

St. Joseph's Health Care London Pre-Practicum Placement Procedures

Pre-Placement Requirements for Western Clinical Psychology Students doing placements at any site of St. Joseph's Health Care London (St. Joseph's) (i.e., Parkwood Institute – main site or mental health building, St. Joseph's Hospital, or the Southwest Centre for Forensic Mental Health Care, St. Thomas).

- ******VULNERABLE SECTOR POLICE CHECK****** – can take up to **8 weeks** to process (valid for 1 year). Email Penni when complete. ******No N95 mask fitting required******
- At least **7 weeks** before placement is scheduled to start, submit an **Intent to Register** form (or revision thereof) to Leora. Leora will give this information to Penni.
- Provide Penni with the information below at least **6 weeks** prior to placement. **Any later risks delaying the start of your placement** as student logins and passwords for St. Joseph's computer systems cannot be processed without it.
 - *Your date of birth – day, month*
 - *Your clinical supervisor, setting and service (to confirm the information on your Intent to Register form)*
 - *Anticipated start date (day, month, year) and anticipated end date (day, month, year). (to confirm the information on your Intent to Register form)*
 - *# of weeks in placement and average # of hours/wk*

Penni enters this into St. Joseph's *Student Information Form* and submits to Randa Venesoen, Team Assistant, Professional Practice and Student Affairs, St. Joseph's Health Care London.

- **FLU (Western Form)** – Oct 1 to Mar 31 – (**2 wks prior to start date**)
- **IMMUNIZATION EXCLUDING FLU (Western Form)** including TB skin test
- Confidential network logins and passwords are forwarded by Randa Venesoen to Penni in a secured file approximately **2 weeks** prior to start date. Penni distributes this information to the students in order to complete the e-learning modules.
- The required **e-learning modules** have been posted on the Student Affairs website. As with all prerequisites for placement, the e-learning modules must be completed at least **1 week** prior to placement. Students generate a **Declaration Acknowledgment** and submit to Penni at least **1 week** prior to placement.
- **Privacy and Confidentiality Agreement** submitted to Penni at least **1 week** prior to placement.
- **1 week** prior to the placement start date, Penni confirms with Randa Venesoen that all pre-placement requirements (which include immunizations) have been met. **If this confirmation is not received, the placement will be put on hold and will not proceed as scheduled.**
- **Personal Panic Alarm (\$250), photo ID, access card (\$50 each), and fire alarm keys (\$75 each)** – You are responsible for returning all items within **1 week** of your placement end date (last patient). Failure to do so will result in the School being invoiced and you will be accountable for paying for replacement of these items. If your end date varies from your Intent to Register, provide Leora with a revised Intent to Register and Penni will then advise St. Joseph's so you are not removed from the security and network systems and no invoice issued.