

## Hello 2<sup>nd</sup> year S135 Office Admin Health Information Management students in Fall Term 2024!

- In preparation of any in-person field placement for upcoming 2<sup>nd</sup> year in Winter Term 2025, there are mandatory requirements that you will need to demonstrate completion of, prior to being assigned to a field placement. These preclinical requirements will take **8 to 10 weeks** to complete, and it is recommended that you provide enough time for the approval process.
- The Clinical Placement Office recommends that you begin gathering the necessary documentation now, to be able to submit them and provide enough time for the approval process.
- Once you have gathered all the necessary documents, you will need to create an account, upload and submit all documents and certificates to the ParaMed Placement Pass website at <https://georgebrowncollege.placementpass.ca/> by the **given deadline on October 31, 2024**
- If you **fail** to complete, submit, and upload these requirements to ParaMed Placement Pass by the **given deadline on October 31, 2024**, you will be **excluded** from in-person placement which can jeopardize your academic standing & may lead to program **withdrawal**.
- All costs, service fees and fines associated with the overall medical and additional requirements are the responsibility of the student.

**Below is a summary of all requirements that must be provided in your submission. Please read and follow all the instructions carefully:**

### Medical Requirements

- All students must provide proof of current immunization records, blood test reports and health status. Book an appointment with your doctor/walk-in clinic and bring the Requisite Health form with you to document receipt of the following -TDAP, MMR, Varicella, Hep B, Two Step TB Skin Test, COVID-19 vaccine and Flu Shot requirements. For more information, visit <https://www.georgebrown.ca/current-students/preplacement/forms/school-of-health-and-wellness-forms>
- **COVID-19 vaccination:** Public Health Ontario recommends that people working with young children and other vulnerable communities be fully vaccinated against COVID-19. As such, students who are not fully vaccinated against COVID-19 may not be able to complete the required field placement component of their program in the regularly scheduled time frame.
- **If you are unvaccinated to COVID-19**, please contact us asap, as we need to set up a meeting with the Academic Coordinator to further discuss how this will have a negative impact to your academic and field placement standing in the program.
- **Seasonal Flu Shot**-please do not worry about the flu shot at this time, if you have everything completed except your new flu shot record, you may submit your health form documents to the Paramed portal by the given deadline.

### Vulnerable Sector Check application process (renew every year)

- **For students who currently reside in Toronto region with a postal code that starts with the letter "M":** Please see the Toronto Police instruction sheet and apply online and it could take 6 to 8 weeks to process and receive your VSC record to your email account.
- **For student who currently reside in another region such as (Durham, Halton, Hamilton, London, Niagara, OPP, Peel & York) or Out of Province.** Please apply to your specific regional police service website and they will take 6 to 8 weeks to complete and receive your VSC record.
- If you have any history of criminal record or not clear VSC record, please contact us to further discuss how this will have a negative impact to your academic and clinical standing in the program.
- **SPECIAL NOTE FOR INTERNATIONAL STUDENTS CURRENTLY RESIDING ABROAD OR OVERSEAS ONLY:** The Vulnerable Sector Check cannot be started until you are physically in Ontario, Canada. It is essential that you begin the process for the vulnerable sector check as soon as you arrive and have an official address in Ontario, Canada, because the process can take at least 2 to 3 months to receive the necessary vulnerable check.

**Final Step:** Once you have everything done and completed, your final step is to create an account, submit and upload your completed health form documents to the **ParaMed Placement Pass website** at <https://georgebrowncollege.placementpass.ca/> by the given deadline.

#### (Paramed Service fees from June 1, 2022 to May 31, 2025)

- Initial Submission Fee-\$59.47 dollars (submission of health form, RN fee and medical records access online)
- Resubmission Fee (due to a Deficiency List Form) - \$26.10 dollars

### SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

- **Suzette Martinuzzi**, Pre-placement Coordinator  
Clinical Placement Office, Center for Health Sciences  
George Brown College  
51 Dockside Drive, Room 702, 7<sup>th</sup> Floor, Main Reception Desk  
Waterfront campus, Toronto, ON, M5A 0B6  
**Telephone:** (416) 415-5000 ext. 3415  
**Email:** [smartinu@georgebrown.ca](mailto:smartinu@georgebrown.ca)  
**Business Hours:**  
Monday-Wednesday (9:00 am to 4:00 pm) at 51 Dockside Drive, Room 702, 7<sup>th</sup> Floor, Waterfront campus  
Thursday-Friday (9:00 am to 4:00 pm) at 200 King Street East, Room 401B, 4<sup>th</sup> Floor, Main Building A, St. James campus

**(S135) Office Admin Health Services Program**  
**2<sup>nd</sup> year Semester 3 & 4 students (Fall Term 2024)**  
**Prerequisites Form deadline: October 31, 2024**

**MEDICAL REQUIREMENTS CHECKLIST (mandatory)**

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Book an appointment with your doctor/Walk-In Clinic. Bring this health form to your appointment and advise your doctor to sign and stamp your health form documents upon completion of all medical requirements. Please read and follow all the instructions on this form. Public Health Ontario continues to recommend that people working with vulnerable communities be fully vaccinated against COVID-19. Clinical agency partners continue to require students to be fully vaccinated against COVID-19 in order to be approved to complete clinical placements within their facilities. Agencies have the right to decline the placement of students who are not fully vaccinated, and students who are not vaccinated are at risk of not being able to complete their clinical placement course requirements.

**SPECIAL NOTE FOR INTERNATIONAL STUDENTS CURRENTLY RESIDING ABROAD OR OVERSEAS:** You must start all medical requirements from your home country to help you save time and money before you arrive in Canada (*except the Flu shot which you can get it done here in Nov/Dec*). Please book an appointment with your family doctor/physician from your home country and bring this health form with you and start working on the medical requirements over there. Please make sure that your doctor complete, sign and stamp this form and all the supporting medical documents are translated in English Language. If you fail to do so, you will pay all the extra medical costs and doctor's appointment here in Canada.

- Tetanus, Diphtheria & Pertussis (*Tdap/ADACEL must be valid every 10 years*) & attach yellow card/immunization record-
- COVID-19 vaccination (*strongly recommended and attach proof of record*)-attach proof of QR code
- Seasonal Flu Shot (*strongly recommended*)
- Measles, Mumps & Rubella (*documentation of two doses of MMR vaccine OR laboratory evidence of immunity*)
- Varicella (*documentation of two doses of Varivax vaccine OR laboratory evidence of immunity*)
- Hepatitis B (*ask your doctor to do blood test, ATTACH copies of blood test reports and all immunization records*) Start Now
- Two Consecutive Step Tuberculosis Skin Test-ask the doctor to document the dates on the form
- Yellow immunization card or any type of immunization records
- Final signature of your doctor/physician and medical office stamp

**ADDITIONAL REQUIREMENTS (mandatory)**

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**SPECIAL NOTE FOR INTERNATIONAL STUDENTS CURRENTLY RESIDING ABROAD OR OVERSEAS ONLY:** The Vulnerable sector check cannot be started until you are physically in Ontario, Canada. It is essential that you begin the process for the Vulnerable sector check as soon as you arrive and have an official address in Ontario, Canada, because the process can take at least 4 weeks to receive the necessary vulnerable sector check clearance particularly if you live in Toronto region with a postal code that start with letter "M". Please contact me for more information.

- [Vulnerable Sector Check](#) (renew every year)
  - ParaMed Placement Pass Service Fees
  - Fill-out & complete all the top sections with your name, ID#, program, issued/expiry dates and Agreement Form
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**PARAMED PLACEMENT PASS SERVICE FEE RATES**  
*(Rates are subject to change without further notice)*

Once you have everything done and completed, your final step is to create an account, submit and upload your completed health form documents to the ParaMed Placement Pass website at <https://georgebrowncollege.placementpass.ca/> by the given deadline. If you **fail** to do so, you will be **excluded** from clinical practice which can jeopardize your academic standing & may lead to program **withdrawal**.

**(June 1, 2022 to May 31, 2025)**

- Initial Submission Fee - \$59.47 dollars (submission of health form, RN fee, archives & medical access online)
  - Resubmission Fee (due to a Deficiency List Form) - \$26.10 dollars
- 

**SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT:**

**Suzette Martinuzzi**, Pre-placement Coordinator  
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**(S135) OFFICE ADMIN HEALTH SERVICES PROGRAM  
2<sup>nd</sup> YEAR STUDENT PREREQUISITE HEALTH FORM (FALLTERM 2024)**

Name x \_\_\_\_\_  
 GBC ID# x \_\_\_\_\_  
 Tel x \_\_\_\_\_  
 Email x \_\_\_\_\_

**Submission deadline: October 31, 2024**

**MEDICAL REQUIREMENTS (mandatory)  
(DOCTOR/PHYSICIAN/HEALTH CARE PROFESSIONAL TO COMPLETE, SIGN & STAMP)**

Ontario legislation specifies certain surveillance requirements for those individuals entering into healthcare practice settings. The Program policy was developed in accordance with the Communicable Disease Surveillance protocols, as specified under the Ontario Public Health, OHA, OMA, LTCAO and Ontario School Boards to demonstrate students' meet these requirements prior to entering placement settings. This process is necessary to ensure that our students protect their health and safety, and the health and safety of patients, children, seniors, employees and other vulnerable people. The completion of this information is not optional, and all sections must be completed as outlined. Our placement agency partners have the right to refuse students who have not met their immunization standards. If, for medical reasons, your patient is unable to receive a required immunization or Chest X-ray, a medical note of this exclusion must be provided on the form.

Check out the [YouTube Tutorial videos](https://www.youtube.com/channel/UCIQndxFUqeBVhJB3QKPQ91w) for all the Medical and Non-Medical requirements at <https://www.youtube.com/channel/UCIQndxFUqeBVhJB3QKPQ91w>

1. **TETANUS, DIPHTHERIA & PERTUSSIS (*Tdap/Adacel/Boostrix vaccine must be valid every 10 years*) attach a yellow card or any immunization record.**  
 Date of last Tetanus, Diphtheria & Pertussis (*Tdap/Adacel/Boostrix*) booster \_\_\_\_/\_\_\_\_/\_\_\_\_\_(mm/dd/yyyy)
  
2. **COVID-19 VACCINATION (*strongly recommended and attach proof of record*)** Public Health Ontario recommends that people working with young children and other vulnerable communities be fully vaccinated against COVID-19. As such, students who are not fully vaccinated against COVID-19 may not be able to complete the required field placement component of their program in the regularly scheduled time frame.  
 1<sup>st</sup> dose Given Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_(mm/dd/yyyy)  
 2<sup>nd</sup> dose Given Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Proof of approved exemption status
  
3. **SEASONAL FLU SHOT (*strongly recommended in November or December and attach proof of record*)** (*Note: Please do not worry about the flu shot at this time. If you have everything completed except the flu shot, you may submit this health form to the ParaMed portal by the given deadline*)  
 Seasonal Flu Shot Given Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_(mm / dd / yyyy)
  
4. **MEASLES, MUMPS, RUBELLA (MMR) (*Two doses vaccine*  **OR** *laboratory evidence of immunity*)**  
 Documentation of receipt of two doses of MMR vaccine on or after the 1<sup>st</sup> birthday four weeks apart and attach a yellow card or any proof of immunization record. This vaccine is not recommended for pregnant women and pregnancy should be avoided for 3 months post immunization.  
 1<sup>st</sup> Dose date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 (mm/ dd / yyy)  
 2<sup>nd</sup> Dose date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 (mm/ dd / yyy)  
**OR**  
 Laboratory evidence of immunity and attach a copy of "Antibody IgG" blood test report. If the result is Immunity or Reactive, **no** booster shot required. But, if the result is **Non-immunity or Non-Reactive**, you must provide **two doses** as per instruction above. Serologic testing for immunity is **not** recommended after vaccination.
  
5. **VARICELLA (CHICKEN POX) (*Two doses vaccine*  **OR** *laboratory evidence of immunity*)**  
 Documentation of receipt of two doses of Varivax vaccine on or after the 1<sup>st</sup> birthday four weeks apart and attach a yellow card or any proof of immunization record. This vaccine is not recommended for pregnant women and pregnancy should be avoided for 3 months post immunization.  
 1<sup>st</sup> Dose date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 (mm/ dd / yyy)  
 2<sup>nd</sup> Dose date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 (mm/ dd / yyy)  
**OR**  
 Laboratory evidence of immunity and attach a copy of "Antibody IgG" blood test report. If the result is Immunity or Reactive, **no** booster shot required. But, if the result is **Non-immunity or Non-Reactive**, you must provide **two doses** as per instruction above. Serologic testing for immunity is **not** recommended after vaccination.

**Final Signature of doctor/physician/health care professional** \_\_\_\_\_ **(pg. 3)**

**Date (mm/dd/yyyy):** \_\_\_\_\_ **Medical Office Stamp:** \_\_\_\_\_ **(pg. 3)**







## George Brown College & ParaMed Agreement Form

Name  \_\_\_\_\_

**Program:** (S135) Office Admin Health Services Management-2<sup>nd</sup> year Fall 2024

I  \_\_\_\_\_ (Print Name) understand that any false statement is grounds for cancellation of admission.

I understand that the college has the right to cancel my admission privilege on the basis of medical information submitted or withheld. I understand that it is my responsibility to inform the appropriate George Brown College personnel of any communicable disease, special need, exception or medical condition which may place me at risk or pose a risk to others at George Brown College or on placement.

I will pay all the services fees and authorize ParaMed to review the above information.

\_\_\_\_\_  
**(Signature)** **(Date)**

**Element of Risk**

All experiential learning programs, such as field trips, clinical and field placements or job shadowing involve certain elements of risk. Injuries may occur while participating in this activity without any fault of the student, the placement or the college. By taking part in this activity, you are accepting the risk that you may be injured. Following the Health and Safety rules of your placement is required. By signing below you agree that you have reviewed the element of risk and are willing to comply with the Health and Safety Rules of your placement.

If an injury should occur, it must be reported immediately to your supervisor and to your faculty. Completing Workers Safety Insurance Board forms and reporting any injury while participating in placement must take place within **72 hours** of occurrence.

\_\_\_\_\_  
**(Signature)** **(Date)**

**Contact Us**

Suzette Martinuzzi, Coordinator at (416) 415-5000 ext. 3415 or via email [smartinu@georgebrown.ca](mailto:smartinu@georgebrown.ca)  
 Virtual Business Hours: 8:00 am to 3:00 pm, by appointment only

**FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY ACT**

The personal information on this form is collected under the legal authority of the Colleges and Universities Act, R.S.O. 1980, Chapter 272, Section 5, R.R.O. 1990, Regulation 77 and the Public Hospital Act R.S.O. 1980 Chapter 410, R.S.O. 1986, Regulations 65 to 71 and in accordance with the requirements of the legal Agreement between the College and the agencies which provide clinical experience for students. The information is used to ensure the safety and wellbeing of students and clients in their care.