

LONDON HEALTH SCIENCES CENTRE (LHSC)

- **ALL DOCUMENTS REQUIRED 3 WEEKS PRIOR TO START DATE**
- Email Brenda Shipley at brenda.shipley@lhsc.on.ca as soon as arrangements have been made with your supervisor.
- Intent to Register to Leora **6 weeks** prior to start.
- **Online Orientation & Registration** No password required. MUST DO WITH EACH PLACEMENT – student completes the online registration and cannot submit it until all of the mandatory sign offs have been checked -- submit **Criminal Screening** to Kathy Rylett, Student Affairs, ****Victoria Hospital**** 519.685.8500 Ext 76500, 745 Baseline, Bldg 6, Ste 109, Rm 107 – *available Mon-Wed, 9-11*. There is no dropbox at Vic but the dropbox at UH, Room B3-252 will remain for original documents – originals will be returned to Penni *****email Penni and Brenda Shipley to confirm this has been done*****. Brenda will then complete the online verification form.
- *****CRIMINAL SCREENING***** -- vulnerable sector – takes 2 months so start process well in advance (good for 1 yr) – take the original and a copy to Kathy Rylett
- **FLU (Western Form)** – Oct 1 to Mar 31
- **IMMUNIZATION EXCLUDING FLU (Western Form)** including TB skin test
- **WSIB (Western form)** – Only need to complete once
- **N95 mask fitting** (good for 2 yrs) – *Middlesex Health Unit, 50 King Street, 519.663.5317* – pre-book AND *Student Health Services, 519.661.3030*, select reception option
- Student will receive an email from Student Affairs with an **ID badge form** for completion. Bring that form to Customer Support Building at Victoria Hospital on 1st day. Mail the ID badge back to Brenda Shipley
- Penni lets Brenda know that all requirements have been met – ***failure to provide all documents by deadlines could result in a delay in starting the placement – TO ACQUIRE COMPUTER ACCOUNTS, ALL DOCUMENTS MUST BE PROVIDED 3 WEEKS PRIOR TO START DATE***
- **Safe Campus Training** Please complete the UWO online training module and provide Penni with a copy of the certificate.
- **Parking** available at \$52/month and \$20 transponder (refunded when returned) or \$12-\$14 a day. Let Brenda Shipley know.