• 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 (*3 wks prior to start date*) – 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) – *required 2 wks prior to start date* – take the original and a copy to Kathy Rylett
• FLU (Western Form) – Oct 1 to Mar 31 – *(2 wks prior to start date)*
• 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*
• Violence Prevention Training Please complete the UWO online training module and provide Penni with a copy of the certificate at least 2 weeks prior to placement.
• Parking available at $52/month and $20 transponder (refunded when returned) or $12-$14 a day. Let Brenda Shipley know.