

QUESTIONS • ANSWERS

About MDPHD Annual Clearance Requirements for Schulich Medicine

Your choice of career path requires you to meet specific health and safety standards as outlined by Ontario law. The Ontario government and the organizations offering you clinical placements have mandated specific medical and non-medical requirements that must be met by you, before you can begin any clinical placements. These measures are there to protect you, your colleagues and those that you will serve in your placement. The Schulich School of Medicine & Dentistry is committed to meeting standards of practice in medicine 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?

As an incoming student, failure to adhere to the requirements deadline may result in the rescindment of your offer of admissions.

As a returning student, failure to adhere to the requirements deadline will result in a hold on your academic progress and you will not be permitted to begin any clinical experiences, including clinical observerships, clerkship and electives.

Have questions?

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

Q. How do I find out what annual clearance requirements I need to complete?

Students Year 1 of the MD 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 https://www.schulich.uwo.ca/med_dent_admissions/post_admission/index.html

Q. What are my responsibilities?

You must complete the following:

- ❑ Thoroughly review the Entering Students Medical and Non-Medical Requirements Checklist.
- ❑ Plan ahead! Complete all medical requirements in time for your Electronic Requirements Verification (ERV) appointment, and upload all documentation prior to your scheduled appointment date and time.
- ❑ Book your appointment well in advance of the deadline (student # and UWO email address is needed).
- ❑ Upload all documentation in advance of your scheduled appointment. You do not need to attend your appointment. You are scheduling a time and date for your documentation to be reviewed.
- ❑ Keep all of your original documents and your electronic copies in a safe place as the School or other clinical sites may request to see them in the future.
- ❑ Ensure your requirements are valid throughout the duration of your academic year.
- ❑ When your documentation has been reviewed and you have been cleared, you will be able to view on your profile, how long your documentation is valid for. Be sure to make note of upcoming expiry dates.

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

You need to obtain documentation of all previous vaccinations and bloodwork as well as new tests and bloodwork, so you will likely need to book an appointment with your healthcare provider. If you are missing documentation and/or are not sure of your immunity status, Western's Health & Wellness Services or the University of Windsor's Student Health Services or your family physician can administer vaccinations and order appropriate bloodwork for you. This should be done in advance of your ERV 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.

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

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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 Students Medical and Non Medical 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 proofs of everything listed on your Student Medical and Non-Medical Requirements Health Clearance 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 will need to arrange with your family physician or campus health clinic to have the necessary blood titres drawn.

Q. Who do I submit my documentation to?

Students are to upload their immunization documentation using the Verified platform, a cloud-based electronic platform that digitally collects placement requirements and documentation for verification. Login details for Verified will be sent to your school email account. Appointments will be booked through this online platform. Verified 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 to submit any outstanding requirements or documentation. 2. Your clearance status is registered in Verified's database. At the end of the appointment, you will be able to see your status as will the School.

Q. When do I need to have completed my ERV Clearance Appointment?

MD program deadline for Year 1 and 2: August 1, 2025

MD program deadline for Year 3 and 4: July 29, 2025

Note: Demand for ERV 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.

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. The Electronic Requirements Verification appointment is completely virtual and documentation can be uploaded 24 hours a day, 7 days a week. Completion and submission of School requirements is *mandatory* and the *deadline is not negotiable*.

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.

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

Students are responsible for all costs related to meeting this requirement, including the costs of the ERV appointment. 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!

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Start the criminal record check process well in advance of the due date. 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 Verified ERV 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 Verified. You will be given a "conditional clearance" on this requirement if your series is in progress.

Q. Where should I go to obtain a Standard First Aid certification and CPR - C certification?

First Aid courses and CPR courses are widely available. You are also welcome to take courses off-campus at a variety of locations (e.g. your local Red Cross or Heart & Stroke Foundation, local post-secondary or municipal recreation department, etc.). Online courses such as those offered by Simple CPR are acceptable.

CPR-C and First Aid will be considered valid by the School for 3 years from the date of issue. *If your CPR-C and Standard First Aid will expire during your 4 years of study in the MD program, you must renew it prior to the expiry date and submit your new documentation to Verified. There will be a fee for this additional appointment.*

Q. Why is the influenza (flu) and COVID-19 immunization strongly recommended?

Annual influenza vaccination and Covid -19 vaccination is recommended in early October annually by the government of Ontario. Students who choose not to have these annual vaccinations should be aware that many teaching hospital

policies preclude them from clinical placements in the event of an influenza or COVID-19 outbreak.

Students who choose not to or cannot receive the influenza or COVID-19 immunization must complete the Influenza/COVID-19 Acknowledgement of Understanding form from the Learner Experience Office website, and submit this completed acknowledgement to Verified by the deadline of December 1.

Q. How do I cancel an ERV appointment with Verified?

Students are able to reschedule an appointment using their secure login to Verified. 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?

Please consult the Entering Students Medical Non-Medical Requirements Health Clearance Checklist provided to you by the program. You may wish to book an appointment with your physician to ensure you have everything you need.

Q. What do I need to gather for my ERV appointment?

Scans 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?

The ERV appointment is a designated date and time when your documentation will be reviewed. It is NOT an appointment that you need to attend. Your requirement is to have all documentation submitted in advance of the ERV service date you have scheduled.

A Registered Nurse will review all of your documents and determine if you can be cleared for placement. Students are to retain all original documentation. You will be notified once the review has taken place through the Verified Portal.

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

Pass – you met all of your requirements.

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

Conditional Pass – you have a *legitimate* reason for not submitting a requirement. You will be asked to contact the Learner Experience 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 clinical placements*. If a requirement will expire during the school year, the student must renew it (before it expires) and submit the updated documentation. 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 FAIL?

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 Synergy Verified. *You will not be permitted to begin any clinical experiences until you have been cleared on all requirements.*

Q. What happens once I receive a status of PASS?

Your clearance status will be updated in the Verified platform by the nurse reviewing your documentation following your clearance appointment. Your status will be reported electronically to the School.

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 am up to date on all of my requirements.

Although this may seem like a long way in the future, third-year students spend a great deal of time in the latter half of their year arranging their own clinical electives at sites across

Canada, the US, and in some cases, overseas. 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 the originals of all requirements/documentation.

For more information

The Learner Experience Office

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