

QUESTIONS • ANSWERS

About DDS Pre-Clinical Placement Requirements for the Schulich School of Medicine & Dentistry

Your choice of career path requires you to meet specific health and safety standards. The School has specific medical and non-medical requirements that must be met by you, before you can begin any clinical responsibilities. These measures are there to protect you, your colleagues and those that you will serve in your clinical responsibilities. The Schulich School of Medicine & Dentistry is committed to meeting standards of practice in dentistry by ensuring that students attain and maintain required certifications and meet recommended immunization standards.

What's the rush?

This is a time consuming task, particularly for "entering" students. You should start the process of completing your requirements 3 - 4 months prior to the due date required.

How does this affect me?

If you don't complete your requirements, you will not be permitted to begin any clinical experiences, including clinical observerships. If you don't attend required clinical placements (or complete enough hours), you will not progress in the program. Failure to adhere to the requirements deadline will result in a hold on your academic progress.

Have questions?

We understand that you may have questions about what you are required to do in order to meet requirements for future clinical placements. To help you, we've collected some commonly asked questions:

Q. How do I find out what pre-clinical placement requirements I need to complete?

Students in Year 1 of the DDS Program at Western's Schulich School of Medicine & Dentistry have a number of requirements to complete. Information about these requirements is available to you on the post-admission portion of the Admissions webpage at http://www.schulich.uwo.ca/dentistry/future_students/doct_or_of_dental_surgery_dds/post_admission.html

Q. What are my responsibilities?

You must complete the following:

- Thoroughly review the *Pre-Clinical Placement Requirement Clearance Information* document.
- Plan ahead! Complete all requirements in time for your Student Health Services appointment, and prior to the deadline.
- Book your appointment well in advance of the deadline.
- Attend your scheduled appointment with your Entering Student Requirements Checklist form fully completed and copies of all documentation required. (Note: Student Health Services will not copy your documents).
- Keep all of your original documents (including a copy of your completed clearance form) in a safe place as the School or other clinical sites may request to see them.
- Ensure your requirements are valid throughout the duration of your placement(s).

Q. Do I need to make an appointment with my health care professional?

You need to obtain documentation of all previous vaccinations and bloodwork, so you may need to book an appointment with your health care provider. If you are missing documentation and/or are not sure of your immunity status, Western's Student Health Services can administer vaccinations and order appropriate bloodwork for you. If you need bloodwork completed, you can make an appointment with Western's Student Health Services to receive a requisition form. This should be done in advance of your clearance appointment.

Q. How many health care appointments will I need?

Most students only need one appointment if all immunizations are current. Some students will need multiple appointments to ensure all requirements are completed.

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Q. What do I say to my health care professional and what do I need to bring?

Tell them that you need to ensure you have proof of immunity (proof of vaccinations or bloodwork) to the requirements listed on the Entering Student Requirements Checklist

You should bring the following to your appointment:

- Entering Student Requirements Checklist*
- any proof of immunization (yellow card) and/or health unit form(s) that provide a record of your immunization history;
- past blood lab results if completed by a different health professional;
- payment method.

Q. What do I say to my health professional if he/she says that I really don't need something noted on the checklist?

You *must* provide proof of immunity to everything listed on your Student Checklist to be eligible for placement. If you need proof of blood lab results, make sure that you obtain a copy of the report.

Q. Can I ask my local health unit to draw blood titres?

No. The Health Unit will not draw blood titres. They will, however provide boosters, vaccinations, screenings, and will give you an immunization card that you can take to your health care professional and/or your clearance appointment. You can also have blood titres done (in a separate visit) through the Information Nurse at Student Health Services. There is no charge for this SHS visit.

Q. Who do I submit my pre-placement requirements to?

There are 2 steps to this process:

1. Students are to bring their original and a copy of all supporting documentation to their clearance appointment at Student Health Services. **Appointments are booked by phone at 519-661-3030.** Student Health Services acts as the School's agent in clearing students on their School pre-placement requirements. You will only be cleared on what you have completed and must make a follow-up appointment (for an additional fee) to submit any outstanding requirements or documentation.

2. Your clearance status is registered in Student Health Service's database. At the end of the appointment, you will be given a "Clearance Form". Please keep this document in a safe place with your other health records.

Q. When do I need to submit all of my pre-placement requirement documentation?

The *mandatory* deadline for incoming Year 1 DDS students is October 1st. *The deadline is non-negotiable.*

Note: Demand for appointment times is highest the week leading up to a deadline. Students are encouraged to plan ahead and book appointments well in advance in order to make the deadline. Students also need to be flexible with their schedule when booking an appointment.

Q. What if I am out of the country or working full-time all summer?

School requirements and submission deadlines are communicated to students in advance of the deadline to give students adequate time to prepare and plan ahead. Completion and submission of School requirements is *mandatory* and the *deadline is not negotiable*. Students have the option of completing their clearance appointment in September after arriving on campus. Please note that September appointment times will be limited and try to arrange your appointment earlier if possible.

The deadline is set to provide the School adequate time to verify and follow-up on students' clearance status, and complete all other requirements practice sites may have of the School and students.

Q. What if I don't have all requirements completed before the deadline?

Failure to adhere to the mandatory requirement deadline will result in a hold on clinical opportunities until this is resolved. Students will not be cleared for placement until *all* requirements are submitted.

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Q. Who pays for the costs associated with obtaining my School requirements?

Students are responsible for all costs related to placement. Costs are dependent upon each student's needs. Doctor's notes, laboratory blood work reports, x-rays, and immunizations may or may not be free of charge.

Q. How long will it take me to gather all of my placement requirements?

It may take several weeks (or months) to obtain all of your requirements. Plan ahead!

Register for and attend certification courses in advance of your deadline.

Depending on your personal immunization status, it can take weeks or months to determine your level of immunity and complete all vaccination series. If you have proof of immunization or an immunization record (e.g. yellow card), take it with you to your medical appointment. If laboratory reports are required, or if immunizations are not complete, delays may occur.

Q. One of the Entering Student requirements is a Hepatitis B screening which can take up to 6 months to complete. What if I can't receive the full vaccination series before the due date noted on the form?

You can still book and attend your Student Health Services appointment as long as you have started the 3-step immunization series, and have documentation indicating this. You must complete the series and submit your final paperwork to Student Health Services. You will be given a "conditional clearance" on this requirement if your series is in progress.

Q. What should I do to obtain Standard First Aid certification and CPR-HCP Certification?

If you have current First Aid and CPR-HCP certification complete please bring it with you to your Clinical Clearance appointment with Student Health Services. If you do not have current certification, please note that Schulich Dentistry will offer an opportunity in the Fall for any students requiring First Aid-CPR certification, free of charge.

Q. How do I cancel an appointment with Student Health Services?

To cancel an appointment, call Student Health Services at 519-661-3030 (available 24 hours a day). Please ensure you cancel *at least 24 hours prior* to your appointment. Failure to provide 24-hours' notice will result in a missed appointment fee.

Q. I'm not quite sure if I have everything I need for my clearance appointment. Who can help me?

When in doubt, you can drop-in to Student Health Services and speak to the Information Nurse (Mon-Fri 11am-4pm). Be sure to bring all your paperwork with you, including your requirement checklist.

Q. What do I need to bring to Student Health Services?

The original and a copy of:

- Blood lab reports (as required)
- Yellow immunization card or other proof of immunization
- Certification cards/documents (as required)
- Payment method (cash, debit, MC, Visa).

Q. What happens at an appointment?

A Registered Nurse will review all of your documents, order bloodwork, advise you to book a follow-up appointment for missing vaccinations, and determine if you can be cleared for placement. The appointment will take up to 15 minutes. Student Health Services will retain a copy of your documentation in a confidential medical file. Students are to retain all original documentation.

Q. Can I fax or email information to Student Health Services? What if I forgot to bring some of my documentation to the appointment?

You must meet with a Student Health Services nurse in-person to present your medical and non-medical requirements. You are not permitted to send documents by courier, mail, fax, or email after your appointment as authenticity must be verified and fees assessed. You must book a follow-up appointment (for a fee) to submit any outstanding requirements or documentation.

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Q. What are the possible outcomes from my initial clearance appointment?

Cleared – you met all of your requirements.

Not Cleared – a requirement has not been met or supporting documentation has not been received.

Conditional Clearance – you have a *legitimate* reason for not submitting a requirement. You will be asked to contact the Learner Equity & Wellness Office to determine if you are eligible to participate in your placement.

Q. I've been cleared on all requirements, however one (or more) will expire before the end of the school year. Is this OK?

No. It is the student's responsibility to ensure that all requirements are valid *throughout the duration of all placements*. If a requirement will expire during the school year, the student must renew it (before it expires) and submit the updated documentation to Student Health Services. There may be charge for this appointment, so it is advised that students renew everything early and submit it all at their initial appointment.

Note: Students must also be aware of when they had their last tetanus/diphtheria/pertussis vaccination. This vaccination must be completed every 10 years and students must ensure their immunizations are up-to-date.

Q. What if I'm given a status of NOT CLEARED?

You will receive a list of requirements that you still need to complete. Once done, you must book another appointment (for an additional fee) with Student Health Services. *You will not be permitted to begin clinical placement until you have been cleared on all requirements.*

Q. What happens once I am cleared?

A document indicating your clearance status will be provided to you by the nurse during your clearance appointment. Individuals who are cleared will be considered eligible for clinical opportunities.

Q. Why do I need to keep my own copies of my requirements documentation? I've been cleared by Student Health Services on all requirements.

Although this may seem like a long way in the future, some students may decide to apply to a summer opportunity or post graduate study. In some cases, these sites will have specific requirements that they want students to submit directly to them. Most likely, their policies require them to view all required documentation and not rely on a 3rd party clearance. This is accepted practice, and outside the control of the School. This is why students are advised to keep originals of all requirements/documentation.

For more information:

Visit:

Post Admission Website
http://www.schulich.uwo.ca/dentistry/future_students/doctor_of_dental_surgery DDS/post_admission.html

Contact:

The Learner Equity & Wellness Office
equity.wellness@schulich.uwo.ca
519-661-4234