

(S121) Practical Nursing (Fall Term 2024)
Returning Semester 3 and 4 students
ParaMed submission deadline: July 26, 2024

RETURNING STUDENTS CHECKLIST & ACTIONS REQUIRED

IMPORTANT NOTICE:

- If you are planning to continue your studies in this program, it is your responsibility to meet all the health form requirements outlined below. This process could take **8 weeks or more** to complete and you must have a “clear” vulnerable sector check valid every six months and for the entire upcoming semester per academic year.
- Please be aware that your ParaMed portal account may appear as “Clear”, but it may not apply to your latest enrollment. It is your responsibility that you sign in to your Paramed account and make sure that your renewals are all valid for the entire duration of your Clinical Practice per semester from September 1st, 2024 until December 13, 2024. If your documents will expire during the semester, you will not be cleared.

MEDICAL REQUIREMENTS (mandatory)

Please watch our YouTube Tutorial Videos in How-To process and complete all the Renewal requirements outlined below at <https://www.youtube.com/channel/UCIQndxFUqeBVhjB3QKPQ91w> . **Please read all detail instructions on pgs. 2 & 3**

- Seasonal Flu Shot (*mandatory every year in November or December*) **pg. 2**
- Step 1-Tuberculosis Skin Test (*must be renewed every year and valid for the entire duration of your clinical practice from Sept-Dec 2024*), **pg. 2**
- Temporary Medical Exception, **pg 3**
- Final signature of your doctor/physician and medical office stamp, **pg 2**

ADDITIONAL REQUIREMENTS (mandatory)

Please watch our YouTube Tutorial Videos in How-To process and complete all the Renewal requirements outlined below at <https://www.youtube.com/channel/UCIQndxFUqeBVhjB3QKPQ91w> . Please read all detailed instructions on pages 4-6

- [Vulnerable Sector Check](#) (*must be renewed every six months and valid for the entire duration of clinical practice from Sept-Dec 2024*)
- [Basic Life Support certificate](#) (*must be renewed every year and valid for the entire duration of clinical practice from Sept-Dec 2024*)
- [ParaMed Placement Pass](#) Service Fees
- Fill-out & complete all the top sections with your name, ID#, program, issued/expiry dates, Agreement and HSPnet Forms

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

Once you have all required renewals, your final step is to log-in and upload your completed Health Form documents to the **ParaMed Placement Pass website** at <https://georgebrowncollege.placementpass.ca/> by the given deadline.

(June 1, 2022 to May 31, 2025)

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

CONTACT US

- Suzette Martinuzzi, Clinical Pre-placement Coordinator
- email smartinu@georgebrown.ca, Telephone# (416) 415-5000 ext. 3415
- Business Hours:
- Monday to Wednesday at 51 Dockside Drive, Room 702, 7th Floor, Waterfront campus
- Thursday to Friday at 200 King Street East, Room 401B, 4th Floor, Main Building A, St. James campus
- (9:00 am to 3:30 pm) by appointment only



S121) PRACTICAL NURSING PROGRAM-RETURNING SEMESTER 3 & 4 STUDENTS RENEWAL HEALTH FORM (FALL TERM 2024)

Name x _____

GBC ID# x _____

Tel x _____

Email x _____

ParaMed submission deadline: July 26, 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.

COVID-19 Vaccination Update: 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.

1. SEASONAL FLU SHOT (mandatory every year in November/December and attach proof of record)

Seasonal Flu Shot Given Date ____/____/____ (mm/dd/yyyy)

2. STEP 1-TUBERCULOSIS SKIN TEST (must be renewed every year and watch the YouTube tutorial video at https://youtu.be/X5UYciWHhRI)

- Negative (-) (less than < 10 mm induration) If your previous Two Consecutive Step-TB Skin Test results was both "Negative with less than (< 10 mm)" induration from last year, please ask your doctor to renew your Step 1-TB Skin Test only and document it below.
Positive (+) (more than > 10 mm induration) If your previous TB Skin Test result was "Positive with (over > 10 mm induration) from last year, you are NO longer required to do anymore TB Skin Test or Chest X-ray again. Please advise your doctor to do annual TB physical examination and must complete letters (A-F) below. No Exceptions!

STEP 1-TB SKIN TEST (must be renewed every year)

_____/_____/_____

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

TB SKIN TEST POSITIVE WITH MORE THAN >10 MM INDURATION DOCTOR/PHYSICIAN MUST DO ANNUAL TB PHYSICAL EXAM & COMPLETE LETTERS (A-F) BELOW:

- a) Chest X-ray (attach a copy of the Chest X-ray report valid every two years) Result _____ Date _____ (mm/dd/yyyy)
b) History of disease? Yes or No Date (mm /dd/ yyyy)
c) Prior history of BCG vaccination? 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 (local Public Health) Referred? Yes or No Date (mm/dd/yyyy)

Final Signature of doctor/physician/health care professional (pg. 2)

Date (mm/dd/yyyy) Medical Office Stamp (pg. 2)

**S121 PN SEMESTER 3 & 4 STUDENTS
 TEMPORARY EXCEPTION & COMMENTS TO YOUR PARAMED ACCOUNT
 (Submission deadline on July 26, 2024)**

NAME x _____ GBC ID# x _____

3. Did you receive a Temporary Medical Exception from your last submission to your ParaMed Placement Pass account? If so, go to Section A. If not, go to Section B. (Check out and watch the YouTube tutorial video at <https://youtu.be/VStSGYVCd80>)

Section A)

- You must sign-in to your ParaMed Placement Pass account and check your Student Status Summary report for any **COMMENTS** that ParaMed has listed for you.
- Please show your doctor your old health form documents or the Student Status Summary report, complete any of the outstanding booster or repeat blood test and have them fill-out and complete this part of the form.
- If you **FAIL** to provide any updates, your Temporary Exception will expire and ParaMed will mark you as **NOT CLEAR** and you will be **EXCLUDED** from clinical practice.

- Tetanus, Diphtheria & Pertussis (TDAP/Adacel valid every 10 years)

dose date: ____/____/____ (mm/dd/yyyy)

- Measles, Mumps & Rubella (MMR)

outstanding dose date: ____/____/____ (mm/dd/yyyy)

OR

outstanding copy of repeat laboratory blood test report

- Varicella (Chicken Pox)

outstanding dose date: ____/____/____ (mm/dd/yyyy)

OR

outstanding copy of repeat laboratory blood test report

- Hepatitis B

outstanding booster shot dose date: ____/____/____ (mm/dd/yyyy)

OR

outstanding copy of repeat laboratory blood test report, 4-6 weeks from your last dose

SECTION B)

- If you have already received a **ParaMed Clear Certificate stamp** from your previous health form documents, please **disregard this page 3** and there is no need for your doctor to fill-out this form or redo any of the medical requirements given above. But you are still required to check all items above and are valid for the entire duration of clinical practice per semester.

**(\$121) PN RETURNING SEMESTER 3 & 4 STUDENT
ADDITIONAL REQUIREMENTS (submission deadline on July 26, 2024)**

NAME x _____ GBC ID# x _____

4. VULNERABLE SECTOR CHECK (must be renewed every six months and valid for the entire duration of your clinical practice from Sept-Dec 2024) (Check out and watch the YouTube tutorial video at https://youtu.be/8auz6D_mspQ)

Important Note:

- Please make sure that your renewal documents are valid and will **not** expire for the entire duration of your clinical practice before you submit and upload it to ParaMed. If you fail to do so, you will not be cleared and will be ineligible for clinical practice.
- Please attach the original vulnerable sector check record and submit to ParaMed. 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 Associate Dean and academic coordinator 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 the responsibility and paid by the student.

For students who currently reside in the Toronto region with a postal code that starts with the letter "M". Please read and follow carefully the new Step-by-Step Instructions in How-To apply for [Toronto Police Service Vulnerable Sector Check](#) online below:

- Go to Toronto Police Service website at www.tps.ca/services/police-record-checks/
- Scroll down to Police Record Checks and Register for an Adult Police Record Check Account (gold box) and then click on the Fill-Out Form button.
- It is mandatory that you answer and complete all six stages of your application form such as the (Report, Documentation, Demographics, Payment Status, Authentication Status and Application Status stages)
- Please make sure that you apply for Vulnerable Sector Check and click on \$26.72 dollars Unpaid Student Placement.
 - a. **Under VSC Organization Code:** type the code given to you by Clinical Placement Coordinator
 - b. **Under registered Course or Program Name:** type your registered course or program name
 - c. **Under Vulnerable Clientele Duties:** type "to provide care, support and guidance for the health and well-being of vulnerable persons from 1-99 years old"
 - d. **Under List which vulnerable sectors you will be working with:** type "children, youth, elderly, seniors and person with physical and mental health disability."
- Once you finish answering all six stages, you must finalize your submission and pay for your online application by credit card only.
- Toronto Police Service will send you an email notification as to when you will receive your Vulnerable Sector Check record to your email account.
- Processing times typically take four weeks from the date the application is received but may fluctuate, due to high volume of request and time of year.
- Once you received your VSC record in a PDF file to your email account, please make sure that you remove the password before submit and upload it to the ParaMed portal because they will not be able to open it and they will mark you as not clear to your portal account.

For students who currently reside in another region such as [\(Durham, Halton, Hamilton, London, Niagara, Peel & York\)](#) or Out of Province

- If you currently in another region such as (Durham, Halton, Hamilton, London, Peel & York) **or Out of Province**, please check your specific regional police service website and they can take **4 to 6 weeks** to process your application form, with exception to Niagara region which takes **8 to 10 weeks** to process and received.
- Please apply for Vulnerable Sector Check as it needs to be valid in the academic year, for more details click the [Vulnerable Sector Check website](#)
- 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 address. For more details, visit [Vulnerable Sector Check website](#).

Vulnerable Sector Check

(must be renewed every six months and valid for the entire duration of your clinical practice from Sept-Dec 2024)

Issued Date ____/____/____ **Expiry Date** ____/____/____ *(renew every six months)*

**(S121) PN RETURNING SEMESTER 3 & 4 STUDENTS
ADDITIONAL REQUIREMENTS (submission deadline on July 26, 2024)**

NAME x _____ GBC ID# x _____

- 5. BASIC LIFE SUPPORT CERTIFICATE (must be renewed every year and valid for the entire duration of your clinical practice from Sept-Dec 2024) (Check out the YouTube tutorial video at <https://youtu.be/86LxxQpVV9s>)**
- ✓ It is mandatory that you register for *Basic Life Support certificate* either in person or Blended Format training and valid for the entire academic year. If you live in Toronto region, please check the Peak Excellence Shop for their discounted rate. For the list of First Aid Approved Trainers, [click here](#) for more information or you can register at any First Aid Trainers available in your area. Please bring your original certificate card and photocopies at your scheduled appointment with Paramed.
 - ✓ Please make sure that your renewal documents are valid and will **not** expire for the entire duration of your clinical practice before you submit and upload it to Paramed. Otherwise, you will not be cleared and will be ineligible for the upcoming clinical placement.

Basic Life Support Certificate

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

FINAL STEP:

- Once you have everything completed, your final step is to log-in, submit and upload your Health Form documents to the **ParaMed Placement Pass website** at <https://georgebrowncollege.placementpass.ca/> by the given deadline. Check out the YouTube tutorial videos at <https://youtu.be/4BcV8TgTMDU> . After this step, it is mandatory that you keep all your original health form documents and certificates, as you need to show this proof of records to your upcoming placement agency and for future reference.

WHAT IS COMING UP NEXT?

- ✓ For all incoming 2nd year, you will be required to renew your:
 - Step 1-TB Skin Test (every year)
 - Vulnerable sector check (every six months)
 - Basic Life Support (every year)
 - Mask fit test certificates (every two years)
 All items must be valid for the entire duration of your clinical practice semester per academic year.

George Brown College & ParaMed Agreement Form

Name _____

Program: (S121) PN Returning Semester 3 & 4 Students in 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
Virtual Business Hours: 9:00 am to 3:30 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 Sem 3-4 students 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.
- 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)