



## FIELD PLACEMENT PASSPORT

**Due Date for Winter Semester Placements: November 30<sup>th</sup>**

**Due Date for Summer/Fall Semester Placements: March 31<sup>st</sup>**

Name \_\_\_\_\_

Student # \_\_\_\_\_

Program \_\_\_\_\_

It is the responsibility of the student to keep this form and associated documents for placement purposes.

### Students are required to:

1. Keep this passport up-to-date and current at all times.
2. Bring completed documents (**ORIGINALS**) to the Placement Office: B200 between 9:00 and 3:00.
3. Once you have met all requirements, **KEEP** your originals in your placement binder or portfolio – make a back-up copy.
4. You will need to present your **ORIGINAL** Vulnerable Sector police check to your placement agency and keep it on you at all times. Some agencies will also require a copy of your First Aid/CPR and/or Immunization Form.
5. If you are completing placements over multiple years you must ensure your documents are current before each placement begins.

### Standard First Aid and CPR Level C or Level HCP

Standard First Aid and CPR level C or HCP is required before you register for field placement. This is a **16 HOUR** training course. Note: Level HCP is a more advanced level and may be required by some healthcare agencies.

It is ***your responsibility*** to ensure that the certificate is current throughout the length of your program

Expiry Date:

### Immunization Form

You must have all sections completed fully – **INCLUDING ALL DATES** and proof of immunity or vaccination.

Some agencies have additional vaccination or medical requirements including a 2-step Tuberculin Skin Test or Chest X-Ray. **It is your responsibility to meet ALL** requirements by the field placement start date or it will result in your field placement being cancelled.

### Health and Safety Awareness Training

Complete the Ministry of Labour Health & Safety Awareness Training. <http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>

It will take approximately 45 minutes to complete (tip-do not skip the videos!). Once completed you will receive a certificate, please save or print this certificate **IMMEDIATELY** (or you will have to re-do the training) we recommend you print your certificate in colour for your portfolio.

### Vulnerable Sector Police Record Check

Our community partners require students to have a current Vulnerable Sector Police Check including a check of the Pardoned Sexual Offender Database. This documentation is to be shared with the placement agency only. The college does not require a copy.

You must obtain a recent Vulnerable Sector police check for each placement you complete. Please obtain this document within 90 days of the start of your placement. Bring your VS check or receipt as proof of application to B200.

**It is your responsibility to obtain a Vulnerable Sector Police Check – note: you need to obtain the appropriate form from your local policing organization or determine if a letter is needed from the College.**

Please be aware, as outlined in your program’s Academic & Field Placement Policies and Procedures Manual, that the College is not responsible for arranging alternate placements should a record of offences limit the student’s ability to conduct a placement with a particular agency.

**IMPORTANT: STUDENTS WILL NOT ENTER FIELD PLACEMENT UNLESS THE PASSPORT IS FULLY COMPLETED AND STAMPED.**