

DENTAL OFFICE ADMINISTRATION PROGRAM (S115)

PROGRAM NAME	Dental Office Administration	TUITION	\$4,071.00 *
COURSE CODE	S115	ADDITIONAL COST	
SCHOOL	School of Health Services Management		
CENTRE	Health Sciences		* Amounts listed are the total of tuition, materials, student service and ancillary fees for the first two semesters of programs starting in Fall 2018. Fees are subject to change for programs starting in Fall 2019 and at later dates.
LOCATION	Waterfront Campus		
DURATION	1 year (2 semesters)		
FIELD EDUCATION	Field Education		International students: Visit the International Fees and Related Costs ² page for more information.
STARTING MONTH	September		
CREDENTIAL	Ontario College Certificate		
YEAR OF STUDY	2019-2020		
METHOD OF STUDY	FT		
APPLY TO	Ontario Colleges ¹		



The **Dental Office Administration program** will equip you with the **office administrative skills** and **clinical knowledge** necessary to work effectively in a dental practice.

You will study dental office procedures such as:

- preparation and maintenance of client records
- inventory systems
- recall systems
- appointment scheduling
- dental insurance
- accounting
- computer literacy (including dental software)
- oro-facial anatomy
- terminology
- basic clinical dentistry theory

Students may have the opportunity to gain practical experience through exposure to the operation of our WAVE Dental Clinic³ located on-site at the Daphne Cockwell Centre for Health Sciences, Waterfront Campus.

PART TIME STUDY OPTIONS

This program is not available on a part-time basis.

FIELD EDUCATION OPTIONS

The field placement component of this program provides an important opportunity for students to apply classroom learning including the various procedures, operating systems and overall processes of a dental practice, to a real-world environment.

Students can expect to be offsite in placement in Semester 2 between January – April. They are typically placed with a general or specialty dental practice for a minimum of 100 hours. During that time, students will have the chance to observe and participate in the day-to-day operations of a dental office.

PROGRAM STANDARDS AND LEARNING OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Set up office systems.
2. Organize and coordinate appointments.
3. Maintain and manage patient records.
4. Maintain accounting records.
5. Employ correct methods of processing insurance claims.
6. Utilize micro-computer systems.
7. Mount and store dental radiographs.

REQUIRED COURSES

SEMESTER 1

Code	Course name
ANAT1032	Anatomy and Terminology I
CLIN1001	The Clinical Environment I
DENT1109	Dental Office Theory I
DENT1111	Dental Software I
DENT1120	Transition to Work
DENT1121	The Dynamic Dental Practice
COMM1007	College English
GNEED	General Education Elective

SEMESTER 2

Code	Course name
ANAT1059	Anatomy and Terminology II
CLIN1002	The Clinical Environment II
DENT1122	Dental Office Theory II
DENT1123	Dental Software II
DENT1125	Field Education
GSSC1053	Collaborative Health Care in Canada
HLTH1024	Introduction to Health-Care Law
HRM1012	Developing People

YOUR CAREER

Upon graduation you will be prepared to become an integral part of a dental health-care team.

Our graduates have found employment as administrative dental assistants within:

- dental practices
- specialty group practices
- dental insurance companies

With experience, you may advance in your career to become a treatment coordinator, supervisor or office manager.

Graduates are eligible to write the Ontario Dental Assistants Association (ODAA) Certified Dental Receptionist (CDR) examination. If successful, they are recognized as Certified Dental Receptionists. Please visit the Ontario Dental Assistants Association website⁴ to learn more about this certification and the associated fees.

ADMISSION REQUIREMENTS

Applicants are selected on the basis of their academic achievement, including the required courses, and the selection criteria outlined below.

- Ontario Secondary School Diploma or equivalent**
- Grade 12 English (C or U)
- Attending an information session is highly recommended
- Basic knowledge of keyboarding skills is recommended.
- Basic knowledge of computer skills is recommended.

** MATURE STUDENT STATUS (19 YEARS OF AGE OR OLDER AND NO OSSD)

Mature Students may take the Admissions Assessment for English⁵, OR may consider upgrading to achieve the credit (s) needed in English⁶.

Please note that George Brown is committed to ensuring that applicants will succeed in their program of choice and meeting the minimum requirements does not guarantee admission to the program. Applicants may be required to have grades higher than the minimum requirements stated.

COURSE EXEMPTIONS

College or university credits may qualify you for course exemptions. Please visit georgebrown.ca/transferguide for more information.

INTERNATIONAL STUDENTS

Visit the International Admissions⁷ page for more information.

CONTACT US

For more information, contact the **School of Health Services Management** at 416-415-5000, ext. 4542 or email kcallemartinez@georgebrown.ca. You may also call the George Brown College Contact Centre at 416-415-2000 (TTY 1-877-515-5559) or long distance 1-800-265-2002.

VISIT OUR CAMPUS

Register for an information session⁸ where you can:

- Talk to faculty in greater detail.
- Check out our WAVE Clinics⁹.
- Meet potential classmates.
- Visit the Daphne Cockwell Centre for Health Sciences, Waterfront Campus where your classes will be held.

Visit georgebrown.ca/s115_info for a list of current information session dates and times.

LINKS REFERENCE

¹<https://collegeapply.ontariocolleges.ca/?collegeCode=GBTC&programCode=S115&lang=en>

²<http://www.georgebrown.ca/international/futurestudents/tuitionfees/>

³<http://www.georgebrown.ca/wave/dentalclinic/>

⁴<http://www.odaa.org>

⁵<http://www.georgebrown.ca/assessment/admi-pre/>

⁶<http://www.georgebrown.ca/upgrading-credits/english-diploma/>

⁷<http://www.georgebrown.ca/international/futurestudents/applynow/>

⁸http://www.georgebrown.ca/s115_info/

⁹<http://www.georgebrown.ca/wave/>

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HEALTH INFORMATION MANAGEMENT PROGRAM (C139)

PROGRAM NAME	Health Information Management	TUITION	\$4,021.00 *
COURSE CODE	C139	ADDITIONAL COST	
SCHOOL	School of Health Services Management		
CENTRE	Health Sciences		* Amounts listed are the total of tuition, materials, student service and ancillary fees for the first two semesters of programs starting in Fall 2018. Fees are subject to change for programs starting in Fall 2019 and at later dates.
LOCATION	Waterfront Campus		
DURATION	2 years (4 semesters) September to May		
FIELD EDUCATION	Field education in semesters two, three and four	International students:	Visit the International Fees and Related Costs ² page for more information.
STARTING MONTH	September		
CREDENTIAL	Ontario College Diploma		
YEAR OF STUDY	2019-2020		
METHOD OF STUDY	FT		
APPLY TO	Ontario Colleges ¹		

Health Information Management is a two-year diploma program (fully accredited by the Canadian Health Information Management Association) focused on providing the skills and knowledge needed by health information practitioners. It prepares graduates to participate in the collection and organization of health information.

Curriculum content emphasizes:

- biomedical sciences
- health informatics
- health record systems
- medical classification systems and coding
- data collection
- statistical analysis and presentation
- health-care legislation

Graduates are eligible to write the Canadian Health Information Management Association national certification examination. Please visit the Canadian Health Information Management Association website³ to learn more about this certification and the associated exam fee.

Note: Students in this program will be required to provide their own laptop computer for the duration of the program. Details regarding specifications will be provided.



PART TIME STUDY OPTIONS

This program does not offer a part-time study option.

George Brown College Continuing Education does offer part-time certificates and courses in Health Records. See the Continuing Education course guide at <http://coned.georgebrown.ca>.

Continuing Education students interested in pursuing the professional HIM designation should apply to the two-year full-time Health Information Management program (C139) through the Ontario College Application Service (OCAS). You **may** receive recognition for courses taken in the Continuing Education certificate program subject to formal testing of your knowledge level in the biomedical science courses (anatomy, pathophysiology, and medical terminology).

Admission is dependent on meeting admission standards for the C139 program and availability of space within the program.

FIELD EDUCATION OPTIONS

Field placement plays an important role in this program by allowing students to apply classroom theory in a real-world environment.

In Semester 2, students will be placed at a health care facility for one week at the end of the semester. During that week, students will be exposed to various components of health data such as: the collection of, type of and privacy issues related to data.

During second year, field placement is integrated throughout semesters 3 & 4. Students will visit a partner office every Friday until the end of Semester 4 at which point they go on a three-week block placement. During that time, students will be expected to complete a project related to health data to include an analysis of data and health data related issues.

The type of sites where students can expect to conduct their field experiences include: health care facilities, Ontario Ministry of Health and Long-Term Care, health related insurance companies, Ontario Hospital Association, community care access centres.

THE INDUSTRY

PROGRAM STANDARDS AND LEARNING OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Keep current with relevant local, national and global health care and health information management issues, trends, technologies and standards to support health information management systems and processes and guide professional development.
2. Assess personal health information from individual client visits for accuracy, completeness and consistency using knowledge of biomedical sciences, medical diagnoses and interventions, causes of diseases, and medical terminology, abbreviations and acronyms.
3. Apply current, accurate codes and standards to relevant personal health information from individual client visits using health information, coding, classification and abstracting systems proficiently.
4. Comply with the legal obligations, as well as with the professional, ethical and organizational standards that ensure privacy, security and confidentiality in the access, retention, storage and disposal of personal health information.
5. Contribute to the development, implementation and evaluation of health information management practices, policies and processes to support client care, organizational goals, operations, and regulatory compliance.
6. Participate in maintaining the completeness, accuracy, consistency, timeliness and integrity of health information throughout the management of its lifecycle.
7. Use knowledge of systems interoperability standards, database architecture, software versioning, classification and terminology mapping, data collection requirements, legal obligations, and the health information management lifecycle, and apply fundamental project management principles and practices to support the procurement and implementation of health information management systems.
8. Retrieve and release personal health information in response to legitimate requests, in accordance with statutory requirements, and within specified deadlines.
9. Participate in the retrieval, analysis and presentation of relevant health information to stakeholders to support organizational decision-making, epidemiological studies and clinical research.
10. Work professionally, ethically and collaboratively with stakeholders and as a member of the interdisciplinary health care team, within a structured, regulated and evolving system of health care, to enhance the collection, distribution, use, security and awareness of quality health information and its impact on client care.

11. Use current and emerging technologies to support the management, analysis and presentation of health information.

REQUIRED COURSES

SEMESTER 1

Code	Course Name
GSCI1106	Anatomy and Physiology
PATH1001	Pathophysiology I: Microbiology
RECM1001	Introduction to Health Information Management
RECM1005	Medical Terminology I
LAW2008	Health-care Law
MATH1112	Fundamental Mathematics for Health Information Management
COMM1007	College English

SEMESTER 2

Code	Course Name
GSCI1113	Anatomy and Physiology/Genetics
PATH1005	Pathophysiology II
RECM2002	Canadian Health Care and Health Information Management
RECM1011	Medical Terminology II
STAT1013	Quantitative Methods and Hospital Statistics
COMP1007	Excel Applications
RECM1022	Transition to Employment

SEMESTER 3

Code	Course Name
RECM1003	Health Information Coding Classification I
RECM2010	Health Information Management Field Education I
RECM2004	Management and Leadership
LAW2023	Privacy and Release of Information
STAT2001	Inferential Statistics and Research Methods
COMP1227	Excel II
GNEDE	General Education Elective

SEMESTER 4

Code	Course Name
RECM2014	Health Information Systems
RECM2007	Health Data Management
RECM2011	Health Information Management Field Education II
RECM2015	Health Information Coding Classification II
EPID2001	Epidemiology
GNEDE	General Education Elective

YOUR CAREER

Health Information Management practitioners are in demand as key members of the health-care community. They work closely with many other health-care professionals to contribute to the management of health information and quality care.

Employment opportunities exist within the public and private sectors with:

- acute care hospitals
- primary health-care teams
- ambulatory care facilities
- workplace health and safety boards
- health record consulting firms
- Canadian Institute of Health Information
- specialized hospitals
- community care centres
- Ministries of Health
- computer companies
- research centres
- insurance companies

Health Information Management practitioners:

- Work with health-care providers and stakeholders to transition from the paper health record to the electronic health record.
- Develop, implement and maintain health information systems.
- Protect patient information and promote confidentiality awareness.
- Control the release of medico-legal information.
- Evaluate standards of documentation according to established criteria.
- Provide essential information for clinical research, quality improvement, utilization review, budgeting and other administrative applications.

FUTURE STUDY OPTIONS

Health Information Management graduates who are certified with the Canadian Health Information Management Association may apply to Ryerson University to complete the Health Information Management degree program⁴. Graduates of our program may also apply to the Bachelor of Applied Health Information Science (BA HIS) degree at Conestoga College⁵. Graduates are eligible to enter the 2-year BA HIS bridging program.

For further information, see georgebrown.ca/transferguide

ADMISSION REQUIREMENTS

Applicants are selected on the basis of their academic achievement, including the required courses, and any other selection criteria outlined below.

- Ontario Secondary School Diploma or equivalent**
- Grade 12 English (C or U)
- Grade 11 Math (M or U) or Grade 12 (C or U)
- Grade 11 Biology (C or U) or Grade 12 (U); or Grade 11 Physics (U) or Grade 12 (C or U); or Grade 11 Chemistry (U) or Grade 12 (C or U).
- **A minimum grade of 70 is required in English, Mathematics and Science (biology preferred) courses.**
- Attending an information session is strongly recommended.
- A working knowledge of Microsoft applications (Word, Excel, Outlook) is strongly recommended.

** MATURE STUDENT STATUS (19 YEARS OF AGE OR OLDER AND NO OSSD)

Mature Students may take the Admissions Assessment⁶ for English, Math or Science, OR may consider upgrading to achieve the credit(s) needed in English⁷, Math⁸ or Science⁹.

Please note that George Brown is committed to ensuring that applicants will succeed in their program of choice and meeting the minimum requirements does not guarantee admission to the program. Applicants may be required to have grades higher than the minimum requirements stated.

COURSE EXEMPTIONS

College or university credits may qualify you for course exemptions. Please visit georgebrown.ca/transferguide for more information.

INTERNATIONAL STUDENTS

Visit the International Admissions¹⁰ page for more information.

SPECIAL REQUIREMENTS

PRE-PLACEMENT HEALTH FORM

- Upon confirmation of acceptance into this program, students must meet all the mandatory pre-placement health requirements for the program. It may take up to four months to complete all the requirements.
- All costs, service fees and fines associated with the overall health requirements are the responsibility of the student.

For further details and to download the mandatory pre-placement health form, go to the Pre-placement website at georgebrown.ca/preplacement

Police Vulnerable Sector Check (must be valid annually)

- In compliance with the requirements of our placement partners, all students in this program are required to have a police vulnerable sector check completed, and this check must be renewed annually before entering into field or clinical placement.
- The police vulnerable sector check process typically takes two to three months, but under some circumstances can take four to eight months. This is required to protect the clientele of our placement partner agencies, who are considered “vulnerable persons” under the law.
- Students are responsible for ensuring that the police vulnerable sector check covers appropriateness for “individuals being employed and/or volunteering who will be working with vulnerable person(s).”
- Students are required to keep the original copy of their police vulnerable sector check.
- Students who are unable to provide a “clear” police vulnerable sector check may not be able to start their field or clinical placement and therefore may be unable to complete the program. Students who are not eligible to attend their practice placement due to a “not clear” status will jeopardize their progress in the program.

- Failure to meet the requirements for field placement will prevent students from completing the program and/or securing employment.
- The fees for the police record check vary and must be paid by the student. For more information, please visit the Pre-placement website at georgebrown.ca/preplacement



"The Health Information Management program was the starting point in my health-care career. This program prepared me with the necessary knowledge and field placement experience to start in an entry level position even before graduation. This program brings value in hands-on experience integrated with knowledge and skills learned from the classroom. I feel the field placement component is a must-have in today's world. The Health Information Management program at George Brown College will give you the best opportunity to advance in the industry."

Xiyuan (Siuwin) Wang (Graduate 2009, Health Information Management), Program Lead, Health Finance Analytics, Ontario Hospital Association

CONTACT US

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LINKS REFERENCE

¹<https://collegeapply.ontariocolleges.ca/?collegeCode=GBTC&programCode=C139&lang=en>

²<http://www.georgebrown.ca/international/futurestudents/tuitionfees/>

³<http://www.echima.ca/>

⁴<http://www.ryerson.ca/programs/undergraduate/health-information-management/>

⁵<https://www.ryerson.ca/programs/undergraduate/health-information-management/>

⁶<https://www.conestogac.on.ca/fulltime/bachelor-of-applied-health-information-science-honours>

⁷<http://www.georgebrown.ca/assessment/admi-pre/>

⁸<http://www.georgebrown.ca/upgrading-credits/english-diploma/>

⁹<http://www.georgebrown.ca/upgrading-credits/math-diploma/>

¹⁰<http://www.georgebrown.ca/upgrading-credits/sciences-diploma/>

¹⁰<http://www.georgebrown.ca/international/futurestudents/applynow/>

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OFFICE ADMINISTRATION - HEALTH SERVICES PROGRAM (S135)

PROGRAM NAME	Office Administration – Health Services	TUITION	\$4,076.00 *
COURSE CODE	S135	ADDITIONAL COST	
SCHOOL	School of Health Services Management		
CENTRE	Health Sciences		* Amounts listed are the total of tuition, materials, student service and ancillary fees for the first two semesters of programs starting in Fall 2018. Fees are subject to change for programs starting in Fall 2019 and at later dates.
LOCATION	Waterfront Campus		
DURATION	2 years (4 semesters)		
FIELD EDUCATION	Field Placement in semester 4.		International students: Visit the International Fees and Related Costs ² page for more information.
STARTING MONTH	September, January		
CREDENTIAL	Ontario College Diploma		
YEAR OF STUDY	2019-2020		
METHOD OF STUDY	FT		
APPLY TO	Ontario Colleges ¹		

Office Administration – Health Services is a two-year diploma program that will prepare you to work effectively and efficiently in a health-care office environment. These often dynamic settings can require a broad range of skills, including both technical and soft or 'people' skills.

Some of the practical and technical skills include:

- computer applications and software
- medical terminology and anatomy
- transcription
- administrative and clinical office procedures
- billing for medical office settings
- health-care law

We'll also prepare you to communicate effectively in a medical office environment by teaching you best practices with respect to:

- active listening
- effective writing for business communication
- oral communication skills

PART TIME STUDY OPTIONS

The full-time program does not offer a part-time study option, however, George Brown College Continuing Education does offer evening and weekend courses toward a certificate in the Medical Office Assistant program. For the Continuing Education Course Guide visit coned.georgebrown.ca.

You **may** receive recognition in the full-time program for courses taken in this certificate, subject to assessment by the program co-ordinator.

FIELD EDUCATION OPTIONS

During Semester 4, students are on placement one day per week until the end of the semester at which point they have an intensive two-week placement period (five days per week). While offsite, students will observe, shadow and practice the various skills required to successfully manage the day-to-day tasks that are applicable to the environment they are in such as: registration, appointment scheduling, reception, mail, forms, records management, working with applicable software and hardware. Students may also be involved in projects that require adherence to confidentiality and privacy laws. These projects may also draw upon their soft skills, critical thinking and problem-solving skills. Requirements for successful completion of work placement include demonstration of work-readiness behaviour through exemplary attendance and punctuality as well as professional conduct and attire.

Typical sites vary broadly and can include community and teaching hospitals, urgent care, long-term care facilities, clinics, and diagnostic facilities. Students have had placements in diverse areas such as family practice, medical and surgical specialties, physiotherapy sports medicine specialists, chiropractors, and midwifery.

PROGRAM STANDARDS AND LEARNING OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics.
2. Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities.
3. Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information.
4. Operate and provide support to others related to the use of office equipment and technologies.

- Evaluate, establish and administer health records management systems to ensure confidential, secure, accessible and organized electronic and paper records.
- Produce financial and client billing records for health services by compiling relevant information and using accounting software.
- Produce health documents and reports using available technologies and applying industry standards.
- Use interpersonal and client service skills to respond to the diverse needs of clients, their family members and the health care team.
- Identify and use non-invasive clinical tasks to support effective and efficient health service operations.

REQUIRED COURSES

SEMESTER 1

Code	Course name
COMP1206	Technology and Information I
KB1002	Keyboarding I
SCI1015	Anatomy and Terminology I
STS1034	Strategies for Student Success
COMM1007	College English
GNEC	General Education Elective

SEMESTER 2

Code	Course name
COMP1212	Technology and Information II
KB1003	Keyboarding II
MATH1030	Foundation Mathematics for Health Services
OP1013	Office Procedures
SCI1022	Anatomy and Terminology II
HLTH1024	Introduction to Health Care Law
GNEC	General Education Elective

SEMESTER 3

Code	Course name
BUS2016	Bookkeeping for the Medical Office Environment
CLIN1003	The Clinical Environment
COMP1045	Healthcare Documentation I
COMP2142	Technology and Information III – Excel
KB2005	Keyboarding III
OP1009	Health Insurance Billing I
SCI2012	Anatomy and Terminology III
GNEC	General Education Elective

SEMESTER 4

Code	Course name
COMP2036	Healthcare Documentation II
COMP2143	Technology and Information IV – Access
JOBS1000	Placement
JOBS1001	Career Launch
KB2006	Keyboarding Applications
OP2013	Health Insurance Billing II
GNEC	General Education Elective

YOUR CAREER

As a graduate you can become a vital member of a health-care team in a variety of positions including, but not limited to:

- receptionist
- clerical assistant
- office administrator
- hospital unit clerk

There are a **wide range of employment opportunities** open to you in this field. Graduates of our program have found employment in:

- doctors' offices
- clinics
- hospitals
- pharmaceutical companies
- government agencies
- medical organizations

ADMISSION REQUIREMENTS

Applicants are selected on the basis of their academic achievement, including the required courses, and the selection criteria outlined below.

- Ontario Secondary School Diploma or equivalent**
- Grade 12 English (C or U)
- An information session is strongly recommended
- Basic knowledge of keyboarding skills is recommended

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Mature Students may take the Admissions Assessment for English³, OR may consider upgrading to achieve the credit (s) needed in English⁴.

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COURSE EXEMPTIONS

College or university credits may qualify you for course exemptions. Please visit georgebrown.ca/transferguide for more information.

INTERNATIONAL STUDENTS

Visit the International Admissions⁵ page for more information.

SPECIAL REQUIREMENTS

PRE-PLACEMENT HEALTH FORM (FOR SECOND-YEAR STUDENTS ONLY)

- Upon confirmation of acceptance into this program, students must meet all the mandatory pre-placement health requirements for the program. It may take up to four months to complete all the requirements.
- All costs, service fees and fines associated with the overall health requirements are the responsibility of the student.
- For further details and to download the mandatory pre-placement health form, go to the Pre-placement website at georgebrown.ca/preplacement

POLICE VULNERABLE SECTOR CHECK (FOR SECOND-YEAR STUDENTS ONLY)

- In compliance with the requirements of our placement partners, all students in this program are required to have a police vulnerable sector check completed, and this check must be renewed annually before entering into field or clinical placement.
- The police vulnerable sector check process typically takes two to three months, but under some circumstances can take four to eight months. This is required to protect the clientele of our placement partner agencies, who are considered “vulnerable persons” under the law.
- Students are responsible for ensuring that the police vulnerable sector check covers appropriateness for “individuals being employed and/or volunteering who will be working with vulnerable person(s).”
- Students are required to keep the original copy of their police vulnerable sector check.
- Students who are unable to provide a “clear” police vulnerable sector check may not be able to start their field or clinical placement and therefore may be unable to complete the program. Students who are not eligible to attend their practice placement due to a “not clear” status will jeopardize their progress in the program.
- Failure to meet the requirements for field placement will prevent students from completing the program and/or securing employment.

The fees for the police record check vary and must be paid by the student. For more information, please visit the Pre-placement website at georgebrown.ca/preplacement

CONTACT US

SCHOOL OF HEALTH SERVICES MANAGEMENT

Phone: 416-415-5000, ext. 4542

Email: kcallemartinez@georgebrown.ca

For more information about George Brown College, you may also call the Contact Centre at 416-415-2000 (TTY 1-877-515-5559) or long distance 1-800-265-2002.

LINKS REFERENCE

¹<https://collegeapply.ontariocolleges.ca/?collegeCode=GBTC&programCode=S135&lang=en>

²<http://www.georgebrown.ca/international/futurestudents/tuitionfees/>

³<http://www.georgebrown.ca/assessment/admi-pre/>

⁴<http://www.georgebrown.ca/upgrading-credits/english-diploma/>

⁵<http://www.georgebrown.ca/international/futurestudents/applynow/>

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