Email Brenda Shipley at brenda.shipley@lhsc.on.ca as soon as arrangements have been made with your supervisor.
• Intent to Register to Leora 6 weeks prior to start.
• **Online Orientation & Registration** No password required. MUST DO WITH EACH PLACEMENT *(3 wks prior to start date)* – submit Student Placement Orientation Compliance Waiver & Criminal Screening to Kathy Rylett, Student Affairs, **Victoria Hospital** 519.685.8500 Ext 76500, 745 Baseline, Bldg 6, Ste 109, Rm 107 – *available Mon-Wed, 9-11*. There is no dropbox at Vic but the dropbox at UH, Room B3-252 will remain for original documents – originals will be returned to Penni ***email Penni and Brenda Shipley to confirm this has been done***. Brenda will then complete the online verification form
• ***CRIMINAL SCREENING*** -- vulnerable sector – takes 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 – pre-book AND *Student Health Services*, 519.661.3030, select reception option
• 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.