



SCHOOL OF CONTINUING EDUCATION FIELD PLACEMENT INFORMATION SHEET

The following information is provided to help Continuing Education students make informed choices about their field placement.

1. Students are required to complete a minimum number of hours, as noted below in their placement.

Dementia Studies	90 hours
Mental Health Nursing	60 hours*
Nephrology	60 hours*
Oncology RN	60 hours
Oncology RPN	30 hours
Palliative Care	60 hours
Working with Dementia	60 hours

2. **IMPORTANT:** Placement must be completed within a maximum time frame of **14 weeks** and students will be required to complete seminar hours **online** and actively participate in **online** discussions. **See below for important information regarding online access.**

*(except for the Nephrology & Mental Health Nursing Field Placements)

3. Students are required to contact a placement agency to set up an interview to arrange for your placement opportunity and to discuss expectations, hours of work, role clarification, etc.

4. Students are required to fill out an **application form** indicating their Placement Agency, dates days, hours and time frame during which placement is to be completed. Application forms are found online and are to be returned to the College's Continuing Education office, attention Practicum Officer **no later than 4 weeks prior** to your Field Placement course start date.

5. Make an appointment with your Doctor/Health Care Provider to complete the Entry Immunization Form (Health Forms)

6. Students may find it necessary to make personal adjustments to work and/or family schedules in order to complete the field placement. Options to be considered are: job switches, leaves of absence, use of vacation time, extended work hours to free up hours for placement, etc. We recognize that such arrangements require a great deal of time and effort on the students' (and their families') part and applaud their commitment to the achievement of their goals.

7. It is now a requirement that all Durham College Field Placement students wear and display a Durham College Photo ID Badge while attending your field placement. (see note under Photo I.D. Badge)

Access to ONLINE field placements – Students will be required to log into their course via Ontario Learn. Go to: www.durhamcollege.ca/coned and click on the "Getting Started" page.

Requirements for Field Placement

Before the field placement faculty supervisor will finalize any arrangements for the field placement experience, students must submit photocopies of the following documentation:

- Completed Field Placement Application form
- Completed Entry Immunization Form (see note below under Health Status Form)
- Criminal Reference Check
(Please be advised, it is recommended that you order this document from your LOCAL police department early, as it can often take up to 8 weeks for your police department to process these requests)

Additional Requirements for Oncology Placements:

- A copy of your R.N Certificate of Competence or R.P.N. Certificate of Competence, whichever is applicable
- A copy of your BCLS (current within 1 year)

This documentation is to be submitted to the College's Continuing Education office, to the attention of the Practicum Officer **no later than the deadline as indicated on the website at www.durhamcollege.ca/coned** under "Where do I find"/"Field Placement Information".

FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS BY THE DEADLINE WILL RESULT IN FORFEITING YOUR PLACEMENT FOR THIS TERM at the student's expense.

Health Status Form

Students attending a field placement in Public Hospitals, Nursing Homes, Homes for the Aged, Day Care Centres and Ambulance Services are required by Durham College under the direction of the Region of Durham Public Health Department to have a complete and up-to-date Entry Immunization Form on file PRIOR to beginning placement.

This applies to being in the workplace and does not change based on direct or non-direct contact with clients in these settings.

For students employed in a setting such as those mentioned above may obtain a formal statement from their occupational health nurse stating "the student currently has all the requirements on file in the workplace".

Any student completing a placement in an agency (i.e. a Medical Centre, clinic, private doctor or dentist offices) are only required to have met the requirements asked by that agency. They do not fall under this legislation and therefore an Entry Immunization Form is not a requirement. Please note this on your Field Placement application form. Once this documentation has been reviewed and accepted as complete, you will be provided with a "Verification of Health Status Form" which will be forwarded to the student by the Practicum Officer. ***Health clearance can take from 2-3 weeks to receive approval from Campus Health. Please ensure your form is filled out COMPLETELY and you and your doctor have signed it, or it will be returned to you which may cause a delay in you starting placement.***

Students will be responsible for costs incurred to acquire placement documentation required.

Work/Education Placement Agreement Form

Students are required to obtain the signature of the work placement employer (training supervisor name in Part A of form) and to sign Part E (as training participants) themselves. The student retains the white copy; the setting retains the yellow copy, and the third copy (pink) must be returned to the College (to the attention of the Practicum Officer) **prior to the beginning of placement**. This 3-part form will be available to pick up in the Continuing Education office once all documentation has been submitted to the Practicum Officer and approved.

In the event that the student is injured at the placement setting, he/she must notify both the setting supervisor and the field placement faculty supervisory **immediately** to complete an Accident/Injury form. This form will be provided to the student by the faculty supervisor as soon as the Centre has been approved and verified.

Durham College Field Placement I.D. Badge

This is a requirement of all Field Placement students and the I.D. badge must be worn while attending your assigned hours at your placement site. The I.D. badge will be forwarded to your Field Placement site supervisor and will be available when you start your first day of placement.

In order to provide Field Placement students with the required Durham College Field Placement ID Badge, our Campus Identification Office is offering two options to acquire your photo and print your badge:

Option 1:

If you live within a 100 km radius of the Oshawa Campus of Durham College, please visit our Campus Identification Office, Room G1004. For office hours please call 905-721-2000 ext 2116.

To prove your identity, please bring one piece of 'valid' Government produced photo ID (driver's license, Passport, citizenship card for i.e.) and proof of registration (course invoice/receipt)

Option 2:

If you live outside the 100km radius of Durham College, you may email a current photo of yourself to Cindy Foley (cindy.foley@durhamcollege.ca) as an attachment.

Photo specifics: It is important that your image is sharp, and current (under one year old and is an excellent likeness of you).

The image quality must be at approx. 25-40KB (jpg format) and include your head and shoulders with extra space above the head and to each side of your shoulders and against a white, plain background. The photograph must include your entire face, facing forward (no side shots or angled views) No hats or sunglasses may be worn in this photo. (Similar to a passport photo)

Naming of file: Please name the image file by your first full name, then your last full name, for i.e. Cindy_Foley.jpg

Your Identification Badge will be forwarded to Cindy Foley and she will in turn mail to your Placement site. Students **are not** to begin their placement hours until your ID badge has been received by your Field Placement agency.

Our Campus Identification web pages may be referred to for hours of operation at:
<http://www.durhamcollege.ca/studentid/> or call us at (905) 721-2000 Ext. 2116.

Guidelines for Field Placement

Course Participants are expected to:

1. Set up an initial interview/meeting with **Agency Field Placement Supervisor** to discuss placement details, expectations, hours of work, method of assessment, role clarification, etc. (**College Field Placement Supervisor** is available to provide support in this capacity if necessary).
2. Complete the required number of hours for the field placement and adhere to policies, procedures and guidelines of both the College and the chosen Agency facility.
3. Complete a daily log/journal of your field placement experience which is to be submitted to the **College Field Placement Supervisor** upon completion of your placement hours.

The **Agency Placement Supervisor** is responsible to:

1. Prepare appropriate tasks and experiences for the student during the period of placement.
2. Assist in the student's orientation to the agency.
3. Supervise and direct the students learning in accordance with course objectives.
4. Monitor attendance and punctuality and report any problems to the **College Field Placement Supervisor**.
5. Be available for consultation with the **College Field Placement Supervisor** and communicate any performance problems as they occur.
6. Complete the performance evaluation form in consultation with the student and the **College Field Placement Supervisor**.

The **College Field Placement Supervisor** is responsible to:

1. Plan and organize Field Placement opportunities if necessary.
2. Monitor progress of students in all placement facilities.
3. Be available for consultation with the **Agency Field Placement Supervisor** and the student as needed.
4. Ensure all documentation is completed at the conclusion of the placement including assigning the final grade.
5. Ensure all placement competencies are completed, and Durham College Field placement procedures are adhered to.