

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 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. 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 section of the DDS Program website at https://www.schulich.uwo.ca/med_dent_admissions/post_admission/dentistry.html

Q. What are my responsibilities?

You must complete the following:

- ❑ Thoroughly review the Student Medical and Non-Medical Requirements document.
- ❑ 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 (UWO student number and UWO email address are 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 placement(s).
- ❑ When your documentation has been reviewed and you have been cleared, you will be able to see through your Verified account how long your documents are valid. Make note of expiry dates so that you can keep your requirements current.

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 Health & Wellness Services (the campus medical clinic 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.

QUESTIONS • ANSWERS

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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 **Student Medical and Non-Medical Requirements Checklist**

You should bring the following to your appointment:

- ☐ Student 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 proof of immunity to everything listed on your Student Medical and Non-Medical Requirements Checklist to work in clinics. 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 may, however, provide boosters, vaccinations, screenings, and may give you an immunization card that you can take to your health care professional and/or upload for your ERV appointment. You can also have blood titres done by Western's Health & Wellness Services.

Q. Who do I submit my pre-placement requirements 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. Within 48 hours of the appointment, you will be able to see your status by logging into your Verified account. The School will be able to see your status as well.

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

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

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

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.

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

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 Student Permit Checking 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 clinics 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 the School's requirements. 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.

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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!

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. 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 Student Medical and Non-Medical Requirements 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?

Please upload for your appointment:

- Blood lab reports (as required)
- Yellow immunization card or other proof of immunization
- Originals of all documents

Q. What happens at an ERV appointment?

A Registered Nurse will review all your documents and determine if you can be cleared for placement. Students are to retain all original documentation. This is a virtual appointment. Students do not need to "attend" the appointment but do need to ensure that all documentation is uploaded before 9 a.m. on the day the appointment is scheduled.

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

Pass – you met all 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 clinics.

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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 the academic year*. 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 with Verified. *You will not be permitted to begin in clinics until you have been cleared on all requirements.*

Q. What happens once I PASS my ERV appointment?

A document indicating your clearance status will be made available in your Verified account. 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've been cleared by Verified on all requirements.

You never know what is in store for you in the future. Summer jobs or post graduate work may require this documentation again. 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:

Post Admission Website:

https://www.schulich.uwo.ca/med_dent_admissions/post_admission/index.html

The Learner Experience Office

[learner.experience@schulich.uwo.ca/](mailto:learner.experience@schulich.uwo.ca)

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