

WOODSTOCK HOSPITAL STUDENT REQUIREMENTS

Welcome to Woodstock Hospital

Woodstock Hospital (WH) is committed to Patient Care and Teaching. We value relationships founded in trust, respect and collaboration. Woodstock Hospital strives to be a place where students can learn, discover and acquire skills to achieve their goals for the future. We look forward to our shared learning journey and hope that your experience with us is very rewarding.

In order to ensure a safe and healthy environment for patients, staff and students, Woodstock Hospital has established guidelines for placements at the hospital. This document has been prepared as a summary in order to help you plan ahead for a smooth start to your experience with us.

In keeping with its responsibility for patient care, and education, Woodstock Hospital reserves the right to intervene in any instance where a student may be functioning in a manner considered by the organization to be potentially dangerous or harmful to the well-being of the patient(s) or contrary to our hospital policy, philosophy, objectives, policies, procedures, rules, or regulations. If in the reasonable opinion of Woodstock Hospital's authorized person a student's behavior is unacceptable, Woodstock Hospital has the exclusive right to suspend or terminate the placement.

**Please collaborate with your School (ie. School Placement Coordinator, School Clinical Instructor, or other School contact, as applicable) to fulfill the various requirements outlined below.*

A. Prior to the First Day of Placement complete the following requirements:

1. Health Requirements

You must fax the Occupational Health Nurse with a copy of your up to date immunization record and required serology that is mandatory for all students (Fax # 519-421-0601). **Please note that you will not be able to begin your placement until this is completed and submitted.** Failure to meet these requirements will delay your start date. **See Appendix- 1**

2. Certification with Ontario Regulatory Body

Advanced regulated health profession placements (post-basic and out of province students) in which **controlled acts** are performed will require proof of registration with the applicable regulatory/professional body. If applicable, you will be asked to show proof on your first day of placement.

3. Drive Safe Policy (This applies **ONLY to Regional Support Associate students).**

Every student who drives in the course of their working day for company purposes:

- Will hold a valid Class G licence for the province of Ontario and have access to a reliable passenger vehicle.
- On first day of placement, will provide proof of driver's licence as well as a Certified 3 Year Statement of Driving Record. The student, prior to placement, will be responsible to obtain the Statement of Driving Record from the Ministry of Transportation at their own cost. The Statement of Driving Record must be submitted to Human Resources on the first day at the preplacement appointment. The required Statement of Driving Record will provide verification of name, license number, class, expiry date, conditions, restrictions, status information on any Highway Traffic convictions, suspension and reinstatements over the past three years as well as conviction dates, earliest license date available and demerit point total.
- Students will be required to complete the Community Drive Safe Video and quiz located on the Woodstock Hospital LMS.

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B. On the First day of Placement

1. You will be provided with a **General Orientation Teaching Package** which contains necessary information to guide you through the mandatory quizzes that must be completed. It contains information related to Accessibility, Code of Conduct/VPI, Emergency Preparedness, Infection Control, Privacy and Confidentiality, Service Excellence and WHMIS. These tests must be completed within the first week of your placement.
2. You will be asked to **verify** and/or **show documentation** of; N95 fit testing and updated health requirements to your WH Student Placement Supervisor. All forms must be provided by the student on the first day of placement. Failure to meet these requirements will delay your start date.
3. You will receive a program or **department-specific orientation**. The School or your WH Student Placement Supervisor will provide you with the date, time, location and other details regarding the specialized orientation prior to your start date. This will include emergency safety procedures and your responsibilities in the event of an emergency.
4. A new Regulation under the Occupational Health and Safety Act ("OHS"), Regulation 297/13, requires mandatory health and safety awareness training for all employees and student placements at Woodstock Hospital. Outcomes of this training include enhanced general awareness of legislated health and safety responsibilities, including the Internal Responsibility System, worker rights as well as the supervisor's role in workplace management and how to recognize, assess and control workplace hazards. As a supplement to this training a pamphlet can be found in your orientation package, "Occupational Health and Safety Awareness Training", with Woodstock Hospital specific safety information. Please go to the website to complete the training: <http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>

Upon completion of the training, you will receive a certificate of completion you will need to provide this certificate to the Human Resources. You will need to have access to a printer to print your certificate. (Please set aside 60 minutes to complete the session.)

5. Be sure to complete the Student Information & Contact Form (i.e. phone number and email address) that is supplied by your WH Student Placement Mentor or School Clinical Instructor. From time to time you may need to communicate with each other outside your standard placement schedule regarding weather or transportation delays, illness, scheduling changes, etc.
6. Student **photo identification** will be visibly worn when at WH. If your school does not provide photo identification such as a student card, you must obtain a photo ID badge from Facilities Management at Woodstock Hospital after the appropriate form has been completed. All name tags provided by Woodstock Hospital must be returned on last day of placement.
7. You may be required to **wear** a uniform, lab coat or some other safety item/device (for example work boots, goggles, hair net). In most instances, it is your responsibility to provide and clean your apparel; however if you are placed in special units where uniforms and/or safety items or devices are provided to staff, this privilege is extended to you. Please ask your WH Student Placement Supervisor or School Clinical Instructor if you have any questions.

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C. During Placement

1. As outlined in and covered in your orientation, WH's **policies and procedures** are accessible to students in each department and patient care area. You are expected to follow WH's rules and regulations at all times.
2. WH is committed to ensuring a work environment that is free from **harassment and discrimination**. Any comments, claims or incidents will be investigated according to hospital policy.
3. Emergency **health care** is available through Occupational Health and Safety Services (OH&S) if you become ill or injured while on WH premises. All incidents and/or injuries will be reported to your WH Student Placement Mentor or School Clinical Instructor and OH&S, who follow the required procedures as per hospital policy. Contact OH&S for authorization to return to your placement if absent due to illness for three working days or more or if you come in contact with a communicable or infectious disease at any time.
4. **General Health Condition**
Students with a medical condition that may impact their clinical placement in any way, such as allergies, injuries, a condition that requires use of an assistive device, or an infectious condition (vomiting, diarrhea, strep throat, eye infection, shingles) should report this to OH&S prior to commencement of their placement with the hospital or anytime throughout the duration of your placement.

D. General Information:

1. A **parking** card can be purchased by students whose placements last for an extended period. This service is provided at the same rates as for employees. Arrangements can be made through the Finance Department. Please note that payment is required at the time you receive the card with a refund, where applicable, when the parking card is returned at the completion of your placement.
2. **Lockers or space** for storing personal items is available, as space permits. It is advisable that valuables or large sums of money not be brought to the workplace. If this is unavoidable, please ensure they are secured in a safe place. WH does not accept responsibility for the loss of personal items. For locker arrangements, ask your WH Student Placement Mentor or School Clinical Instructor to contact Human Resources. Locks that are provided **must** be returned to Staff Development or Human Resources. NOTE: Nursing students will be assigned a locker with a lock by Staff Development.

Please be sure to use the attached checklist to ensure you have all the required components.

Thank you for your interest in Woodstock Hospital. We hope you enjoy your placement!

Staff Development Cindy Hilderley Lower Level Rm L165 Hours: Mon-Fri 8:00 am-4:00 pm ext. 2117	Human Resources Bonnie West Lower Level Room 294 Hours: Mon-Fri 8:30 am-4:30 pm ext. 2249	Occupational Health Tracy Brouwer Lower Level Room 294 Hours: Mon-Fri 8:00 am-4:00 pm ext. 2327 FAX: 519-421-0601
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PRE-PLACEMENT CHECKLIST

Use this checklist to ensure you have fulfilled all requirements

- Privacy & Confidentiality Agreement (to be provided on first day)
- Certification with Ontario Regulatory Body (if applicable)
- Complete student information & contact form (to be provided on first day)
- Photo identification (to be provided on first day)
- Uniform, lab coat, etc. (as required)
- Parking card (can be obtained first day if required)
- Locker/lock (can be obtained first day if required)
- Police Check (as designated by program or nursing)
- Health & Safety Awareness Training (mandatory)
- Drive Safe Requirements (Regional Support Associate students ONLY)

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Appendix 1 – Mandatory Health Clearance Certificate Requirement Checklist

- Tuberculosis (TB) II Step - *If you have never had a “Two Step” TB test, this is a requirement prior to starting at Woodstock Hospital.*
- Tuberculosis (TB) I Step within past 12 months - *This test is required only if your Two Step TB test was completed past 12 months*
- CXR – (within past 12 months) for anyone with a positive TB history-Copy of current CXR must be submitted)
- Measles (Proof of Immunity by serology and two recorded doses of MMR)
- Mumps (Proof of Immunity by serology and two recorded doses of MMR)
- Rubella (Proof of Immunity by serology and two recorded doses of MMR)
- Varicella (Proof of Immunity by serology only)
- Tetanus Diphtheria or Tetanus/Diphtheria/Pertussis (every 10 years)
- Hep B (Proof of Immunity by serology only)
- N95 Fit testing within past 2 years (if required)
Fit testing available at Woodstock Hospital. Call 519-421-4233 ext. 2249. Cost is \$30.00 to be paid to Finance before a test will be scheduled.
- Influenza - may be required if placement period between October 1st and March 31st.

PLEASE FAX OR BRING COPIES OF YOUR SEROLOGY INDICATING IMMUNITY AND YOUR UPDATED VACCINE DOCUMENTATION.

FAX 519-421-0601 - ATTENTION TRACY BROUWER, OH NURSE.

WOODSTOCK HOSPITAL WILL NOT ACCEPT THIS CHECKLIST AS PROOF.

THANK YOU