

**SCHOOL OF CONTINUING EDUCATION
FIELD PLACEMENT APPLICATION**

*This application, along with accompanying required documentation must be completed and submitted no later than the deadline posted on the Continuing Education website under "Field Placement". Failure to meet this deadline will result in removal from placement. **No Exceptions.***

CANDIDATE DATA (PLEASE PRINT)			
NAME		STUDENT #	
ADDRESS		TELEPHONE	
CITY		POSTAL CODE	
EMAIL ADDRESS (Required)			
DESIGNATION (if any):	<input type="checkbox"/> RN / <input type="checkbox"/> PN / <input type="checkbox"/> PSW / <input type="checkbox"/> SSW / <input type="checkbox"/> OTHER (please specify) _____ <input type="checkbox"/> NONE		

FIELD PLACEMENT (Check one)
<input type="checkbox"/> Dementia Studies (HLT 6798) – 90 Hours – <i>CORRESPONDENCE ONLY</i> <input type="checkbox"/> Medical Office Administration (FWK 4252) – 119 Hours <input type="checkbox"/> Mental Health Nursing (NURS 3557) – 80 Hours <input type="checkbox"/> Oncology RN (RN 3593) – 60 Hours – <i>CORRESPONDENCE ONLY</i> <input type="checkbox"/> Oncology RPN (RPN 3590) – 30 Hours – <i>CORRESPONDENCE ONLY</i> <input type="checkbox"/> Palliative Care (CARE 2591) – 60 Hours – <i>CORRESPONDENCE ONLY</i> <input type="checkbox"/> Perinatal / Obstetrics (RN 4566) – 102 Hours <u>RPN Bridge:</u> <input type="checkbox"/> Nursing Professional Practice - Acute <input type="checkbox"/> Nursing Professional Practice - Chronic <input type="checkbox"/> Nursing Professional Practice – Mental Health <input type="checkbox"/> Other: _____

PLACEMENT LOCATION DATA				
<p><i>Please indicate the location you wish to complete your placement. Please be advised that students are not permitted to contact hospitals to arrange their own placements.</i></p> <p><i>Clinical placement is dependent on available preceptors. Every effort will be made to find a preceptor at one of your chosen locations. However, you will be given a clinical assignment at the first available location among any of the hospitals available to Durham College students.</i></p>				
1st Choice				
2nd Choice				
3rd Choice				
<p><i>If you wish to complete your placement at a location other than a hospital setting, please indicate the name and contact information of the agency below. The student is responsible for arranging non-hospital placements on their own.</i></p>				
AGENCY		AGENCY SUPERVISOR		
ADDRESS				
CITY		POSTAL CODE		TELEPHONE
Days / Hours of Availability		<input type="checkbox"/> M _____ <input type="checkbox"/> T _____ <input type="checkbox"/> W _____ <input type="checkbox"/> T _____ <input type="checkbox"/> F _____		
** (Medical Office Admin only)				
Will you be using public transportation or do you have your own vehicle?				

DOCUMENTATION CHECKLIST

*This information is required for eligibility for placement. Failure to complete/submit any of the mentioned documentation by the deadline noted on the website will result in removal from placement for the current term. – **NO EXCEPTIONS.***

- Completed application form
- Copy of your RN/RPN Certificate of Competence
- Photocopy of your Standard First Aid & CPR (Level C) certificate **OR** Copy of your BCLS (**Registered RN/RPNs**)
- Copy of Fetal Health Surveillance Certificate (Perinatal Students Only)
- Copy of NRP Certificate (Perinatal Students Only)
- COMPLETED Entry Immunization Form (Incomplete or outdated forms will not be accepted)
- Criminal Reference Check including Vulnerable Sector Screen. **This document must be no more than 6 months old.** (Please be advised that it is recommended that you order this document from your LOCAL police department early, as it can often take a considerable amount of time for your police department to process these requests – Please contact your LOCAL police department for further details and instructions)
- CRC & EIF Waiver form: “Informed Consent for Release of Personal Information Regarding Criminal Reference Checks and Entry Immunization Forms”. (included in this package)
- Signed “Student Declaration of Understanding” (included in this package)
- Online Training Modules:
The following training modules must be completed, **printed and submitted** as part of your clearance requirement.
 - o [Worker Health & Safety Awareness in 4 Steps](#)
 - o [WHMIS Training](#)
 - o [AODA Training](#)
 - o [Workplace Violence and Harassment Prevention](#)

Links to each of these training modules are available on the Field Placement page on the Continuing Education website:
www.durhamcollege.ca/coned/fieldplacement

Please ensure you make a copy of ALL DOCUMENTS for your records. You will be charged copying fees if you require copies after the documents have been submitted.

Note: If your program requires more than one placement for graduation, you are required to apply using this process for EACH placement course in your program. All documentation must be received each time you register for a placement course.

IMPORTANT INFORMATION ABOUT FIELD PLACEMENTS

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

Application, Documentation & Registration

You can register for the field placement course and any required pre-requisites or co-requisites as soon as they are available on the Continuing Education website. You can register online, by phone or in person.

Telephone Registration: 905-721-3000

Online Registration: www.durhamcollege.ca/coned

Once you have registered for the Field Placement course, please fill out the attached application form and return to the Continuing Education Office to the attention of Laurel Kimball, Practicum Officer, along with all the required documentation. Please ensure your submission is complete. The documents can also be faxed to 905-721-3195, or emailed **in pdf format please** (no .jpegs please) to laurel.kimball@durhamcollege.ca. You will be contacted by email if anything in your submission is missing or incomplete.

You must be registered and have submitted these documents by the deadline date noted on the Field Placement page of the Durham College, School of Continuing Education website: www.durhamcollege.ca/coned/field-placement
Late submissions/registrations will not be accepted.

If you have any questions regarding filling out the application, documentation requirements or clearance requirements please contact Laurel Kimball at laurel.kimball@durhamcollege.ca

Faculty Contact

Once you are registered for the Field Placement course and if you have any questions regarding field placement please contact the appropriate Field Placement faculty noted below.

PLACEMENT/CLINICAL	FACULTY ADVISOR EMAIL
DEMENTIA STUDIES	nicole.hughes@durhamcollege.ca
MEDICAL OFFICE ADMIN	tina.powers@durhamcollege.ca
MENTAL HEALTH NURSING	sandra.blayone@durhamcollege.ca
ONCOLOGY RN	christine.bent@durhamcollege.ca
ONCOLOGY RPN	christine.bent@durhamcollege.ca
PALLIATIVE CARE	nicole.hughes@durhamcollege.ca
PERINATAL / OBSTETRICS	sandra.burse@durhamcollege.ca
RPN BRIDGE: ACUTE	sandra.blayone@durhamcollege.ca
RPN BRIDGE: CHRONIC	katherine.rautenberg@durhamcollege.ca
RPN BRIDGE: MENTAL HEALTH	sandra.blayone@durhamcollege.ca

If you have any questions regarding filling out the application, documentation or clearance requirements please contact Laurel Kimball at laurel.kimball@durhamcollege.ca

Placement Settings/Approval

Students may not contact hospitals to arrange their own placements. However, if a student is doing a placement at a non-hospital location, they 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.

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: leave 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.

Withdrawal Policy

A student may withdraw from a placement or clinical until the "last date to withdraw from an online course" as noted on the Distance Education website. After this date, no refunds are given. Once students are cleared for placement, no refunds will be given.

Photo ID

A Photo ID badge may be required by your agency, however, you do not hand it in with your application. Please ensure you have one before your first shift at the daycare if they ask you to wear one.

If you live within 100kms of Durham College, you must visit the Campus ID office to obtain your badge in person. Campus ID Services hours of operation are available at www.durhamcollege.ca/studentid or by phone at 905-721-2000 x 2116. You must bring 2 pieces of photo ID and a copy of your proof of registration.

If you live more than 100kms from Durham College, you can send a photo of yourself to the practicum officer at laurel.kimball@durhamcollege.ca Please include your mailing address and Student ID number in your email.

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 using your first and last name.

Please ensure that if your agency requests that you have one, please visit the Campus ID office to obtain one prior to your first shift. (Campus ID Services hours of operation are available at www.durhamcollege.ca/studentid)

Correspondence Course Materials

If the course you registered for is delivered via correspondence, your course material will be mailed to you. You will be required to complete course work at home and submit all assignments according to the due dates indicated by your correspondence teacher.



CRC & EIF WAIVER

INFORMED CONSENT FOR RELEASE OF PERSONAL INFORMATION REGARDING CRIMINAL REFERENCE CHECKS & ENTRY IMMUNIZATION FORMS

Name: _____
(please print in full – Last name, First name)

Date: _____

Durham College Program Name: _____

Durham College has been requested to provide a copy of my Criminal Reference Check and Entry Immunization Form (Health Form & associated documentation) in connection with my participation in the above program.

I understand that the information in a Criminal Reference Check and Entry Immunization Form is personal.

I have provided my Criminal Reference Check and Entry Immunization Form to Durham College. I hereby give Durham College the authority to provide a copy of it to any agency for the above purpose.

I understand that Durham College has no authority or control on how the agency uses and protects the information. I will not hold Durham College responsible for any damages or loss which I may incur arising out of the use or further disclosure of the information by the agency.

I have read, understood and consent to the above.

Signature

Student ID Number

Student Declaration of Understanding
Workplace Safety and Insurance Board or Private Insurance Coverage
For Students on Unpaid Program Related Placements

Student coverage while on unpaid placement:

The government of Ontario, through the Ministry of Training, Colleges and Universities (MTCU), reimburses WSIB for the cost of benefits it pays to Student Trainees enrolled in an approved program at a Training Agency (college). Ontario students are eligible for Workplace Safety Insurance Board (WSIB) coverage while on unpaid placements that are required by their program of study.

MTCU also provides private insurance through ACE-INA to students should their unpaid placement required by their program of study take place with an employer who is not covered under the *Workplace Safety and Insurance Act* and limited coverage where placements are arranged by their postsecondary institution to take place outside of Ontario (international and other Canadian jurisdictions). However, students are advised to maintain insurance for extended health care benefits through a Durham College student insurance plan or other insurance plan.

Please be advised that Durham College will be required to disclose personal information relating to the unpaid work placement and any WSIB claim or ACE-INA claim to MTCU.

This Agreement must be completed prior to the commencement of the work placement, signed to indicate the Student Trainee's acceptance of the unpaid work placement conditions and a copy provided to the Durham College placement coordinator.

Declaration:

I have read and understand that WSIB or private insurance coverage will be provided through the Ministry of Training, Colleges and Universities while I am on unpaid placement as arranged by the college as a requirement of my program of study.

I agree that, over the course of my placement, I will participate in and implement all safety-related training and procedures obtained from the College and the Placement Employer. I will provide the College with written confirmation that I have received safety training.

I will promptly inform the College of any safety concerns.

I understand that all accidents sustained while participating in an unpaid work placement must be immediately reported to the Placement Employer and my Durham College placement officer. An MTCU Postsecondary Student Unpaid Work Placement Workplace Insurance Claim form must be completed and signed in the event of injury and submitted to the College placement officer.

In the event of an injury, I also agree to maintain regular contact with the College and to provide the College with information relating to any restrictions and my ability to return to the placement.

I understand the implications and have had any questions answered to my satisfaction.

Student Name:	Student Signature:	
Program:	Date:	
Organization:	Total Placement Hours	Visa Student? <input type="checkbox"/> Y <input type="checkbox"/> N

Parent/Legal Guardian's Name (for student less than 18 years of age) <i>please print</i> :	
Signature:	Date

Contact Information:

Laurel Kimball, Placement Officer
 Durham College, School of Continuing Education
 905 721-2000 Ext.2260
 Email address: laurel.kimball@durhamcollege.ca

To Whom It May Concern:

Students completing a Continuing Education field placement course at Durham College of Applied Arts & Technology are required to complete unpaid field placement hours in a program-related setting.

In some cases, these students will have direct contact with a vulnerable population. Students' general duties range from frontline/direct social service work, in-school mentorship, day care services and assisting the physically and intellectually disabled. Our students are placed in social services agencies, day care centres, schools, hospitals and/or long term care facilities.

In compliance with the Ministry of Training, Colleges and Universities, our students registered in a field placement are covered with comprehensive liability insurance for the duration of their field placement.

Please run a **Criminal Background Check with a Vulnerable Sector Screen** for the following student:

Student Name: _____
Last Name First Name

Student DOB: _____
(MM/DD/YYYY)

Student Address: _____

Program: (check one) Business Field Placement **
 Early Childhood Education
 Educational Assistant
 RPN Bridging from Certificate to Diploma
 Social Services Worker
 Other: _____

If you require additional proof that the above student is registered for a Continuing Education Field placement, the student can provide you with a copy of their registration/proof of payment.

Sincerely,



Laurel Kimball
Practicum Officer
School of Continuing Education, Durham College
Telephone: 905.721.2000 x 2260
Facsimile: 905.721.3195
Email: laurel.kimball@durhamcollege.ca
Website: www.durhamcollege.ca/coned

**Business Field Placements Only: Vulnerable Sector Screen is only required if the student chooses to complete his/her placement in an agency where the student must work directly with vulnerable persons. (examples: Hospitals, Long Term Care or Daycare facilities etc.)