IMPORTANT INFORMATION REGARDING FIELDWORK REQUIREMENTS

Hello Incoming Students,

Congratulations on your acceptance into the Occupational Therapy program at the University of Toronto! We look forward to meeting you and guiding you through your clinical education experiences.

To prepare for the Fieldwork Placements that are an essential part of the MScOT program, there are a few things that you will need to do this summer:

1. **REQUIRED: Complete the Immunization/Health Record Form**
   - The Year 1 Health Form with the accompanying instruction sheet is a separate attachment to your email from the Department of OS&OT. The Year 1 Form is also found at [http://ot.utoronto.ca/current/fieldwork-manual-index/fieldwork-forms/](http://ot.utoronto.ca/current/fieldwork-manual-index/fieldwork-forms/) in Appendix A. Be sure to read the INFORMATION and INSTRUCTION GUIDE FOR IMMUNIZATION RECORD on page 3 and 4 of this document and take these instructions to your health care provider when you visit to have the Health Form completed and signed. **All students must complete this important Health Form and submit it (the paper version) to the Fieldwork Office by Friday, September 14th.**
   - Please note that, as per the guidelines, you may need to get booster shots, lab evidence, etc. to fulfill requirements and these take time to obtain. **You should begin this process now to ensure that everything is complete by September 14th.**
   - It is VERY important that you keep a photocopy of this form for your own records. The fieldwork office must keep the original copy. **Do not hand in the form until you have your photocopy to keep.** You will need your photocopied form to show to your fieldwork sites where you attend placement.

2. **REQUIRED: Obtain your Cardiopulmonary Resuscitation at the Health Care Provider level.**
   - Students are required to obtain their CPR certification at the Health Care Provider (HCP) level and **provide a paper copy of the certificate to the Fieldwork Office by Friday, September 14th.** Students should keep the original form for your own records. The course must include one and two person CPR on adults, children, and babies. The department accepts (HCP) level CPR certification from most agencies in Canada. Some of the most popular courses among students are run by the following agencies:
     - The Canadian Red Cross
     - St. John’s Ambulance.

3. **RECOMMENDED: Obtain your certification in First Aid.**
   - Certification in First Aid is recommended and may be asked for by individual fieldwork facilities. Keep the certificate in a safe location to show to fieldwork sites as required.
4. STRONGLY RECOMMENDED: Obtain a Vulnerable Sector Screening (VSS) / Police Check.

- In order to be prepared for ALL placements, you need to obtain this VSS. Not all fieldwork sites require students to obtain a police check but requirements are constantly changing and many more sites each year add to this requirement. A VSS must be obtained from police services in the region where you live. Police checks can take anywhere from 2 to 12 weeks to process depending on the area in which the student lives and which check is requested. Check with your local police station regarding the process to obtain the VSS. Please begin this process now! If you live in the Toronto Region (with an ‘M’ postal code), you will need to obtain the Toronto Police VSS form from the Department of OS&OT to take to the police station. Please come in person to OT Reception on the 9th floor at 500 University Ave. to pick up this form.

- The fieldwork office will not be asking for a copy of the VSS. You must keep the original copy in a safe place so that you can easily access it for all fieldwork placements.

It is EXTREMELY important that you begin the process of obtaining these documents early in the summer as it may take weeks to obtain some of these documents/fulfill these requirements. If you have not submitted the required documents as outlined above by September 14, you may not be eligible to attend the Introductory Fieldwork placement in October as these requirements are vital to the fieldwork sites in fulfilling quality and risk requirements to protect clients, staff, and students. Not attending the Introductory Fieldwork placement will jeopardize your progression through the program.

If you have further questions or problems with any of the above requirements, please contact the Fieldwork Office at ot clined@utoronto.ca or at 416-978-8234.

Again, we look forward to meeting you in September. Enjoy your summer!

Sincerely,

[Signature]

Donna Barker,
Director of Clinical Education
Department of Occupational Science and Occupational Therapy
University of Toronto