

**St. Joseph's Health Care London
Student Affairs
School Placement Process Checklist**

School	When is Action Needed?	Notes	Completed
<p>The school must provide Student Affairs with an official placement request via HSPnet or by email.</p>			
<p>Once the placement has been confirmed, Student Affairs will provide the school with placement confirmation.</p> <p>The school must complete and return the student information sheet to the Student Affairs Office. Attention: randa.venesoen@sjhc.london.on.ca</p>	<p>As soon as the placement confirmation has been sent to the school.</p>	<p>Where can I find the form? The Student Information Sheet can be found on the Student Affairs website here: (see step 2 of the placement process) https://www.sjhc.london.on.ca/student-affairs/placement-process-enrolled</p>	
<p>Once the student's hospital computer account has been created, Student Affairs will send the student's corporate ID and login details to the school via secure file transfer.</p>		<p>The school will need to distribute the login to their student well in advance of the start date so that their student can complete the required learning modules at least one week prior to the start date.</p> <p>Students will need their login details in order to access the modules externally.</p>	
<p>Ensure the student understands what he/she must complete AT LEAST ONE WEEK PRIOR TO THE PLACEMENT START DATE --The student is responsible for:</p> <ul style="list-style-type: none"> • Submitting documentation to the school that he/she has completed the health screen with a medical practitioner and meets the health requirements • Completing the required learning modules • Completing the privacy education, signing and 	<p>As soon as placement confirmation is received by the school.</p>	<p>It is the student's responsibility to obtain the pre-placement requirements and to schedule a health review appointment. It is the school's responsibility to verify and email Student Affairs once the student provides documentation to the school that he/she has met St. Joseph's pre-placement requirements.</p> <p>Where can I find the requirements?</p> <ul style="list-style-type: none"> • The requirements can be found on St. Joseph's Student Affairs website here: https://www.sjhc.london.on.ca/student- 	

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<p>returning the privacy agreement to the school to be retained on file.</p> <ul style="list-style-type: none"> ○ Upon completion of the remaining modules, the student must submit the on-line declaration form and print and sign the completion page/self-declaration and return it to the school to be retained on file. 		<p>affairs/pre-placement-requirements</p> <p>The health requirements are as follows:</p> <ul style="list-style-type: none"> • Up-to-date immunization record • Proof of immunity to the chicken pox or Vercelli vaccination • TB testing • Flu shot (strongly encouraged). If a student declines the flu shot, the school must notify Student Affairs in advance of the placement start date so that the student can be provided with information pertaining to St. Joseph's corporate influenza policy and next steps, i.e. masking, etc. <p>Please visit the Student Affairs website. Information regarding the placement process, pre-placement requirements, FAQ, etc. can be found there: https://www.sjhc.london.on.ca/student-affairs</p>	
<p>Confirm the student has met St. Joseph's pre-placement requirements.</p>	<p>At least one week prior to the placement start date.</p>	<p>This confirmation must be received prior to the placement start date. If it is not, it is the school's responsibility to notify the student, the St. Joseph's staff member supervising the student, and St. Joseph's Student Affairs Office that the placement start date will be delayed until further notice.</p>	