

QUESTIONS • ANSWERS

About MD 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 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?

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 your 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 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 Pre-Clinical Placement Requirement Information document.
- Plan ahead! Complete all requirements in time for your Western Student Health Services appointment (London Campus)/Bayshore Home Health appointment (Windsor Campus), and prior to the deadline.
- Book your appointment well in advance of the deadline.
- Attend your scheduled appointment with your Entering Student Requirement Checklist form fully completed and copies of all documentation required. *Note:* Bayshore Home Health will not copy or house your documents.
- Keep all of your original documents (including a copy of your completed form) in a safe place as your clinical sites may request to see them.
- Ensure your requirements are valid throughout the duration of your placement(s).
- At the close of your appointment, obtain a Clearance Form from Student Health Services (London Campus) or Clearance Card (Windsor Campus)
- Ensure that you obtain your clearance prior to **October 30, 2020.**

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. Windsor Campus learners can complete their bloodwork and vaccinations at the University of Windsor Student Health Services. This should be done *in advance of* your clearance appointment.

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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?

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 for your campus assignment (London/Windsor)*
- 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. London Campus learners can also have blood titres done (in a separate visit) to the Information Nurse at Student Health Services. There is no charge for this Western SHS visit.

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

This depends on the campus you attend:

1. London Campus: Students are to bring their original supporting documentation to their clearance appointment at Student Health Services (London). 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. Windsor Campus: Students are to bring their original and a copy of all supporting documentation to their clearance appointment at a Bayshore Home Health location. Bayshore location and contact information can be found on their website www.bayshore.ca.

Your clearance status is registered in Student Health Service's/Bayshore Home Health database. At the end of the appointment, you will be given a "Clearance Form". Please keep this copy of your clearance in a safe place for your own records.

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

The *mandatory* deadline for incoming year 1 MD students is October 30th. *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.

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.

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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 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!
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 Student Health Services (London)/Bayshore Home Health (Windsor) 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 (London)/Bayshore Home Health (Windsor). 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 available on Western's campus through the [Western's Student Emergency Response Team \(SERT\)](#). Contact SERT directly to inquire about course availability and fees. 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.).

You must ensure that you complete the CPR-C course.

Online CPR courses are acceptable (for now-during COVID-19)

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 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 Student Health Services/Bayshore Home Health. There will be a fee for this additional appointment.*

Q. Why is the influenza (flu) immunization mandatory?

All students must protect themselves and their patients from influenza. Our practice partners also require this immunization and may not allow a student on placement without this vaccination.

Any student not receiving the flu vaccination will be removed from placement in the event of an influenza outbreak. This could affect completion of the placement and progression in the program.

Students who cannot receive the influenza immunization due to medical conditions must obtain an *Influenza Acknowledgement Letter* from the Learner Equity & Wellness Office, and submit this completed letter, along with medical documentation, to Student Health Services (London) or the LEW Office (Windsor) by the **flu** deadline.

Q. How do I cancel an appointment with Student Health Services (London) or Bayshore Home Health (Windsor)?

London: To cancel an appointment, call Student Health Services at 519-661-3030 (available 24 hours a day).

Windsor: To cancel an appointment email schulich@bayshore.ca.

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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) (London). Windsor students can reach out to Bayshore Home Health by phone. Be sure to bring all your paperwork with you, including your requirement checklist.

Q. What do I need to bring to Student Health Services (London)/Bayshore (Windsor)?

The original 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.

London Campus: Student Health Services will scan your documentation to a confidential medical file. Students are to retain all original documentation.

Windsor Campus: You will be provided a folder to house all your health documentation for the duration of your 4-yr training. This is your responsibility. Copies will not be housed and therefore cannot be made available by either Bayshore Home Health or the Schulich School of Medicine & Dentistry.

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

No. You must meet with a 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.

Exception: Since the influenza vaccine is not available until late fall, students can follow the guidelines below:

London: Student Health Services will allow students to drop off proof of influenza vaccination at their reception desk. Be sure to identify yourself as a Western Medical student so the receptionist knows why you are dropping this off. This documentation is due by December 1st.

Windsor: Students can drop off proof of influenza vaccination to the Learner Equity & Wellness office – Windsor Campus by December 1st.

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 (London) or Bayshore (Windsor). 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.

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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 (London) or Bayshore (Windsor). *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. Please keep a copy of all documents for yourself. 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 originals of all requirements/documentation.

For more information

Post Admission Website:

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

London:

[equity.wellness@schulich.uwo.ca/](mailto:equity.wellness@schulich.uwo.ca)

519.661.4234

Windsor:

[equitywellness@uwindsor.ca/](mailto:equitywellness@uwindsor.ca)

519.253.3000 x 4312