• Email Brenda Shipley at brenda.shipley@lhsc.on.ca as soon as arrangements have been made with your supervisor.

• **Online Orientation & Registration** Password no longer required. MUST DO WITH EACH PLACEMENT (**3 wks prior to start date**) – submit the Student Placement Orientation Compliance Waiver form and Criminal Screening to Kathy Rylett, LHSC Student Affairs, Room B3-252, University Hospital – available Mon-Wed, 9-11 or leave in dropbox ***email Penni and Brenda Shipley to confirm this has been done***. Brenda will then complete the online verification form

• ***CRIMINAL SCREENING*** -- vulnerable sector – can take 2 months so start process well in advance (good for 1 yr) – **required 2 wks prior to start date** – take the original and a copy to Kathy Rylett

• **FLU (Western Form)** – Oct 1 to Mar 31 – (**2 wks prior to start date**)

• **IMMUNIZATION EXCLUDING FLU (Western Form)** including TB skin test

• **WSIB (Western form)** – Only need to complete once

• **N95 mask fitting** (good for 2 yrs) – Middlesex Health Unit, 50 King Street, 519.663.5317 – you may need to pre-book

• Student will receive an email from Student Affairs with an **ID badge form** for completion. Bring that form to Customer Support Building at Victoria Hospital on 1st day. Mail the ID badge back to Brenda Shipley

• Penni lets Brenda know that all requirements have been met – **failure to provide all documents by deadlines could result in a delay in starting the placement**

• **Violence Prevention Training** Brenda will contact you with dates for the training - for all students who work independently/without supervisor present OR whose placement is 3 mths or longer (1 or 2 days – mirrors training of supervisor) – medium risk good for 1 yr/high risk good for 2 yrs

• **Parking** available at $52/month and $20 transponder (refunded when returned) or $12-$14 a day. Let Brenda Shipley know.