

## Program Requirements

Dear Personal Support Worker,

Congratulations and welcome to Northern College! We are quite pleased to welcome you to the Personal Support Worker Program.

An essential part of your PSW education consists of clinical placement, which you are introduced to in the 2nd semester.

**This package contains information related to the mandatory clinical requirements all students must complete** and submit to participate in clinical placements/practicums:

- [Submitting Clinical Requirements to Northern College](#)
- [Clinical Requirements Checklist](#)
- [Clinical Requirements Table](#)
- [Immunization and Communicable Disease Testing Requirements Form](#)
- [PSW Annual Forms for Review and Agreement](#)
- [Criminal Record Check and Vulnerable Person Sector Check Information](#)

**Students must complete and submit** all mandatory clinical requirements by the **due date of August 15th**. PSW department staff require time before the fall semester starts to process student documents.

**You are responsible for reviewing and completing all the clinical requirements** included in this package and submitting the required documents by the stated deadlines.

## Contact Information

For general questions contact Northern College's Admissions Office at 1.866.736.5877, or 705.235.7222. You can also email Admissions at [admissions@northern.on.ca](mailto:admissions@northern.on.ca).

For questions about the content of the program, contact the Program Coordinators:

Timmins Campus: Tracy Bayley, at 1.705.235.3211 ext. 2281 or [bayleyt@northern.on.ca](mailto:bayleyt@northern.on.ca)

Kirkland Lake Campus: Elizabeth Desjardins at 705.672.3376, ext 8872 or [desjardinse@northern.on.ca](mailto:desjardinse@northern.on.ca)

Haileybury Campus: Barbara Jordan at 705.567.9291 ext. 3741 or [jordanb@northern.on.ca](mailto:jordanb@northern.on.ca)

If you have any questions about the contents of this package. Please contact:

[clinicalrequirements@northern.on.ca](mailto:clinicalrequirements@northern.on.ca)

## Submitting Clinical Requirements

1. All documents must be either scanned and sent by email to: [clinicalrequirements@northern.on.ca](mailto:clinicalrequirements@northern.on.ca)

**Keep all original copies** of required forms, reports, and documents in a **safe place**. You will need these documents for employment following the completion of your program. **The college is not responsible for providing copies of documents to students once submitted.**

2. **Documentation that will be accepted as proof of immunization and communicable disease testing includes:**
  - a. a copy of your Ontario Public Health Immunization Record, or other Health Care Provider immunization record (stamped and signed by the HCP)
  - b. copies of your laboratory testing results (report)

**Note:** All documents must be provided in English.

3. Students are guests in the Health Care and Emergency Services agencies in which clinical placements occur. These Agencies have the right to require mandatory immunizations and communicable disease testing from students. **Failure to comply will result in denial of access to clinical attendance.** This will jeopardize your success in the program. **Students who are unable to attend clinical cannot pass the course** to which clinical practice is attached.
4. Immunizations and communicable disease testing are not subject to accommodation for philosophical or religious reasons and only a **medical exemption** will be accepted.
5. **NOTE: It is your responsibility** to inform program personnel of health information that may need to be considered to protect you and/or the clients in the clinical setting. Although the Personal Support Worker is an unregulated profession and is not governed by the College of Nurses of Ontario (CNO), the skills and abilities to assist in the care of clients are very similar. Therefore, the CNO's Requisite Skills and Abilities Fact Sheet provides a description of what a Personal Support Worker will be expected to perform as a caregiver. **Please review the [College of Nurses of Ontario's Requisite Skills and Abilities for Nursing Practice in Ontario Fact Sheet](#).**

## Additional Equipment Requirements

Students will also need to purchase additional items required for laboratory and clinical attendance as outlined below. **Please do not purchase these items** until after the program orientation in September, as additional details will be presented at that time.

- PSW Student Uniform
- Shoes

## PSW Student Clinical Requirements Checklist

Submit this with your documents.

Name:	
Phone Number:	
Email Address:	
	Completed - Immunization and Communicable Disease Testing Requirements
	Canadian Criminal Reference Check with Vulnerable Sector Screen (1 Original Canadian Electronic Or Hard Copy Required)
	First Aid/CPR (HCP Level) Certificates
	WHMIS Certificate
	AODA Certificate
	Worker Health & Safety Awareness Training In 4 Steps
	Respectful College Community Training (Workplace Harassment, Violence & Discrimination Training)
	PSW Annual Forms for Review and Agreement
	Mask Fit Testing (Review Note Below Table Regarding This Testing Requirement)

Refer to the table on the following page for information about each of these requirements

## PSW Student Clinical Requirements

Requirements	Due Date	What to Submit	Important to Note	Where Can I Obtain This?
Immunization and Communicable Disease Testing Requirements Form (Completed)	August 15	<b>Scans</b> of immunization records and laboratory reports	Include copies of supporting documents with the completed form.  Keep original documents.	The form is enclosed in this package. The documents required to complete the form can be obtained from your Health Care Provider or local public health unit. <b>(This form is a guide only and does not need to be completed by your Health Care Provider.)</b>
First Aid & CPR (HCP Level) Certificates	August 15	Scans of certificates	(Must be at the Health Care Provider Level)  Certification must have been <b>obtained within the current year</b> , and recertification of CPR must be completed every year regardless of expiration date.	Courses are offered through Northern College Continuing Education: <a href="#">First Aid-CPR</a>  Other course providers: St. Johns Ambulance, Heart & Stroke Foundation, Emergency Medical Training Canada, and Canadian Red Cross  <b>Courses must include a hands-on, in-person component. Training completed online only will not be accepted.</b>
WHMIS Certificate (Workplace Hazardous Material Information System)	August 31	Tracked on Blackboard or scan of certificate	Certification must have been obtained <b>within the current year</b> , and recertification must be completed annually	A free course is available to students on our Blackboard site. Students can access this site in mid-August (completion will be tracked).

Requirements	Due Date	What to Submit	Important to Note	Where Can I Obtain This?
				<b>or</b> WHMIS certificate obtained through employment is acceptable; copy of certificate required.
AODA Certificate (Accessibility for Ontarians with Disabilities Act)	August 15	Scan of certificate	Once you complete the training, <b>enter name, date and print</b> your certificate for submission.	The free training module link “AODA training” is accessible through the Northern College webpage: <a href="#">AODA Training</a>
Worker Health & Safety Awareness Training in 4 Steps	August 15	Scan of certificate	Once you complete the training, print & scan your certificate for submission.	The free eLearning module is available at: <a href="#">worker-health-and-safety-awareness-four-steps#elearning</a>
Respectful College Community Training (Workplace Harassment, Violence & Discrimination Training)	August 31	Tracked on Blackboard or scan of certificate	Completion will be tracked on Blackboard. If completed for employment, scan of certificate required.	Course will be offered to students on Blackboard site in mid-August, <b>OR</b> Certificate obtained through employment is also acceptable; submit certificate.
Canadian Criminal Reference Check with Vulnerable Sector Check	By the 1 <sup>st</sup> day of classes, Fall Semester  Do not apply until August 1	Forward the original email received, with completed check  If a hard copy is received, the original hard copy must be submitted.	Please refer to the information enclosed in this package and review carefully <b>before</b> applying  Vulnerable Sector Check must be included.  <b>(Not Accepted</b> -Scanned copies, photos, or photocopies)	Apply at local Canadian police services, in the town/city in which you normally reside.  <b>See enclosed information at the end of this package.</b>  Hardcopies may be sent by mail, prior to due date to: <b>Northern College</b> P.O. Box 3211 Timmins, ON P4N 8R6 Attention: Marissa Dean

Requirements	Due Date	What to Submit	Important to Note	Where Can I Obtain This?
PSW Annual Forms for Review and Agreement	August 31	Review and submit confirmations in Blackboard Course	Please open the course on <b>Blackboard</b> - "PSW-Annual Forms: PSW Annual Forms for Review and Agreement"	Review all items listed in " <b>PSW Annual Forms for Review and Agreement</b> ", and submit your confirmation for having read, understood, and agree to abide by the criteria outlined. Your submission will be taken as your signed agreement.
Mask Fit Testing	September 15	Scan or photo of document if not completed at Northern	Fit testing must have been obtained <b>within the current year</b> , and retesting must be completed <b>annually</b>	Will be offered in August/September, on campus by the Nursing Department.  Mask fit testing completed through employment is also acceptable. A copy of the documentation is required.  <b>*See information below regarding Mask Fit testing requirements.</b>

\*\*The Personal Support Worker program requires that students wear a full-face self-contained breathing air (SCBA) mask and an approved N95 particulate respirator during certain learning situations reflective of safe workplace practice and standards. To successfully complete Mask Fit Testing to wear an SCBA mask and N95 mask, students shall present themselves for fit testing free from interference of hair where the respirator seals to the skin or neck. **Students are required to be clean-shaven or have no hair where the mask seals to the skin.**

**Immunizations and communicable disease testing are not subject to accommodation for philosophical or religious reasons and only a medical exemption will be accepted.**

## **Immunization And Communicable Disease Testing Requirements**

**This Form Is to Be Completed in Full.** It must be completed by the student and **submitted by August 15th.**

Copies of immunization records & laboratory reports **must be attached** to validate all immunization and testing requirements.

**ALL** immunizations and tests listed are **mandatory**, and **ALL** must be completed in order to attend clinical placement hours

**Documentation that will be accepted** as proof of immunization and communicable disease testing include:

- a copy of your Ontario Public Health Immunization Record, or other Health Care Provider, immunization record (stamped and signed by the HCP)
- copies of laboratory results (report)
- all documents must be provided in **English**

If you do not have a Family Health Care Provider, you may obtain an immunization record from your local Ontario Public Health Unit using your Ontario Health Card. Contact information for all Ontario Public Health Units can be found on the following website: [Ontario Public Health](https://www.ontario.ca/page/ontario-public-health).

**Students are responsible for any related costs/fees** in meeting the required immunizations and laboratory testing.

Immunizations and communicable disease testing are not subject to accommodations for philosophical or religious reasons, and only a **medical exemption** will be accepted.

## **Student Contact Information**

NAME: (Last Name / First Name) \_\_\_\_\_

DATE OF BIRTH: (Month / Day / Year) \_\_\_\_\_

PROGRAM: \_\_\_\_\_

HOME OR PERMANENT ADDRESS: \_\_\_\_\_

HOME TELEPHONE #: \_\_\_\_\_ CELL PHONE#: \_\_\_\_\_

**The statements given in this form are true to the best of my knowledge.** I understand that falsifying information may result in **my removal** from the PSW program and/or clinical placement/practicum.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Immunization and Communicable Disease Testing Requirement

### A. Varicella (Chicken Pox)

**Completed Primary Series:**

**Vaccine #1** Date (mm/dd/yy): \_\_\_\_\_ **Vaccine #2** Date (mm/dd/yy): \_\_\_\_\_ **No Titres Required**

**OR Laboratory Result indicating evidence of immunity (titre level):**

Date (mm/dd/yy): \_\_\_\_\_ Reactive/Immune (+) ☐ Non-reactive/non-immune (-) ☐

**If non-reactive/non-immune** – documentation of a **Completed Primary Series** of 2 vaccines is required.

**\*\*Submit Copy of Immunization record and/or Laboratory Report in English**

### B. Measles/Mumps/Rubella (MMR)

**Completed Primary Series:**

**Vaccine #1** Date (mm/dd/yy): \_\_\_\_\_ **Vaccine #2** Date (mm/dd/yy): \_\_\_\_\_ **No Titres Required**

**OR Laboratory Results indicating evidence of immunity (titre levels):**

**Measles Laboratory Titre Result:**

Date (mm/dd/yy): \_\_\_\_\_ Reactive/Immune (+) ☐ Non-reactive/Non-immune (-) ☐

**Mumps Laboratory Titre Result:**

Date (mm/dd/yy): \_\_\_\_\_ Reactive/Immune (+) ☐ Non-reactive/Non-immune (-) ☐

**Rubella Laboratory Titre Result:**

Date (mm/dd/yy): \_\_\_\_\_ Reactive/Immune (+) ☐ Non-reactive/Non-immune (-) ☐

**If non-immune**, a booster for the result is required. If the primary series has only been partially completed **OR** the Primary Series has not been completed, dates of the **Adult Series** are required.



**Booster Vaccine for Non-immune result:** Date (mm/dd/yy): \_\_\_\_\_

**Adult Series:**

**Vaccine #1** Date (mm/dd/yy): \_\_\_\_\_

**Vaccine #2** Date (mm/dd/yy): \_\_\_\_\_ (1 month after 1<sup>st</sup> dose)

**\*\*Submit Copy of Immunization Record and/or Laboratory Report in English**

**C. Diphtheria/Pertussis/Tetanus vaccination**

**Diphtheria/Pertussis/Tetanus vaccination (within last 10 years)** Date (mm/dd/yy): \_\_\_\_\_

**\*\*Submit Copy of Immunization Record in English**

**D. Hepatitis B**

**Primary Series:**

**Vaccine #1** Date (mm/dd/yy): \_\_\_\_\_

**Vaccine #2** Date (mm/dd/yy): \_\_\_\_\_

**Vaccine #3** (if applicable) Date (mm/dd/yy): \_\_\_\_\_

**\*\*And all students must also provide a Laboratory Evidence of Immunity (Titre Level)**

**Hepatitis B Laboratory Report:**

Date (mm/dd/yy): \_\_\_\_\_ Reactive/Immune (+) ☐ Non-reactive/Non-immune (-) ☐

**If Non-reactive/Non-immune – Primary Series of vaccines must be repeated**

**Vaccine #1** Date (mm/dd/yy): \_\_\_\_\_

**Vaccine #2** Date (mm/dd/yy): \_\_\_\_\_ (1 month after 1<sup>st</sup> dose)

**Vaccine #3** Date (mm/dd/yy): \_\_\_\_\_ (6 months after 1<sup>st</sup> dose)

**AND a Hepatitis B Laboratory Titre must be repeated, one month after completion of series.**

### Hepatitis B Laboratory Report:

Date (mm/dd/yy): \_\_\_\_\_

Reactive/Immune (+) ☐

Non-reactive/Non-immune (-) ☐

**\*\*Submit Copy Immunization Record and Laboratory Report in English**

### E. Tuberculosis – Tuberculin Skin Test (TST or Mantoux)

#### Initial 2-Step Testing

##### Step 1

Date received (mm/dd/yy): \_\_\_\_\_ Date Read – 48-72 hrs after receipt (mm/dd/yy): \_\_\_\_\_

Result: \_\_\_\_\_ mm of induration **If induration is >10mm (positive), a chest x-ray is required**

**And**

**Step 2** (2<sup>nd</sup> step must be given 7 to 28 days after 1<sup>st</sup> test, in opposite arm, only if 1<sup>st</sup> test is less than 10mm induration.)

Date received (mm/dd/yy): \_\_\_\_\_ Date Read – 48-72 hrs after receipt (mm/dd/yy): \_\_\_\_\_

Result: \_\_\_\_\_ mm of induration **If induration is >10mm (positive), a chest x-ray is required**

**If Results are Positive - Chest X-ray** Date (mm/dd/yy): \_\_\_\_\_ Results: \_\_\_\_\_

**If an Initial negative 2 Step Test has been previously completed, a 1-Step TB Test, within the current year, is required** (documentation of the 2 Step test above is also required)

#### 1 Step TB Test

Date received (mm/dd/yy): \_\_\_\_\_ Date Read – 48-72 hrs after receipt (mm/dd/yy): \_\_\_\_\_

Result: \_\_\_\_\_ mm of induration **If induration is >10mm (positive), a chest x-ray is required**

**\*\*Submit Copy Immunization Record and/or Xray Report in English**

### F. COVID-19 – Vaccination

**COVID-19 vaccination is required** for all healthcare workers. This **includes staff who work in, and students** who study in a hospital, long term care homes, and any other health care delivery agency.

- Clinical partner agencies may choose to create their own policies regarding mandatory student immunization against COVID-19 as a protective measure for residents and patients. Northern College is required to adhere to these policies as a requirement for staff and students attending clinical.
- **All students are required to submit documentation** for having received the approved primary series of COVID-19 vaccine(s) prior to attendance at our partner healthcare agencies.
- The healthcare agencies have confirmed their policies stating that all students are required to be immunized for COVID-19 in order to care for residents and patients. **Students who do not meet this requirement** will not be permitted to attend clinical hours and will not meet the expectations for the practical component of the program course, **which will result in course failure**. There will be no exceptions for this requirement.

Students must submit a copy of the official receipt(s) for having received the primary series, **1 or 2 Canadian approved vaccinations**. If you have not had previous vaccination for COVID-19, 1 dose of XBB.1.5 vaccine is authorized as a primary series for adults who are not moderately or severely immunocompromised

**Vaccine #1** Date (mm/dd/yy): \_\_\_\_\_

**Vaccine #2** Date (mm/dd/yy): \_\_\_\_\_ (2 months or 56 days after 1<sup>st</sup> vaccine if required)

**Vaccine #3** Booster Date (mm/dd/yy): \_\_\_\_\_ (3 months or 84 days after 2<sup>nd</sup> vaccine)

**\*\*Submit Copy Immunization Record in English**

If you do not have the original copy of the receipt, you may download a copy from [Ontario health](#).

## G. Influenza – Flu Vaccination

The annual Influenza vaccination becomes available in late October.

**\*\*Submit Copy Immunization Record for Influenza Vaccine when Received; Due by November 30<sup>th</sup>**

Health Care and Emergency Services agencies have mandatory requirements for immunizations and communicable disease testing, prior to employment. Since clinical placements necessitate that students have the same immunization and occupational abilities as agency employees, failure to comply with immunization standards may preclude students from participating in clinical placements and will jeopardize success in the program.

**Immunizations and communicable disease testing are not subject to accommodations for philosophical or religious reasons and only a medical exemption will be accepted**

## **PSW Forms for Review and Agreement**

All Students enrolled in the PSW Program are required to read, understand, and agree to abide by the criteria outlined on the following forms:

- Current Student Contact Information
- PSW Acknowledgement of Student Manual
- Code of Conduct/Student Behavioural Agreement
- Academic Integrity and Statement of Confidentiality
- Nursing Laboratory Contract
- Freedom of Information and Protection of Personal Privacy
- Acknowledgement of Risk for Clinical Settings Statement

Your submission will be taken as your signed agreement.

All PSW Forms may be accessed on the Blackboard Course called “**PSW-Annual Forms: PSW Annual Forms for Review and Agreement**” on the Northern College Blackboard site. Once you have registered in the program, you will be provided a username and password to access this site.

## Canadian Criminal Record Check and Vulnerable Sector Check

The Schools of Health Sciences and Emergency Services require successful completion of placements and / or visits in a variety of agencies that may include schools, health, community, and social agencies. Students will be working with or having unsupervised access to **vulnerable persons\*** while on placement and therefore must complete a satisfactory Criminal Record Check and Vulnerable Person Sector Check prior to having direct contact with vulnerable persons.

**\*Vulnerable persons** are defined by the Criminal Records Act as: “persons who because of their age, disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others or who are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.”

Without a clear Canadian Criminal Record Check and Vulnerable Sector Check, **a placement agency will deny a student access to their premises.**

Health Sciences students must provide **1 ORIGINAL electronic or hard copy** of their Canadian Criminal Record Check with Vulnerable Person Sector Screening (photocopies/scans or photos will not be accepted and printed copies of electronic copies will not be accepted). **Checks submitted without the Vulnerable Sector Screen completed will not be accepted** and students are responsible for the cost to reapply.

### To Apply for a Vulnerable Sector Check:

**Important:** Your check must be **less than 6 months** old, in November. **Do not apply until after August 1st.**

Applications **must be completed at your local Police Service’s website** (or in person in some areas). If you do not live in the Timmins area, you must apply prior to moving or you will need to complete a change of address prior to applying in the Timmins area.

**If you are not yet 18 years of age**, you cannot apply. This will not affect your ability to attend clinical hours. You **must apply** after your 18th birthday and submit your Check at that time.

**You must upload** (or bring with you):

1) **2 pieces of identification** - One photo ID and one document that states your full name and current address.

2) **A letter from the college** stating your name, date of birth, program of study and why you require a Vulnerable Sector Screen. (Please see the information below)

3) A **completed application form** - follow the links below for more information or contact your local police service for application forms

**Letter from the College:** In order to apply for your Vulnerable Sector Screening, Police Services require a letter from the college, stating that the student is enrolled in their program, and must be signed by the Dean of Health Sciences and Veterinary Sciences. This letter will be prepared by the college and emailed to each student. If you do not receive a letter, please contact the **Program Assistant, Melissa Fennell** at extension 2187 or by email at [fennellm@northern.on.ca](mailto:fennellm@northern.on.ca), and provide your **program, full name, date of birth and current address**. A letter can then be produced and sent to you, or you may pick up the letter at the college.

**Application Forms:** Go to your local police service's website to apply (or obtain a form to complete to apply). In the Timmins area, please follow the instructions on the following page to apply.

Timmins Police: [Follow this link to apply](#)

Ontario Provincial Police: [Follow this link to apply](#)

**Any cost incurred for obtaining the Criminal Record Check and Vulnerable Person Sector Check is the student's responsibility.**

**International students must apply for a Canadian Criminal Reference check.**



## Timmins Police Service Criminal Record Check Tip Sheet

### Before you apply for a criminal record check, make sure of the following:

1. You have a Timmins address and live in the Timmins Police Service area for a record check with our service. P.O. Box addresses are not acceptable.

2. The organization asking for the record check will tell you what type of record check you need. (re: Northern College)

- Criminal Record Check (CRC)
- Criminal Record and Judicial Matters Check (CRJMC)
- **Vulnerable Sector Check (PVS)** - Required for all Health Sciences & Emergency
  - Services Programs (BScN, PN, PSW, Medical Laboratory Technician, Paramedic,
  - Pre-Service Firefighter & Police Foundations)

### 3. Gather what you need.

- a) If you are applying for a vulnerable sector check or it is for a volunteer position, you will need a letter from the organization. **If it is for a school placement**, you still need a letter from the school indicating you need a **vulnerable sector check**. Contact your Program Assistant with your **full name, local address, date of birth, and program** to obtain the letter.
- b) **All addresses** where you have lived in the last 5 years. You must include your current address but also every address you have had over the last 5 years, even if the address is from another city, province or country.
- c) Be prepared to answer financial questions in order to verify your identification. This is part of the electronic identification verification; **do not** upload copies of your identification.
- d) If your identity cannot be verified through this process, you will have an option to confirm your identity through facial recognition, but you will **require a driver's license or Canadian passport to do so**. If you do not have a driver's license or Canadian passport, you can either attend a Canada Post location with **2 pieces of ID** where they will verify your identity for \$15.00 or you can

attend the Timmins Police station for free with **2 pieces of ID** and the Confirmation ID that you are provided and we can verify your identity.

**\*\*\*ID must include one photo ID such as a passport, student card, driver's license** and the other **must prove you live in Timmins**, such as lease agreement, banking profile, rent receipt with the address.

Make sure that you are applying to the Timmins Police Service using our link at [Police Record Checks](#).

Or use our QR code and click on the “**Apply Here**” link:

