valid in Semester 2-January April 2025)**

Issued Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (two years after the issued date)  
mm / dd / yyyy mm / dd / yyyy

**FINAL STEP:**

- Once you have everything completed, 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.
- After 48 hours of submission, you must Sign-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.

**WHAT'S COMING UP NEXT?**

- For 2<sup>nd</sup> year in Semester 3 & 4 Clinical Application courses (NURS 2018 & NURS 2020), you will be required to renew your Step 1-TB Skin Test, Vulnerable sector check and Basic Life Support certificate every year and submit it to Paramed again two months before the new semester start per intake. Fees will apply.

## George Brown College & ParaMed Agreement Form

Name  \_\_\_\_\_

### Program (S121) Practical Nursing-Semester 1 & 2-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](mailto:smartinu@georgebrown.ca)  
 Virtual Business Hours: 9:00 am to 4:00 pm, by appointment only

### 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.



## Consent Form for Use and Disclosure of Student Information

Student Number: \_\_\_\_\_ Educational Program: S121 PN Semester 1-Fall 2024

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

### 1. Permission to Use and Disclose Your Student Related Personal Information and Personal Health Information

By signing this consent, you authorize your educational Program \_\_\_\_\_ to:

- Collect, use and/or disclose your personal information (name and student profile information that is under the custody and control of your Program) to authorized staff of Receiving Agencies for the purpose of locating and coordinating an appropriate placement experience (e.g. clinical practical, fieldwork, or preceptorship) as required by your educational program;
- Use your student related personal information and personal health information relating to placement prerequisites, for the purpose of tracking your compliance against Receiving Agency safety and infection control prerequisites for accepting students. Placement prerequisites that may be tracked include personal information such as CPR certification or criminal records check status, and personal health information such as immunity/immunization status of vaccine-preventable diseases. Placement prerequisite information is used only by staff involved with your educational program, and is never disclosed to users external to your educational program.
- Disclose your personal information to the owner and administrator of the HSPnet system, namely Provincial Health Services Authority British Columbia (PHSA), to allow PHSA to indirectly collect your personal information to provide HSPnet student placement services.

### 2. Consent Period

This consent is effective immediately and shall remain valid for up to six years, or shall be voided upon your completion of the Program, your formal withdrawal from the Program, or upon written request as described below.

### 3. Your Rights With Respect to This Consent

- 3.1 Right to Refuse Consent** - You have the right to refuse to sign this consent, and if you refuse your placement will be processed manually at the earliest convenience of the Program and Receiving Agency.
- 3.2 Right to Review Privacy & Security Policies** - A copy of the document entitled *Identified Purposes and Handling of Personal Information in HSPnet*, which summarizes Privacy and Security policies relating to how we may use and disclose your personal information via HSPnet, is distributed with this Consent Form. You may wish to review the complete Privacy and Security Policies for HSPnet before signing this consent. The Privacy and Security Policies may be amended from time to time, and you may obtain an updated copy by contacting [privacy@hspcanada.net](mailto:privacy@hspcanada.net).
- 3.3 Right to Request Restrictions on Use/Disclosure** – You have the right to request that we restrict how we use and/or disclose your personal information or personal health information via HSPnet for the purpose of locating and coordinating a suitable placement experience. Such requests must be made in writing to the placement coordinator for your Program. If we agree to a restriction you have requested, we must restrict our use and/or disclosure of your personal information in the manner described in your request. If this restriction precludes our ability to coordinate your placement via HSPnet, then your placement will be processed manually at the earliest convenience of the placement coordinator and receiving agency.
- 3.4 Right to Revoke Consent** - You have the right to revoke this consent at any time. Your revocation of this consent must be in writing to the placement coordinator for your Program. Note that your revocation of this consent, or the voiding of this consent upon your completion or withdrawal from the Program, would not be retroactive and would not affect uses or disclosures we have already made according to your prior consent.
- 3.5 Right to Receive a Copy of This Consent Form** - You may request a copy of your signed consent form.

Collection of your personal information is done under the authority of the privacy legislation that applies to educational institutions in your province. For more information visit <https://hspcanada.net/privacy-and-security/>

*I hereby authorize my educational Program to use and/or disclose my personal information via HSPnet for the purpose of locating and coordinating appropriate student placement(s) as required by the curriculum.*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date (MM/DD/YYYY)