

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 (i.e. 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 provide the Occupational Health Nurse with a copy of your up to date immunization record and required serology that is mandatory for all students. These documents can be submitted via fax @ 519-421-0601 or email occupationalhealthservices@woodstockhospital.ca. **Please have these documents submitted 2 weeks prior to your start date as your placement will be delayed if this has not been completed. See Appendix 1**

2. Non-Violent Crisis Intervention training

This will be determined by the Occupational Health department and is dependent on completion of previous training. If Crisis prevention training has been received in the past then please provide this information on the Pre placement health review as well as attach your certificate or proof of training. Our Occupational health department will review and contact students who will require this training with instruction on how to complete. This will consist of a one hour online course with a cost of approx. \$25-30 in which the expense will be the sole responsibility of the student.

3. 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.

4. 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

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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.

5. Vulnerable Sector Screening Check (VSC)

The hospital has a duty to take reasonable measures to protect and provide a safe environment for patients and the workforce.

All candidates on work placement or training will be advised that an acceptable VSC is a condition of their placement with the Hospital. The cost for individuals who obtain a VSC is their sole responsibility and must be obtained prior to the commencement of placement. If you are unable to provide the VSC by your first day, you must provide proof of the request. The VSC will be valid for up to **six months** prior to the commencement of work. All information obtained through a VSC will be treated as confidential and retained by Woodstock Hospital.

B. On the first day of placement

1. You will be assigned orientation e-learning modules which contain necessary information to guide you through the mandatory education that must be completed. It contains information related to Accessibility, Code of Conduct/Behaviour Safety Alerts, Emergency Preparedness, Infection Control, Privacy and Confidentiality, Service Excellence and WHMIS (other modules may be assigned dependent on work area. These tests must be completed within the first week of your placement.

2. 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. 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 to be provided to Human Resources. You will need to have access to a printer to print your certificate. (Please set aside 60 minutes to complete the session.) This certificate will be due within seven days of start date.

3. 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.

4. 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 (Honeywell) 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.

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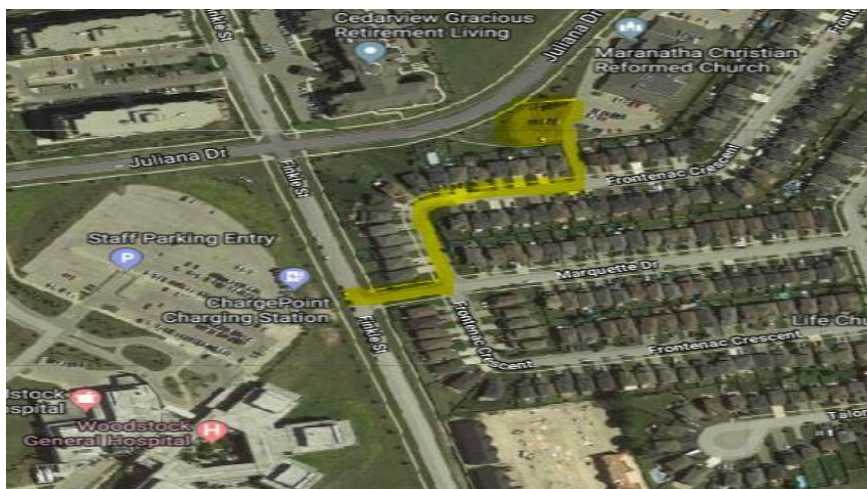
5. You may be required to **wear** a uniform, lab coat or some other safety item/device (for example work boots, goggles, hair net). In most instances, it is your responsibility to provide and clean your apparel; however if you are placed in special units where uniforms and/or safety items or devices 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.

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. 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. **Paid** parking (\$30/month) is available at the Medical Office parking lot located at the west side of the hospital building and can be paid monthly to the cashier in the main lobby. **Free** parking for students is also available at the Maranatha Christian Reformed Church located at 735 Frontenac Crescent, Woodstock (see map below). If you require special arrangements, these will be reviewed on your first day.



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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.

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

Further contact information:

Ellen Wiley – Nursing Student Placement Coordinator
Staff Development

Hours: Monday – Friday, 8:00 – 4:00 p.m.

Phone: 519-421-4233 ext. 2117

Email: ewiley@woodstockhospital.ca

Occupational Health Department

Hours: Monday – Friday, 8:00 – 4:00 p.m.

Phone: 519-421-4233

Fax: 519-421-0601

Jennifer Hussey ext. 2331

Christa VanBemmel ext.2327

Email: occupationalhealthservices@woodstockhospital.ca

Bonnie West

Human Resources

Hours: Monday – Friday, 8:30 – 4:30 p.m.

Phone: 519-421-4233 ext. 2249

Fax: 51-421-0601

Email: bwest@woodstockhospital.ca

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PRE-PLACEMENT CHECKLIST

Please use this checklist to ensure you have fulfilled all the required components.

- 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)
- Locker/lock (can be obtained first day if required)
- Vulnerable Sector Screening Check (mandatory)
- Health & Safety Awareness Training (mandatory)
- Drive Safe Requirements (Regional Support Associate students ONLY)
- Pre placement health review completed and submitted (2weeks prior to start date)



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Pre Placement Health Review

Name: _____ Position: _____

Department: _____ Manager: _____

D.O.B.: _____ Phone number: _____

Address: _____

Email Address: _____

Date of Placement: _____

Emergency Contact:

Name: _____ Relationship: _____ Phone Number: _____

Instructions - Please read carefully

Complete the Pre-Placement Health Review form requirements. You may consult your physician's office, your current employer's Occupational Health Department and/or Local Public Health unit to assist with obtaining the information. This process must be completed prior to commencing your employment or volunteer work. We also kindly ask that if you are sending your paperwork electronically to please submit it in one pdf if possible. Please send to occupationalhealthservices@woodstockhospital.ca or can be faxed to 519-421-0601. Thank you!

See Appendix A which outlines all immunization requirement and please attach all supporting documentation of immunizations and/or serology.

If you have any questions please contact;

Occupational Health Department @ 519-421-4211

Christa VanBemmel x2327

Jennifer Hussey x 2331

Compliance with Communicable Disease Surveillance Protocols for Ontario Hospitals and Woodstock hospital Pre-Placement Health Review policy is a requirement of your employment, placement or volunteer work. Failure to comply without acceptable medical documentation to support a contradiction to vaccines may result in a withdrawal of the offer of employment, placement or volunteering.

Tetanus/Diphtheria/Pertussis Tetanus/Diphtheria

Most recent booster date: _____

* Must provide proof of documentation of vaccination within the last 10 years

MMR (Measles, Mumps and Rubella)

MMR Dates: 1st _____ 2nd _____

Measles: Reactive Non-Reactive Indeterminate

Mumps: Reactive Non-Reactive Indeterminate

Rubella: Reactive Non-Reactive Indeterminate

Serology enclosed Booster dose _____

Chicken Pox (Varicella)

Vaccination Dates: 1st _____ 2nd _____

Serology enclosed @WH Reactive Non-Reactive Indeterminate

Hepatitis B

Vaccination Dates: Dose 1 _____ Dose 2 _____ Dose 3 _____

Serology enclosed Reactive Non-Reactive Indeterminate Booster dose _____

Seasonal Influenza Vaccine

Vaccination Date: _____

COVID 19 Vaccine Dates Dose 1 _____ Dose 2 _____ Dose 3 _____
 Dose 4 _____ Dose 5 _____ Dose 6 _____

Meningococcal Vaccine - for high risk laboratory staff only **Vaccination Date:** _____

Two Step TB Skin Testing: 0.1ml 5TU Tubersol I.D. Proof of a 2 step TB test required before 1 step can be completed.

History of Two Step Test: Date: _____ Result: _____
 Date: _____ Result: _____

One step: Date Given: _____ R / L Date Read: _____ Result: _____ Lot# _____

Second step: Date Given: _____ R / L Date Read: _____ Result: _____ Lot# _____

History of positive TST must have a documented CXR on file: Copy of x ray report

N95 Fit Testing (if applicable): A respirator fit test is required for all staff with direct patient care and must be current within last two years.

Type: _____

Date: _____

Non-Violent Crisis Intervention Training (if applicable): NVCI training is required for certain areas within the hospital and must be current with recertification every two years. Please provide proof of completion.

NVCI Training Date Completed: _____

APPENDIX A

Current Immunization Requirements for Woodstock Hospital Employees, Volunteers and Students per the Pre-Placement Health Review Protocol

Vaccine or Test	Requirements
Tetanus/Diphtheria (Td)	Documentation of Td or Tdap vaccination within the last 10 years
Tetanus/Diphtheria/Pertussis (Tdap)	All Adult HCW's, regardless of age should receive a single dose of Tdap for pertussis protection if not previously received in adulthood
Measles, Mumps, Rubella	Documentation of two Measles, Mumps, Rubella vaccinations and/or Laboratory evidence of immunity
Varicella	Documentation of two Varicella vaccinations and/or Laboratory evidence of immunity.
Hepatitis B	Hepatitis B vaccination series and proof of immunity by serology with updated titer level. (not required for volunteers)
Influenza	<p>All Employees will be required to submit an Influenza Immunization Declaration or Declination Form to Occupational Health prior to the deadline communicated each Influenza Season. Per Woodstock Hospital's Influenza Surveillance protocol in the event of an influenza outbreak unvaccinated staff will be offered chemoprophylaxis, those who refuse will not carry on patient care within the hospital setting.</p> <p>It is highly recommended that all staff, physicians, students and volunteers receive an annual influenza immunization.</p>
COVID 19 Vaccine	Documentation of mandatory TWO COVID 19 vaccinations
TB Skin Test (TST)	<ol style="list-style-type: none"> 1. Documentation that a baseline two step TB skin test has been completed. 2. If longer than 12 months since last TB Test and proof of past 2 step on file, then: A one step TB skin test MUST be completed <p>Two step definition: TB skin test is given, read 2 days later and if negative the process is repeated in other arm within 1 to 4 weeks).</p> <p>A chest x-ray should be taken on any HCW who has:</p> <ul style="list-style-type: none"> • A positive TST; • Had a previous diagnosis of TB but has never received adequate treatment for TB; or • Pulmonary symptoms that may be due to TB <p>If the x-ray suggests pulmonary TB, the HCW should be evaluated by their Health Care provider. Documentation of the results of this evaluation should be in place before the HCW is cleared for work.</p>
Meningococcal	It is encouraged that laboratory staff who are potentially routinely exposed to the N Meningitides receive this vaccine as well as a 5 year booster.
Crisis Intervention training	Training may be required and will be determined by Occupational Health please provide documentation if this training has been received elsewhere.