

LONDON HEALTH SCIENCES CENTRE – Byron Family Medical Centre

- Email Tomasina Chevalier at tomasina.chevalier@lhsc.on.ca, and Erin Meth at erin.meth@thamesvalleyfht.ca as soon as arrangements have been made with your supervisor.
- Intent to Register to Leora 6 weeks prior to start.
- **ONLINE ORIENTATION & REGISTRATION** Password not required. MUST DO WITH EACH PLACEMENT (*3 wks prior to start date*) student completes the 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 police check & maskfit to Tomasina and Erin, cc Penni.***
- **ONLINE TRAINING** will be emailed to you (Health & Safety Awareness, WHMIS, Workplace Violence & Harassment training, Privacy/PHIPA, AODA). **Violence Prevention Training** Please complete the UWO online training module and provide me with a copy of the certificate at least 2 wks prior to placement.
- *****CRIMINAL SCREENING***** -- vulnerable sector – takes 2 months to process (good for 1 yr) – required *2 wks prior to start date* – Email police check & N95 mask fitting to hrtvfht@thamesvalleyfht.ca
- **STUDENT INFORMATION & CONFIDENTIALITY FORM** – Erin will email this document and it is to be emailed back to hrtvfht@thamesvalleyfht.ca
- **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 Tomasina
- Penni lets Tomasina know that all requirements have been met – ***failure to provide all documents by deadlines could result in a delay in starting the placement***
- **Parking** - free parking on site **Dress Code** – business casual
- **Nametag** – wear your nametag at all times
- **CC PENNI ON ALL CORRESPONDENCE**