

Full-Time Program: (S113) Dental Assisting
Returning student: Semester 1 or 2 (2016-2017 Intake)
Renewal Form deadline: (One month before the start of the new semester)

STUDENT CHECKLIST AND ACTIONS REQUIRED

Notice: If you are returning student in this program, it is your **main responsibility** to complete & submit all the medical & additional health form requirements outlined below by the given deadline. This process will take 4-6 weeks to complete and if you **fail** to do so, you will be **excluded** from dental practice which will **affect** your academic standing & may lead to program **withdrawal**. All costs, service fees and fine associated with the overall health form requirements are responsibility of the student.

RENEWAL: MEDICAL REQUIREMENTS

- Seasonal Flu Shot (**recommended every Nov/Dec**)
- Step 1-Tuberculosis Skin Test, **pg. 2**
Tuberculosis Skin Test with Negative (-) or (< 10 mm) results from last year (only if applicable)
 - Book an appointment with your doctor/Walk-In Clinic and bring your new PRR form at your scheduled appointment
 - If your previous Two Step-TB skin test result was "**Negative or (less than 10 mm)**" last year, please ask your doctor to do annual Step 1-TB Skin Test. Fees may apply.
 - Please ensure that your doctor/physician to complete and sign your health form
- Tuberculosis Skin Test Positive (+) or > 10 mm results last year (only if applicable)**
 - Book an appointment with your doctor/Walk-In Clinic and bring your new PRR form at your scheduled appointment.
 - If your previous TB skin test result was "**Positive (+) or (> 10 mm)**" from last year, you are **no longer** required to redo or pay for another TB skin test or Chest X-ray again.
 - Please advise your doctor/physician to document your previous TB skin test Positive (+) date given/result and do a physical examination to answer the TB Skin Test Questions (No #1-6).
 - Please ensure that your doctor/physician complete and sign your health forms
- Final Signature of doctor/physician & Medical Office Stamp (*fees may apply*), **pg. 2**
- Complete any Medical Deficiency from your last visit with ParaMed (*if any*), **pg. 3**
- Please bring your old health form documents

RENEWAL: ADDITIONAL REQUIREMENTS

Please apply for your police check and certificates and bring all originals and one set of photocopies of your documents at your scheduled appointment with Requisite/ParaMed Office. **Please read all detail instructions on pgs. 4-5**

- [Police Vulnerable Sector Check](#) (must be renewed every year) **pg. 4**
- [CPR Level \(C\) Certificate Card](#) (must be renewed every year) **pg. 4**
- [Mask Fit Test Certificate Card](#) (must be renewed every two years) **pg. 4**
- [Requisite/ParaMed Office](#) Appointment & Service Fees, **see below & pg. 4**
- Requisite/ParaMed and George Brown College Agreement Form, **pg. 5**

REQUISITE/PARAMED OFFICE APPOINTMENT & SERVICE FEES (*rates are subject to change*)

Notice: Once you have everything done and completed, your **final step** is to **create an account and book an appointment** with Requisite/ParaMed Office online at www.georgebrownhealth.ca by the deadline. It is mandatory that you bring and submit all of the originals, one set of photocopies of your forms and pay the Service Fees at your scheduled appointment. Please **DO NOT** book or go to Requisite/ParaMed Office with an **INCOMPLETE** forms, otherwise they will **charged** you a **Subsequent Visit Fee**. Requisite/ParaMed is a "**Fragrance Free Zone**", kindly **do not wear** any perfume, lotion or cologne at your appointment.

(June 1st, 2016 to May 31st, 2017)

- Standard Visit Fee - \$54.00 dollars (submission of health form, RN fee, archives & medical records access online)
- Subsequent Visit Fee (due to a Deficiency List Form) - \$23.65 dollars
- Cancelled or Missed Appointment Fine-\$54.00 dollars (without 24 hour notice)
- Mask Fit Test-\$41.10, Photocopy - \$3.00

CONTACT US

- Suzette Martinuzzi, Pre-placement Coordinator at (416) 415-5000 ext. 3415 or via email smartinu@georgebrown.ca
- The Clinical Pre-placement Office has two office locations:
 - (**Mon-Wed**) 51 Dockside Drive, Room 702, 7th Floor, Waterfront Campus
 - (**Thurs-Fri**) 200 King Street East, Room 401B, 4th Floor, Building "A", St. James Campus
- Business Hours: 8:00 am to 3:30 pm, by appointment only/visit [FT Program Pre-placement](#)

(S113) DENTAL ASSISTING (Returning student only)

3. MEDICAL DEFICIENCY LIST

DID YOU HAVE ANY MEDICAL DEFICIENCY FROM YOUR LAST VISIT WITH PARAMED? If so, please read carefully the instructions below and use the information that only applies to you:

- ➔ *If your old health form was “NOT CLEARED” due to outstanding/missing MMR or Varicella or Hepatitis B or Tdap booster shot and/or repeat lab test from your last visit with ParaMed, it is mandatory that you complete any deficiency as outlined below before you go and pay for your next ParaMed appointment.*

Tetanus, Diphtheria & Pertussis (Tdap)-must be valid every 10 years or get ADACEL booster shot (Only if applicable)

- Repeat Dose Date: ____/____/_____(mm / dd / yyyy)

Measles, Mumps & Rubella (MMR) (if only outstanding from your last visit with Paramed)

- Repeat Dose Date: ____/____/_____(mm / dd / yyyy)
- Repeat laboratory blood test report after last dose

Varicella (if only outstanding from your last visit with Paramed)

- Repeat Dose Date: ____/____/_____(mm / dd / yyyy)
- Repeat laboratory blood test report after last dose

Hepatitis B (if only outstanding from your last visit with Paramed)

- Repeat Dose Date: ____/____/_____(mm / dd / yyyy)
- Repeat laboratory blood test report after last dose

- ➔ *If your old health form was stamped as “CLEARED” from your last visit with Paramed, **NO** injection and/or booster shot required. But it is mandatory that you bring your old health form documents. Please **disregard** this section.*
- ➔ *If your old health form was stamped as “EXCEPTION” from your last visit with Paramed, **NO** injection and/or blood test required and/or doctor/HCP signature required unless given/advised by your doctor/HCP. But it is mandatory that you bring your old health form documents. Please **disregard** this section.*

(S113) DENTAL ASSISTING ADDITIONAL REQUIREMENTS (Returning student only)

4. POLICE VULNERABLE SECTOR CHECK (must be renewed every year)

Issued Date/Stamp Date ____/____/____ Expiry Date ____/____/____ (one year after the issued date)
mm / dd / yyyy mm / dd / yyyy

Notice: All students are required to **renew** their police vulnerable sector check every year and must be valid for the entire academic year. Please attach the original police vulnerable sector check and submit it to ParaMed at your scheduled appointment. Students cannot attend placement until ParaMed has received the original written police check report. If your police check record is “**Not Clear**”, you must contact your Chair or academic coordinator to disclose the information and this may **jeopardize** your academic standing and lead to program withdrawal.

Please read carefully instructions below in how to apply for your police check according to your regional police service:

For students who currently reside in Toronto region (with a postal code that starts with letter “M”)

- To apply or renew your Toronto police check, you must book an appointment to see Suzette Martinuzzi at 416-415-5000, ext. 3415, or smartinu@georgebrown.ca. The Clinical Pre-placement office is located at 51 Dockside Drive, 7th Floor, Room 702, Waterfront campus, Toronto, ON M5A 0B6
- It is mandatory that you bring a **money order/bank draft payment of \$20.00 dollars** (new fee as of January 1st, 2015) and payable to **Toronto Police Service** and a government issued photo ID card at your scheduled appointment. (We **do not** accept cash, credit card or personal cheque)
- Toronto Police Service will take **4 to 8 weeks or longer** to receive and process your police check results. It is your responsibility to apply or renew your police check prior to your health form deadline. For more details, visit [Police Vulnerable Sector Check website](#).

For students who currently reside in another region such as (Durham, Halton, Hamilton, London, Niagara, Peel & York)

- If you live in another region such as (Durham, Halton, Hamilton, London, Niagara, Peel & York) or other province, please apply directly at your specific regional police service and they can take **2- 4 weeks** to process your application form. Please make sure that your police check is valid for the entire academic year. For more details, visit [Police Vulnerable Sector Check website](#).
- If you require a **volunteer letter** in order to pay for the student rate, please email us your full name, GBC ID#, program name and your regional police service complete address. For more details, visit [Police Vulnerable Sector Check website](#).

5. CPR LEVEL (C) CERTIFICATE CARD (must be renewed every year)

[CPR Level \(C\) Certificate Card](#) (No Standard First Aid course required) it is mandatory that you renew your CPR level (C) certificate every year and it must be valid for the entire academic year. For the list of First Aid Approved Trainers, click here for more information or you can register at any First Aid Trainers available in your area. Please bring your original certificate card and photocopies at your scheduled appointment with Paramed.

CPR LEVEL C CERTIFICATE

Issued Date/Stamp Date ____/____/____ Expiry Date ____/____/____ (one year after the issued date)
mm / dd / yyyy mm / dd / yyyy

6. MASK FIT TEST CERTIFICATE CARD (must be renewed every two years)

Requisite/ParaMed Office will do the mask fit test for you at your scheduled appointment. Please do not eat, drink and chew gum 30 minutes prior to your ParaMed appointment. If you are expecting or pregnant, you need to submit a medical note to exempt you from mask fit test. All male students must be clean-shaven. All students must be tested and fitted for an appropriate mask (respirator) in the event of flu (or other airborne/droplet) outbreak. Cards must clearly state the mask type (model) and size. Please ensure you carry your mask fit card at all times during placement. Mask fit cards are valid for two years after the issue date.

MASK FIT TEST CERTIFICATE

Issued Date/Stamp Date ____/____/____ Expiry Date ____/____/____ (two years after the issued date)
mm / dd / yyyy mm / dd / yyyy

7. REQUISITE/PARAMED APPOINTMENT & SERVICE FEES

- Once you have everything done, your final step is to create an account and book an appointment with [ParaMed](#) online at www.georgebrownhealth.ca
- Requisite/ParaMed Office is a “**Fragrance Free Zone**”, kindly **do not wear** any perfume, lotion or cologne at your appointment. Download your Requisite/ParaMed Confirmation Visit Sheet
- Please be prepared for your mask fit testing before you go to your [ParaMed](#) appointment.
- Bring and submit ALL OF YOUR of all your forms immunization records, police check and CPR certification: (1) set of originals and (1) set of photocopies. (pgs. 2-5)
- Bring your old health form documents; initial Visit and Mask Fit Test fee payment, (page 1)
- After your Requisite/ParaMed appointment, please keep all of your original forms and documents with you for future reference. GBC does not keep or maintain any hard copies of your health form records.

**George Brown College & Requisite/ParaMed Agreement Form
(Complete prior to Requisite/ParaMed appointment)**

Name x _____

Program x _____

I x _____ (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.

x _____
(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.

x _____
(Signature) (Date)

Contact Us

Suzette Martinuzzi, Coordinator at (416) 415-5000 ext. 3415 or via email smartinu@georgebrown.ca

Clinical Pre-placement Office campus locations:

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(Thursday-Friday) 200 King Street East, Room 401B, 4th Floor, Building "A", St. James Campus

Business Hours: 8:00 am to 3:30 pm, by appointment only or visit [FT Program Pre-placement](#)

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.