

NON-MEDICAL STUDENT REQUIREMENTS- STUDENT PLACEMENT

Exceptional Experiences • Extraordinary People • Engaging Partnerships

London Health Sciences Centre (LHSC) is a professional, scholarly academic community where students can maximize learning and join in the spirit of inquiry, while acquiring, practicing, and refining skills for their future roles in health care. We value relationships founded in trust, respect and collaboration and look forward to our shared journey, which we hope you find is a positive learning experience.

In order to ensure a safe and healthy environment for patients, staff and students, LHSC has established guidelines for placements at the hospital. This document has been prepared as a summary in order to help you plan ahead for a smooth start to your experience with us.

Important Notes:

In keeping with its responsibility for patient care, education and research, LHSC reserves the right to intervene in any instance where a student may be functioning in a manner considered by LHSC to be potentially dangerous or harmful to the well-being of the patient(s) or contrary to LHSC philosophy, objectives, policies, procedures, rules, or regulations. If in the reasonable opinion of LHSC's authorized person a student's behaviour is unacceptable, LHSC has the exclusive right to suspend or terminate the placement.

Students, before or during their placement, who are diagnosed with a medical condition that could pose a risk to themselves or others (i.e. injury that requires the use of an assistive device, an allergy, immune-compromised status, psychological or emotional based illnesses, etc.) should contact the School for their fitness to be on placement to be assessed and to address any accommodation issues.

In this document, 'LHSC Supervisor/Preceptor' refers to your LHSC contact regarding placement arrangements. For Nursing students coming to LHSC in clinical groups, your contact is your School Clinical Instructor.

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ONCE YOUR PLACEMENT IS CONFIRMED

- Contact your LHSC Supervisor/Preceptor or School Clinical Instructor (Nursing) to confirm your placement schedule and determine other placement details. Your LHSC Supervisor/Preceptor also needs contact information for your school liaison that will be supporting the learning experience.
- If you are completing research at LHSC, or using LHSC patient data for research, your LHSC Supervisor/Preceptor must consult with Lawson Health Research Institute (685-8500 ext. 77998).
- Obtain the LHSC Online Orientation & Registration username & password from your School or LHSC Supervisor /Preceptor, as applicable.
- Review the **Pre-placement Requirements** (listed below) carefully in order to ensure a smooth placement process, including a timely start date.



TIP: Start working on the health and criminal screening requirements immediately, as these both can take some time to complete!

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	Requirement	LHSC Notes:	Your Notes:
<input type="checkbox"/>	Health Requirements	See Appendix 1 Ensure that you fulfill all of the health requirements and have documentation prepared.	
<input type="checkbox"/>	Criminal Screening	See Appendix 2 Ensure that you obtain the <u>appropriate</u> criminal screening documentation.	
<input type="checkbox"/>	LHSC Online Orientation & Registration: http://www.lhsc.on.ca/priv/nonmedic/orientation.htm	Username and password required for access This is your corporate orientation; department specific orientation will be conducted by your placement area.	
<input type="checkbox"/>	Workplace Injury Insurance	The School coordinates this coverage.	
<input type="checkbox"/>	Certification with Ontario Regulatory Body (if applicable)	Advanced regulated health profession placements (post-basic and out of province students) in which controlled acts are performed will require proof of registration with the applicable regulatory/professional body. If applicable, have documentation available.	

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PRIOR TO THE PLACEMENT START DATE

1) Pre-Placement Requirements

Minimum of <u>3 weeks</u> prior to start date:	<input type="checkbox"/> Online Orientation & Registration	Complete all of the orientation modules in Part 1 and the Registration Form in Part 2.
Minimum of <u>2 weeks</u> prior to start date:	<input type="checkbox"/> Criminal Screening	Submit documentation to LHSC Student Affairs after completing the Online Orientation & Registration. See Appendix 2 for details.
	<input type="checkbox"/> Health Requirements	Work with your School to confirm completion of the health requirements outlined in Appendix 1. Your School must be able to provide the Hospital with information regarding your health and immunization status, when requested by the Hospital*. (* High School Co-op only : A copy of your signed N95 Exemption form is kept on file by your LHSC Supervisor/Preceptor.)
	<input type="checkbox"/> Proof of Registration (if applicable)	Provide proof to your School. Your School must be able to provide the Hospital with proof of registration, if requested by the Hospital.

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2) Photo identification

More details regarding the LHSC Student ID card will be available in the next few months.

3) Program/department-specific orientation

Ask your LHSC Supervisor/Preceptor or School Clinical Instructor about the specialized orientation specific to your placement area. This will include emergency safety procedures and your responsibilities in the event of an emergency.

4) Parking

A parking card can be purchased by students whose placements last for an extended period. This service is provided at the same rates as for employees. Arrangements can be made through the Parking Office. Please note that an initial deposit is required and refunded when the parking card is returned at the completion of your placement. Parking for South Street Hospital can be arranged at Victoria Hospital.

Parking Office- **University Hospital**
West Parking Garage
(Visitor Parking- building beside the hospital), Main Level
Ext. 32446
Hours: *Mon-Sun, 24hrs/day*

Parking Office- **Victoria Hospital**
PG – L105A, Parkade
(Building closest to the London Regional Cancer Centre)
Ext. 53078
Hours: *Mon-Fri, 7:30am - 5pm*

5) Lockers

Lockers or space for storing personal items is available, as space permits. It is advisable that valuables or large sums of money not be brought to the workplace. If this is unavoidable, please ensure they are secured in a safe place. LHSC does not accept responsibility for the loss of personal items. For locker arrangements, ask your LHSC Supervisor/Preceptor or School Clinical Instructor (Nursing) to contact Customer Support.

Customer Support- **University Hospital**
Basement, Room: CLL-102 (Turn right off public elevators)
Hours: *Mon-Fri, 7am-4pm*

Customer Support- **Victoria Hospital**
Westminster Tower (Zone E), 1st floor, Room: E1-500
Hours: *Mon-Fri, 7am-4pm*

6) Footwear Requirements

All personnel at LHSC are required to wear footwear suitable to the task that they are performing.

1. **Office-** Footwear that offers proper support to perform any required duties. Closed toe and heel are preferred.
2. **Laboratory-** Closed toe and heel that offers protection from biological and chemical hazards.
3. **Clinical/Production-** Footwear must be closed toe, unless a more restrictive standard has been implemented.
4. **Maintenance/Loading Dock-** CSA approved Safety footwear

Ask your LHSC Supervisor/Preceptor or School Clinical Instructor (Nursing) about appropriate footwear for your placement area.

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7) Special Apparel

You may be required to wear a uniform, lab coat or some other safety item/device (for example work boots, goggles, hair net). In most instances, it is your responsibility to provide and clean your apparel; however if you are placed in special units where uniforms and/or safety items or devices are provided to staff, this privilege is extended to you. Ask your LHSC Supervisor/Preceptor or School Clinical Instructor (Nursing) if you have any questions.

FIRST DAY OF PLACEMENT

1) Contact information

Be sure to exchange contact information (i.e. phone number and email address) with your LHSC Supervisor/Preceptor or School Clinical Instructor (Nursing). From time to time you may need to communicate with each other outside your standard placement schedule regarding weather or transportation delays, illness, scheduling changes, etc.

OTHER IMPORTANT INFORMATION TO KNOW FOR PLACEMENT

1) Policies and Procedures

As outlined in the online orientation and covered in your specialized orientation, LHSC's policies and procedures are accessible to students in each department and patient care and research area. You are expected to follow LHSC's rules and regulations at all times.

2) Access

If you are granted access to any corporate applications or databases that hold patient information, you will be held accountable for all work done under your password and user ID. Do not disclose your password and user ID to anyone or use your user ID and password to give access to any other person. Only access the information that is required for you to perform your duties; you may not access your own health record, or that of your family or friends (you may only access your own health record by contacting Health Record Services). Audits are completed by the Privacy office to ensure compliance with appropriate access policies.

3) Harassment and Discrimination

LHSC is committed to ensuring a work environment that is free from harassment and discrimination. Any comments, claims or incidents will be investigated according to hospital policy.

4) Emergency Health Care

Emergency health care is available through Occupational Health and Safety Services if you become ill or injured while on LHSC premises. All incidents and/or injuries will be reported to your LHSC Supervisor or School Clinical Instructor, who follow the required procedures as per hospital policy. In the event that you become ill or injured while on your placement, the LHSC incident reporting guidelines need to be followed in order to notify LHSC Occupational Health and Safety Services (OHSS). LHSC OHSS will advise your school representative. Any student who has a known or probable

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workplace exposure to an infectious disease (ie. blood or body fluids of a patient, measles, pertussis, meningitis etc.) should follow the established OHSS protocols for follow up.

5) Infectious Illness or Disease

Contact OHSS for clearance to return to your placement if you have been off due to an infectious illness or you have been in contact with someone with an infectious disease and you have concerns about your ability to be on placement.

6) Fragrance Free Policy

Any product that emits a noticeable scent, including but not limited to: perfume, cologne, after-shave product, hair care products (hair spray, gel, mousse, hair conditioners and shampoos), body sprays, soaps, lotions/creams, alcohol hand rubs(NON- LHSC), powders, deodorants/antiperspirants, should not be worn at any time.

9) Use of Cellular Phones and Other Wireless Technologies

London Health Sciences Centre (LHSC) discourages the use of cellular phones within the hospital. Except for designated (posted) areas, LHSC prohibits the use of cellular phones and other wireless technologies inside any of its buildings or in close proximity to any patient using a medical device. Designated areas include cafeterias, lobbies and private offices. Restrictions on wireless technologies apply to patients, visitors, staff and hospital affiliates. A cell phone should never be operated closer than one (1) meter to a medical device. For further information, contact the Biomedical Engineering Safety Officer (519-685-8500 ext. 35216).

10) Acceptable Use of Information Technology Resources

Information Technology Resources are corporate resources owned by London Health Sciences Centre (LHSC). These resources are made available to staff and affiliates to conduct the business of the organization, i.e., for patient care, research, educational and administrative purposes. Personal use of Information Technology Resources for functions outside an individual's role should be minimized and should not interfere with the operations and/or policies of the program or organization; and the use must be acceptable. Confidential, business or patient-related information should never be transmitted to external sites or servers that are not secure. For further information, contact the Help Desk (519-685-8500 ext. 44357).

11) Library Services

Library services are available to students. For on-line resources and subject librarian information, please visit: <http://www.wohkn.ca/lhsclibrary> from an LHSC-networked computer.

12) Pre-Placement Requirement Documentation

If any pre-placement requirement documents expire during the course of your placement, you are responsible for updating them and responsible for any associated costs with doing so. Updated criminal screening documentation must be submitted to Student Affairs prior to the expiry date (OESC ID card has an expiry date on the card; police record checks expire one year from the date of the record check completion).

APPENDIX 1- Health Requirements

Prior to the commencement of the placement, it is the student's responsibility to obtain immunizations/blood work and TB tests and/or documentation as required.

TUBERCULOSIS SURVEILLANCE

You must have documentation of at least 1 previously negative 2-step TB skin test. Prior to placement, if one of the tests has not been completed within the past 12 months, you require an additional single TB test. If you have documentation of a single negative TB skin test within the past 12 months, then you should receive an additional single TB test. If you have never been tested, or do not have documentation of a previously negative 2-step, then a 2-step TB test will be given.

For positive TB test reactors, a chest x-ray, current within the last 12 months is required and a copy of the x-ray report is required. Anyone with a confirmed positive TB test and who has not received counselling or advice concerning prophylactic treatment, should be referred for an expert consultation by their treating practitioner. In addition, those who have received counselling or advice concerning prophylactic treatment should provide a copy of their consult note.

If a student has a TB contact while at LHSC or St. Joseph's, surveillance by LHSC or St. Joseph's will include TB skin testing at time of exposure and 3 months thereafter.

IMMUNIZATION STATUS- Vaccination Requirements:

You will need proof of being vaccinated or if applicable, proof of blood work titres to confirm your immune status.

Hepatitis B	It is strongly recommended that all health care workers receive a course of Hepatitis B vaccine. For your protection, it is important to obtain a Hepatitis B antibody titre following immunization to ensure that you are adequately protected. If you have been vaccinated then you must provide laboratory report of your antiHbs level. This is in case you are exposed to blood or body fluids. We need this Information in order to understand the appropriate course of action to take in managing your exposure.
Influenza	<p>Between October 1 and March 31, all students are required to be vaccinated with the recommended influenza vaccine(s) in order to be considered fit to be on placement. It generally takes 14 days from the date a person is vaccinated, for the person to become protected.</p> <p>If the vaccine(s) is/are available, students must be vaccinated <u>prior</u> to their placement commencing. The vaccine must be received no later than 14 days prior to placement commencing. Any students who are not yet on-site at the time the vaccine is made available should be going to the public clinics or their own care provider before their placement commences and not waiting until they are on placement.</p> <p>If the vaccine(s) is/are not available prior to the start of placement, it is expected all students will receive the vaccine as soon as possible, and no later than 3 weeks, from when it becomes available.</p> <p>If the vaccine(s) become(s) available during the time they are on placement, students can receive vaccines at one of the clinics offered at LHSC. Occupational Health & Safety Services will offer vaccines to students on-site for placement at the time the vaccine is made available, and will be offered according to the vaccination schedule for employees in the applicable area.</p> <p>All students should ensure that proof of influenza vaccination is retained and a copy of the documentation submitted to a</p>

APPENDIX 1- Health Requirements

	<p>school representative.</p> <p>Any student with a bona fide medical contraindication to receiving the vaccine shall notify their School Placement Coordinator, School Clinical Instructor, or other School contact (as applicable) prior to commencing placement so that any accommodation issues can be addressed.</p>
Meningitis Vaccine	<p>If you are a Medical Laboratory Sciences/Technology (MLT) student doing a placement in Microbiology you should receive the Meningitis Conjugate Vaccine that protects you from sub-types A, C, Y and W135.</p>
<p>See OHA guidelines for more information on requirements for immunizations listed below. http://www.oha.com/Services/HealthSafety/Pages/CommunicableDiseasesSurveillanceProtocols.aspx</p>	
Mumps	<p>You require 2 doses of mumps containing vaccine with the dose being given on or after your 1st birthday and the second dose given at least 4 weeks from the first dose OR laboratory evidence of immunity.</p>
Red Measles	<p>You require 2 doses of measles containing vaccine with the first dose being given on or after your 1st birthday and the second dose given at least 4 weeks from the first dose <u>OR</u> laboratory evidence of immunity</p>
Rubella	<p>You require 1 dose of rubella containing vaccine, given on or after your 1st birthday OR laboratory evidence of immunity.</p>
Tetanus/Diphtheria	<p>Recommended every ten (10) years. If it is more than ten (10) years since your last booster, it is recommended you be vaccinated. If you have not yet received a 1 time adult or adolescent dose of Tetanus/Diphtheria/Pertussis, you should receive this instead of the Tetanus/Diphtheria (See below for further information).</p>
Tetanus/Diphtheria/ Pertussis (Tdap)	<p>You require a onetime dose of Tetanus/Diphtheria and Acellular Pertussis booster.</p>
Varicella (Chickenpox)	<p>Require proof (i.e. physician's certificate or vaccination record) of being vaccinated with Varicella vaccine 2 doses at least 28 days apart if received at 13 years or older <u>OR</u> proof of blood work which confirms the individual is protected (immune).</p>
<p>N95 FIT TESTING</p>	
<p>Students must be respirator mask fit tested prior to clinical placement and then bring with them documentation of the N95 Respirator on which they have obtained a fit (must be readily available if needed for reference during your placement).</p> <p>Acceptable N95 Respirators for testing are: 3M 1860S, 3M 8210, 3M1870+/9210. The fit testing must be within two years of the date of the clinical placement period.</p>	<p>Exceptions:</p> <ol style="list-style-type: none"> 1. International Students can access LHSC's Fit Testing Services and can arrange fit testing by contacting LHSC Occupational Health and Safety Services at 519-685-8500 extension 77707. 2. High School Co-op Students are exempt from N95 fit testing. The student and his/her LHSC Student Placement Supervisor must sign the High School Co-op N95 Exemption Form (available through Student Affairs).

APPENDIX 1- Health Requirements

Frequently Asked Questions Answers from Occupational Health and Safety Services

Question		Answer
1.	Where can I go to obtain documentation (proof) of my previous immunization, Tb testing & serology?	<p>Family doctor, medical school records, student health services, public health unit where you attended school.</p> <p><u>Health documentation (proof) may include:</u></p> <ul style="list-style-type: none"> • vaccination records from yellow immunization cards; • notes from physician's offices; • immigration records; • Public Health Unit Records; • electronic immunization records (provided they are signed off by a physician or nurse); • laboratory testing (titres) • Student Health Records
2.	Should I complete all my health requirements prior to the commencement of my placement?	Yes!
3.	Where can I get my immunization updated and/or TB skin testing done ahead of time, or before my start date?	Family doctor, student health services, public health unit
4.	Where do I go if I require help in completing my health screen requirements?	Family doctor, student health services, public health unit
5.	Why is the Hepatitis B Vaccine Series strongly recommended?	Hepatitis B is a viral infection. It can be spread by unprotected contact (not wearing appropriate gloves, masks, eye protection) with an infected person's blood and or body fluids.

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Question		Answer
6.	Why is it important that once I complete a Hepatitis B series that I have my antibody levels (Anti-HBs) levels checked?	<p>In order to ensure you are protected (immune), you should have your antibody level assessed (antiHBs) by having a blood test done. If you have never had your anti-HBs levels tested and are exposed to a patient who is considered infectious (infected with Hepatitis B), or the source (where the blood or body fluid came from) is unknown, it may be recommended that you receive a prophylactic treatment of HBIG (Hepatitis B Immune Globulin). HBIG is a series of injections. The amount and timing of injections is dependent on various factors like body weight and the number of Hepatitis B vaccine doses previously received and whether or not the individual is considered a non seroconverter. HBIG contains antibodies to protect against Hepatitis B infection.</p> <p>In addition:</p> <p>In some rare cases individuals who complete the recommended series of Hepatitis B vaccine do not acquire a high enough or protective antiHBs level. They are referred to as a nonseroconverter. If they become exposed to the blood and body fluid of an infected patient, it could be recommended they receive HBIG in order to protect them from infection. Therefore, it is important that you be aware and informed about your Hepatitis B immune status, so that if you are a non seroconverter, you know to seek timely medical attention if you are exposed to blood or body fluids.</p>
7.	Do the Measles, Mumps, and Rubella vaccines have to be given as a combination vaccine, or can you receive individual doses?	<p>Although the requirements are listed separately, it is important to remember that to meet the requirements for Measles, Mumps, and Rubella, there must be documentation to support the administration of 2 doses (at appropriate time intervals) of MMR vaccine. Some individuals may have received individual doses or red measles or rubella vaccine depending on where and when they were born. It does not matter if it was individual vaccines or a combination vaccine as long as they add up to the correct amount of doses that are needed in order to meet the requirements.</p>
8.	Why do I need to have the influenza vaccine as soon as it is made available?	<p>It takes 14 days for the influenza vaccine to create enough antibodies to protect you from the influenza virus. This protection is important because it lessens the chances you will get sick and pass on the influenza virus to others; it is important for your health, and the health of vulnerable patients you will be in contact with. We ask that you get vaccinated as soon as the vaccine is available to you so that you are protected <u>before</u> influenza circulates in the community.</p>
9.	What is N95 Fit Testing?	<p>Anyone with a requirement to wear an N95 respirator, due to their job duties, must complete a Fit Test prior to wearing/using the N95 respirator as mandated by the Ministry of Health and Long Term Care. All non-medical students on-site for placements at LHSC must complete N95 fit testing.</p>

APPENDIX 2- Criminal Screening Requirement

You must be able to show a current (ie. less than 12 months old) criminal screening document in order to begin placement, and must retain current criminal screening for the duration of the placement and renew annually, as applicable. Any costs associated with meeting this requirement are the responsibility of the student. LHSC may, in its sole discretion, choose to disallow any student from participating in a practicum placement based on the results of the criminal screening.

	High School Co-op:	Other Non-Medical Placements:
Document Required:	Police Information Check (Police Record Check) Note: High school students that are 18 years of age and older must obtain the Police Vulnerable Sector Check	OESC ID Card
How to obtain:	From your local Police Service*	From Ontario Education Services Corporation (OESC) . Go to http://www.oesc-cseo.org/English/checks.html and review the information carefully. Contact OESC to confirm processing time or for more information about the plastic ID card. Note: The card may take a few weeks to arrive in the mail, so plan accordingly. OESC does close for holidays, including an extended break in December.
When to submit to LHSC:	After you complete the LHSC Online Orientation & Registration.	
What to submit to LHSC:	Original copies of police record checks must be seen by Student Affairs; the original can be viewed and a copy submitted. If you wish to retain your original document bring the original document and a copy to Student Affairs. If you do not bring a copy, the original document will be kept by Student Affairs and will not be returned.	A copy of the plastic OESC ID card that you receive in the mail. Note: The BackCheck report is not your criminal screening documentation. The required documentation is the plastic OESC ID card. See page 13 for an example of an OESD ID card.
How to submit to LHSC:	In-person to the office of Student Affairs during the office hours listed below. Office Hours: Monday, 1-3pm; Tuesday, 8am-10am; Wednesday, 10am-noon Location: Room B318, Nurses Residence/Education Building (come in Entrance 8), South Street Annex, 373 Hill Street, London, N6A 4G5	OESC ID card: Via email to CriminalScreening@lhsc.on.ca

***If needed: Complete the following information and submit this page (Appendix 2) to your Local Police Service if they require proof of the LHSC police record check requirement for student placement:**

Name: _____ Placement Start Date: _____ Placement End Date: _____

APPENDIX 2- Criminal Screening Requirement

An example of an OESC ID card:

