**GRH Welcome Package**

**Conestoga College Clinical Instructors &
PAS Mandatory Requirements**

***Forms can be submitted in person to the GRH Professional Practice Coordinator or forms can be scanned and emailed to the GRH Professional Practice Coordinator. All forms are due 4 weeks prior to the first day of your clinical instruction with the student groups.***

**Please submit the following forms:**

**Clinical Instructor / PAS Information Form *(Please see attached form on pg. #4)***

* Complete and sign the Clinical Instructor / PAS Placement Information form
* Submit the completed and signed Clinical Instructor / PAS Placement Information form to the GRH Professional Practice Coordinator

**E-Learning Mandatory *Edge* Courses *(Please see attached form on pg. #5)***

* Complete all 13 ELearning Mandatory Edge courses
* Submit the completed E-Learning Mandatory Edge Courses form proof of completion to the GRH Professional Practice Coordinator

**Immunizations *(Please see attached form on pg. #6)***

[ ]  Submit completed Employee Health and Wellness Student Immunization Form along with documented proof of immunizations, titre results, and TB testing to the GRH Professional Practice Coordinator.

[ ]  Documentation must be submitted **4 weeks PRIOR** to placement. This allows for review, processing of documents and helps to ensure no delays will take place.

#### PRIOR to emailing the Employee Health and Wellness Student Immunization Form to GRH Professional Practice Coordinator please ensure sure you have the following documentation completed (pg. #5):

* + Proof of vaccination for MMR (Measles, Mumps, Rubella – 2 doses) and Varicella (chicken pox – 2 doses), **AND/OR** Lab confirmation of immunity status for measles, mumps, rubella and varicella. Lab confirmation of Hepatitis B immunity will be required depending on type of placement- (this will be required for all students who provide direct patient care)
	+ TB skin test- Documentation of a previous negative 2 step TB test done at any time AND a 1 step TB test done within 4-8 weeks PRIOR to placement (through your family physician or public health).
	+ TB testing must be completed PRIOR to administering any live vaccines (i.e. MMR/Varicella). If live vaccines are administered, TB testing cannot be done for at least 28 days.
	+ If you have had a positive TB skin test then proof of the positive TB skin test must be submitted along with a chest x-ray done since the test.
	+ Documentation of last tetanus vaccine regardless of date. This is not mandatory but highly recommended.
	+ The Employee Health and Wellness Student Immunization form **MUST** be signed by a physician
* Once the Student Immunization Form, documented proof of immunizations, titre results and TB testing has been received and reviewed by our Employee Health and Wellness Department the GRH Professional Practice Coordinator will receive a message confirming that “you” have been “cleared” to begin your placement.

#### Without this clearance students will not be permitted to begin their placements

**Respirator Fit Testing**

GRH has implemented conservation strategies for N95 respirators. Part of these conservation strategies involve only fit-testing individuals who may be required to interact with patients under airborne precautions or participate in AGMPs.  N95 fit-testing will also be required for those students that may need to prepare, handle or administer hazardous drugs/chemotherapy agents while at GRH. For those learners who fall under one of the above categories:

[ ]    Proof of a N95 fit test (completed within the past 2 years) to one of the respirators carried by GRH is required.

* The fit-test must not expire during your placement.
* GRH carries **ONLY models/sizes 3M 9210, 3M 8210, 3M 1860, 3M 1860S, and Pleats Plus Small/Medium**

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* If you were **not** fit tested to one of the style/sizes that GRH carries, you will be required to get your fit test **redone** to one of these style/sizes prior to starting your placement
* Respirator Fit Testing is being offered at GRH for those learners who require it.
* Please contact GRH’s Professional Practice Coordinator by emailing: Student.Coordinator@grhosp.on.ca to receive information on how to book an appointment.
* A $25 fee will be required in order to obtain a fit test at GRH.
* If you are unsure if you require a Respirator Fit Testing please contact the Professional Practice Coordinator to confirm, or speak to your GRH Supervisor.

Please note:

* If you have been scheduled in for a fit testing appointment at GRH and it is after your planned start date you may begin your placement, HOWEVER, you will not be able to participate in any patient care requiring N95 respirator usage (e.g. AGMPs or Airborne isolation) until you have been fit tested to a model GRH carries.
* For those students who miss their scheduled respirator fitting appointment:
	+ If you have already started your placement you will be pulled from placement until you have been fitted to a GRH model.
	+ An administrative fee may also be applied on top of the $25fit-test fee.

**Vulnerable Sector Screening Criminal Record Check**

Criminal Record Checks **must be completed within 1 year** and can take up to **8 weeks** to receive

* Obtain your Vulnerable Sector Screening Criminal Record Check
* Submit a **photocopy** of your current school year Vulnerable Sector Screening Criminal Record Check to the GRH Professional Practice Coordinator

**Healthcare Declaration Form (*Please see form on page #7)***

[ ]  Review, complete, and sign the Healthcare Declaration Form

[ ]  Submit the completed and signed Healthcare Declaration Form to the GRH Professional Practice

 Coordinator

**Login Information**

* All Conestoga College Clinical Instructors / PAS attending the KW Campus or Freeport Campus will receive login information via email from the GRH help desk to your Conestoga College email account. Please contact the Placement Office at placement\_office@conestogac.on.ca if you do not receive this email.

**Parking and Security Form *(Please see attached form on pg. #8)***

[ ]  Please obtain your instructor/PAS ID Badge from GRH Security Services.  In order to receive your badge you must be cleared by GRH’s Education Coordinator.  If this has not taken place you will not receive your badge. Please call the Parking & Security office between Mon-Fri 8am-12pm & 1pm-4pm at 519-749-4300 ext.2883 to book an appointment to attend the office for an ID.

[ ]  If you require parking at the **KW site** on the date of your appointment, attend the Parking & Security office which is located within triage near the ER entrance door. **Please note, only patients are permitted to enter/exit the ER doors**; staff, instructors, PAS and students must enter & exit via 2A hallway. The day of your appointment please bring your completed parking & security form, and ensure you have completed sections 1-3, and 6 vehicle information portion (only if you require parking), and sign & date the bottom of the form. Once you have received your instructor/PAS ID badge and parking validation slip from the KW Parking and Security office please proceed to the Precise parking office to pay for the parking pass. The Precise parking office is located on the 1st level of the parking garage for the KW site and the parking Kiosk in the gated lot at Freeport site.

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* If you require parking at the **Freeport Site** be sure to speak with Precise Parking regarding this. Once you have received your instructor/PAS ID badge from the Freeport security office please proceed to the Precise parking office to purchase a parking pass between the hours of Monday to Friday, 7:30am – 4:30pm. The Precise parking office is located in the Freeport main lot beside the entry/exit gates. The Freeport site Security office is located in the main entrance, straight ahead to the left as you enter into the building.

Please contact the **Parking and Security Assistant at *519-749-4300 ext. 2883*** or email GRH.Parking@grhosp.on.ca for any questions pertaining to parking at either site

**Clinical Instructors / PAS Clinical Requirements before taking group students to Clinical Areas:**

**Shadow Day**

* If you are new to GRH as a Clinical Instructor / PAS it is mandatory that you arrange a **Shadow Day with the** GRH Clinical Educator on the floor in which you will be teaching. This can be arranged by contacting the GRH Clinical Educator directly

**Infection Control**

* All Clinical Instructors / PAS must contact GRH Infection Control department by emailing icpinfectioncontrolpractitioners@grhosp.on.ca to set up an appointment for you and your student groups to review our Infection Control Policies and procedures. This appointment needs to take place prior to your student group starting on GRH’s Clinical Areas.

**Cerner Training**

* All instructors will need training on our Cerner system prior to taking the students on the floor. If you have not received this training please advise both your Conestoga College contact and the Professional Practice Coordinator.
* All students will require Cerner training **before** starting on the floors. Sessions for student groups will be arranged between Conestoga College and the Professional Practice Coordinator. The instructor will receive an email about this when it has been finalized.

**CLINICAL INSTRUCTORS / PAS INFORMATION FORM**

**CLINICAL INSTRUCTOR / PAS Information:**

|  |  |
| --- | --- |
| Last Name: | First Name: |
| Address: |
| City/Town: | Province: | Postal Code: |
| Phone + area code:  | Email:  |

**Educational/Organizational Institution Information:**

|  |
| --- |
| Name of School/Organization: |
| Program Title: |
| Year of Study: |

**Placement Information:**

|  |  |  |
| --- | --- | --- |
| Start Date: | End Date: | GRH Department: |
| Are you currently working and/or doing a placement at any other Healthcare Facility?Yes [ ]  No [ ]  If yes, which one? |
| Clinical Instructor / PAS Signature: |

Edge E-Learning Mandatory Courses

**There are 13 online courses that are mandatory requirements and must be completed through *Edge*, GRH’s
e-learning platform. Create an edge account through the following site:** [**https://edge.dualcode.com/login/signup.php**](https://edge.dualcode.com/login/signup.php)

|  |  |
| --- | --- |
| **Name:** | **School:** |
| **Academic Program:** | **Department of Placement:** |
| **Start Date:** | **End Date:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Edge Course** | **Student Initials** | **Completion Date** | **YOUR SCORE (if applicable)** |
| **1. Accessibility – Customer Service** |  |  |  |
| **2. Accessibility IASR** |  |  |  |
| **3. Emergency Codes** |  |  |  |
| **4. Hand Hygiene**  |  |  |  |
| **5. OHS Awareness Training** |  |  |  |
| **6. PPE – Donning and Doffing** |  |  |  |
| **7. Prevention & Management of Aggressive Behaviour –**  **De-escalation Training** |  |  |  |
| **8. Privacy & Confidentiality Annual Training** |  |  |  |
| **9. Respectful Workplace Program** |  |  |  |
| **10. WHMIS Awareness** |  |  |  |
| **11. Staff Self-Screening COVID-19 Training & Attestation** |  |  |  |
| **12. Alaris Pump Education** |  |  |  |
| **13. POCT – Nova Statstrip Glucometer Training Module** |  |  |  |

**Be advised:** This form may exempt you from future Edge training at GRH. Please obtain a copy to resubmit with each placement at GRH.

**The following are instructions on how to access *Edge*:**

**Accessing *Edge*:**

* Go to the website, <https://edge.dualcode.com/>, from any computer (at home or at GRH) **OR**
* From any hospital computer, click on the Internet Explorer icon on the desktop to access the GRH intranet site, Lotus Link
* Click “Learning > Learning-Edge” under Quick links on the left hand side on the page

**From the *Edge* Home Page:**

* To access the courses, click on “*Course Catalogue*”.
* You can search for a course in the search area in the top right hand corner
* After you have selected a course, you can select the link next to the small orange/golden box to begin in the course learning.

For help with your Edge courses please contact Organizational Development at extension 3799.

**I have completed all of the above mandatory E-Learning Edge Courses.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Occupational Health Employee Health and Wellness
Clinical Instructor / PAS Contract Immunization Form**

|  |  |
| --- | --- |
| **Name:** | **Date of Birth:** **(DD/MM/YY)** |
| **Cell/Home#:** | **Student/Position:** |
| **College/University/Institute:** | **Program:** |

This form pertains to all unpaid students attending a placement at Grand River Hospital.

**Requirements: \*\*School Placement Coordinators will determine N95 requirement**

* Proof of vaccination for MMR (Measles, Mumps, Rubella – 2 doses) and Varicella (chicken pox – 2 doses), **AND/OR** lab confirmation of immunity status for MMR and Varicella. Hepatitis B titre required depending on type of placement.
* 2-step TB skin test done within **4 -8 weeks PRIOR to placement** OR if student has had a previous 2-step then a 1 step is required within **4-8 weeks PRIOR to placement**
* If you have had a positive TB skin test then proof of positive TB skin test **and** chest x-ray is required.

|  |  |  |
| --- | --- | --- |
| MMR Vaccines | Date: MMR #1 dd/mm/yy | Date: MMR #2 dd/mm/yy |
|  |  |
| Varicella Vaccines | Date: Varicella #1 dd/mm/yy | Date: Varicella #2 dd/mm/yy |
|  |  |
| Measles Titre | Date: dd/mm/yy | Result:🞏 Reactive 🞏 Non-Reactive |
| Mumps Titre | Date: dd/mm/yy | Result:🞏 Reactive 🞏 Non-Reactive |
| Rubella Titre | Date: dd/mm/yy | Result:🞏 Reactive 🞏 Non-Reactive |
| Varicella Titre | Date: dd/mm/yy | Result:🞏 Reactive 🞏 Non-Reactive |
| Hepatitis B Titre (optional depending on type of placement) | Date: dd/mm/yy | Result:🞏 Reactive 🞏 Non-Reactive |
| TB test #1 | Date Given: | Site: | Date Read: | Result: |
| TB test #2 | Date Given: | Site: | Date Read: | Result: |
| TB test 1 step | Date Given: | Site: | Date Read: | Result: |
| Chest X-Ray | Date: dd/mm/yy | Result: |
| \*\*N95 Respirator Fit Test | Date of Fit Test: dd/mm/yy | Model (please circle):**3M 9210, 3M 8210, 3M 1860, 3M 1860S, and Pleats Plus Small/Medium** |
| * I do not require a fit-test as I will not be required to enter an airborne isolation room, nor will I be preparing/handling/ administering hazardous drugs during my placement at GRH.
 |

 **Health Care Practitioner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**HEALTHCARE FACILITY DECLARATION FORM**

In alignment with the Ontario government’s Emergency Order (O. Reg. 146/20), Limiting Work to a single Long-Term Care Home, students employed or volunteering at any Long Term Care facilities, inclusive of retirement homes or through contract (agency) may not perform work for any other Health Service Provider (i.e. Grand River Hospital [GRH]).

If during the course of placement at GRH, the healthcare facility that a student is employed with is identified by Public Health as being in outbreak the student will be unable to work at GRH until such time that they are cleared to return to placement.  This could require a period of up to 14 days from the last exposure to the outbreak unit. Once that time has elapsed the placement may recommence at GRH.  Additionally, students will be restricted from placements at GRH until cleared by public health if they have been required to self isolate subsequent to any exposure to communicable disease in the community

**I DECLARE,** that:

[ ]  I will not be working at a Long-Term Care Home during the duration of my student placement at Grand River Hospital.

[ ]  I will notify GRH if my place of employment is identified as being in outbreak or have been advised by Public Health to self-isolate.

[ ]  I understand that if my place of employment is identified by Public Health as being in outbreak or has had an exposure there could be potential impacts for my placement at GRH. This will be managed on a case-by-case basis.

**DATED this day of /20**

**Name (Print) Signature**

