

Trent University
Child & Youth Studies
Important Requirements for Placement-Field Based Learning
2019-2020

Welcome to CHYS 4880/4881 Placements. You are enrolling in a program course that has specific non-academic recommendations and requirements designed to keep you and those you come into contact with while on placement as safe as possible.

Among the non-academic recommended and required items:

1. Intent to Participate Form (Required)
2. Completion of an Immunization and Communicable Disease Form
3. Criminal Record Check with Vulnerable Sector Screening (Required)
4. First Aid/CPR Certification
5. Proof of seasonal influenza vaccination
6. Trent Health and Safety Modules (Required)
7. Authorization to Release Healthcare/Police Information Form (Required)
8. Non-Academic Requirements Checklist

You must complete these requirements before either applying for placement opportunities or before your first day of placement. There will be no exceptions.

1. Intent to Participate Form (Required)

Students are required to complete this document prior to the end of the academic year before course registration for field placement (i.e. for Fall Placement: form must be submitted by end of Winter Term). Students who are eligible to complete placement in their fourth year will be contacted with instructions on how to complete this form.

2. Immunization and Communicable Disease Form Appendix A

Some agencies that accept applications from placement students require immunization records and/or TB testing. It is advised that you arrange an appointment with your healthcare provider (physician, nurse practitioner) as soon as possible to ensure you are able to get the required documentation, vaccinations, or blood tests done in a timely fashion when applying for placements that require immunization records and TB tests.

When making your appointment, state that it is for the completion of an **immunization and tuberculosis screening form**. Inquire at that time whether there will be a charge for this service. Many walk-in clinics will also offer this service. Any cost associated with the completion of these tests and/or forms is at the responsibility of the student. Students should also note that specific agencies may have their own immunization and tuberculosis forms that are required to be completed before starting a placement.

Students who cannot be vaccinated for medical reasons must submit a physician/nurse practitioner certificate/note to the Coordinator. An attempt will be made to find an alternate placement opportunity for students who, **for medical reasons only**, cannot receive any required vaccinations.

See below “Immunization and Communicable Disease Form”. *Tb Skin Testing may be subject to additional fees.

3. Criminal Record Check with Vulnerable Sector Screening (Required)

Students will be required to obtain a Criminal Record Check including a Vulnerable Sector Screening. **A Criminal Record Check, Vulnerable Sector Screening requires annual renewal.**

The initial police check should have an issue date no later than 12 months prior to the 2019 fall term or winter 2020 term. Students are responsible for completing this screening on their own.

The processing time for a Criminal Record Check varies depending on the police service and may take up to three months to complete. Some police services require additional forms to be completed by the institution for the volunteer rate. Contact the Placement Officer for further assistance.

Students **residing in the Durham Region** can request a Police Record Check and a Vulnerable Sector Search in person. With any cost being the sole responsibility of the student. A letter may be requested from the Coordinator to receive the volunteer rate.

For more information: <https://members.drps.ca/>

Students who **reside within the Peterborough city limits** (Trent student residence or city of Peterborough) while attending Trent University, may complete their criminal checks at the Peterborough Community Police Service on George Street. Otherwise, they may choose to do this from their permanent home if it is in Canada.

CHYS students are responsible for providing their documentation to the agency or Coordinator upon request and for keeping the **original copy** of the Police Records Check with Vulnerable Sector Screening. After admission and at any time prior to completing the program/course, students charged with a criminal offence or convicted of a criminal offence are required to report this information immediately to the Placement Officer.

Authorization to Release Healthcare/Police Information Form

Students who have a positive police record check (a criminal record has been found) will be required to disclose this information to all clinical practicum sites the student is attending. All clinical agencies have the right to refuse to accept any student for placement based on the results of the police record check. Students who are denied access to placements will not be sent to an alternate placement. A positive police record check may limit the opportunities for students to meet program requirements and may result in deregistration from the course.

4. First Aid/CPR Certification

First Aid/ CPR is a requirement and a preferred certification for many CHYS Placement Agencies. An opportunity for students to register and attend First Aid/CPR training will be offered during the summer term in preparation of the upcoming fall term and winter term. Students will be responsible

for the cost associated with registering for First Aid/CPR training. If students have previously completed First Aid/CPR Training and currently hold a valid certificate, they should be prepared to provide a copy upon request of the Placement Officer or Agency. Students are responsible for registering and completing this certification on their own.

5. Proof of Seasonal Influenza Vaccination

Students are encouraged to get their seasonal Influenza Vaccine as many agencies require proof of completion (within last 12 months). Students will be responsible for the cost associated with receiving the vaccination as well as the supporting documentation. Students who cannot be vaccinated for medical reasons, must submit a physician/nurse practitioner certificate/note, to the Coordinator. If influenza vaccination is a mandatory requirement by a placement agency the student must provide supporting documentation upon request. The School will not, under any circumstance provide an alternative placement opportunity for students who have not received the vaccine for non-medical reasons.

6. Trent Health & Safety Modules (Required)

Prior to starting your field placement, all students are required to complete 4 training modules in Blackboard:

1. Accessibility for Ontarians with Disabilities Act (AODA) Training;
2. Ministry of Labour Worker Health and Safety Awareness Training;
3. Workplace Hazardous Materials Information System (WHMIS) 2015;
4. Workplace Violence and Harassment Training.

These modules are available in the blackboard site once students are enrolled in either CHYS 4880 or CHYS 4881. Students will post the completed certificates to the blackboard site and keep copies for their records. Students are required to provide copies of these certificates to their agency supervisor upon request.

7. Authorization to Release Healthcare/Police Information Form (Required) Appendix B

Students are required to complete a copy of this form and submit to the course Blackboard once they have been registered for either CHYS 4880 or CHYS 4881.

8. Non- Academic Requirements Checklist Appendix C

This document is a comprehensive list of the non-academic recommended and required documents for CHYS Field Placement.

The enclosed is the Immunization and Communicable Disease Form, Authorization to Release Healthcare/Police Information Form and all other supporting documentation.

Contact:

Kristen Papadakos,
Workplace Partnerships Coordinator
Trent University Durham GTA
kristenpapadakos@trentu.ca

Please keep a copy of all documents for your own records.

Name: _____ Student # _____

Phone # Trent email

Thank you for your cooperation with the immunization process for candidates to the Child & Youth Studies Placement Program. The Non-Academic Requirements have been developed to reflect the immunization and screening requirements of the various agencies where the students may attend clinical practice. Failure to complete the form and provide documentation of the required serology results will prevent the student from attending their placement.

Documentation of a two step Mantoux skin test is required. Step 2 must be administered 7 to 28 days after step 1. Results must be measured in mm. If a two step Mantoux test has been administered previously, students are not required to repeat the two step testing. Documentation of the previous 2 step skin testing must be provided.

If Mantoux test result is equal to or greater than 10mm a chest x-ray is required.

Date: Step #1	Date Read:	Results in mm:	HCP initials:
Date: Step #2 (7 to 28 days apart)	Date Read:	Results in mm:	HCP initials:
If Mantoux Positive : Chest x-ray required			
Date of x-ray:		Result:	
Did the student receive prophylactic treatment (INH?)		Yes	No
Has the student had a BCG Vaccination		Yes	No
Any current signs and symptoms of active TB		Yes	No

If the two step was not completed within 12 months of the clinical start date, documentation of a one step must be provided. Individuals who have received a BCG vaccination in the past are still required to have a two step skin test administered and an annual 1 step.

Date:	Date Read:	Results in mm:	HCP initials:
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Trent University
Immunization and Communicable Disease Form (page 2 of 2)

Red Measles, Mumps, Rubella (German Measles) – MMR

Documentation of serology (blood work) results to verify immunity is required. If serology results indicate non-immunity or indeterminate result, documentation of a MMR booster is required. **Please ensure that the blood test covers measles, mumps, and rubella and attach a copy of results.**

Measles Titre (dd/mm/yy)	Result:
Mumps Titre (dd/mm/yy)	Result:
Rubella Titre (dd/mm/yy)	Result:
MMR Booster (dd/mm/yy)	*Required if not immune to measles, mumps or rubella*

*If a MMR booster was required, proof of childhood MMR immunization is required. Please photocopy yellow immunization record and submit with this form.

Varicella (Chicken Pox or Shingles)

Documentation of serology (blood work) results to verify immunity is required. **Attach a copy of the results.** If serology results are negative, documentation of vaccination (2 doses) is required.

*Students who have documentation of a two-dose vaccination for varicella immunization **do not** require serology titres to be drawn.

Varicella Titre (dd/mm/yy)	Result:
Dose # 1 (dd/mm/yy)	*Required if not immune to varicella*
Dose # 2 (dd/mm/yy) 1 month after 1 st dose	

Has the student had chicken pox? Yes No

Signature of Healthcare Provider:

Date:

Authorization to Release Healthcare/Police Information
Appendix B

Student's Name:
Previous Name:
Student Number:
I request and authorize Trent University Durham GTA to release healthcare information and police check information, including vulnerable sector screening results, on my behalf to placement agencies, as necessary, to meet with placement requirements.
<p>Please check boxes:</p> <p><input type="checkbox"/> Healthcare information relating to the following: measles, mumps, rubella, tuberculosis screening, chest x-ray reports, varicella, immunization records, and titre serology.</p> <p><input type="checkbox"/> Police check information including vulnerable sector screening: I am aware that if I have a positive police record search (meaning convictions under the <i>Criminal Code of Canada</i> for which a pardon has not been granted, or charges that are ongoing or have been withdrawn, or any sexual offences under the <i>Criminal Records Act</i>), that the Placement Officer (or acting person in that position) will be required to disclose this information to all clinical practice placement agencies.</p>
I understand the purpose for disclosing my health information to a clinical placement agency. I understand that I can refuse to sign this consent form
<p>Student Info</p> <p>Student Name (please print):</p> <p>Address:</p> <p>Home Telephone:</p> <p>Cell Phone:</p> <p>Signature:</p> <p>Date:</p>
<p>Witness Info.</p> <p>Witness Name (please print):</p> <p>Address:</p>

Home Telephone:

Cell Phone:

Signature.:

Date:

This authorization form is valid for all field placements while enrolled in a Trent University Durham GTA field placement course.

Non-Academic Requirements Checklist

Appendix C

CHYS Placement-Field Based Learning

The Child and Youth Studies program recommends that all students enrolled in Placement-Field Based Learning to have the following documentation prior to their experience commencing.

**It is important to note that some organizations/agencies may have other requirements in order to qualify for a placement; it is the student's responsibility to obtain and provide any necessary documentation.*

It is the student's responsibility to ensure that their documentation is valid and current for the duration of their placement course. Students are required to keep the originals and be able to produce them at any time upon request.

Complete the following when you indicate your interest in pursuing a Field Placement:

Completed	Document
	Intent to Participate (Required)
	Immunization and Communicable Disease Form (Recommended)
	Criminal Record Check with Vulnerable Sector Screening (Required)
	First Aid/CPR (C) Certification (Recommended)
	Proof of seasonal influenza vaccination (Recommended)

**Have the following completed when you have registered for Field Placement
(All Required):**

Completed	Requirement
	Accessibility for Ontarians with Disabilities Act (AODA) Training
	Ministry of Labour Worker Health and Safety Awareness Training
	Workplace Hazardous Materials Information System (WHMIS)
	Workplace Violence and Harassment Training
	Student Confidentiality and Non-Conflict of Interest Form
	Student Declaration of Understanding
	Authorization to Release Healthcare/Police Information Form

**Complete the following when you have secured & begun Field Placement
(All Required):**

Completed	Requirement
	Pre-placement Due Diligence Checklist
	Safety Orientation Checklist
	Student Travel while on Placement