



IMPORTANT INFORMATION REGARDING FIELDWORK REQUIREMENTS

Hello incoming student OTs,

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

To prepare for the fieldwork placements that are an essential part of the MScOT program, there are a few tasks that you must complete over the next few months. Some of these tasks require multiple steps, so we suggest that you begin these tasks promptly. These tasks are required to be completed by **Friday September 5th, 2025**. Your first introduction to fieldwork will occur in October.

1. REQUIRED: Complete the Immunization/Health Record Form

- The Year 1 Health Form with the accompanying instruction sheet can be found on the Fieldwork section of the website [here](#). Be sure to read the INFORMATION and INSTRUCTION GUIDE FOR IMMUNIZATION RECORD and take the form and these instructions to your health care provider when you visit, to have the Health Form completed and signed.
- Please note that, as per the guidelines, you may need to get booster shots and/or lab evidence of immunity to fulfill requirements, and these take time to obtain. You should begin this process **now (July 2025)** to ensure that everything is completed by September.
- COVID vaccination is strongly recommended. Students who choose not to have the COVID vaccination should be aware that they may be limited from clinical placements at sites without documentation of vaccination.

2. REQUIRED: Obtain your Cardiopulmonary Resuscitation at the Basic Rescuer (C) Level.

- You must provide a copy of a valid certificate in standard first aid and cardiopulmonary resuscitation (CPR) at the Basic Rescuer (C) level by the specified date. The department accepts C level CPR certification from many certified CPR training agencies in Canada.

3. REQUIRED: Vulnerable Sector Screen/Checks (VSS)

- The exact date of completion is your choice, however, if you choose NOT to complete a VSS Check prior to arriving, you may significantly limit your site placement options for your Introduction to Fieldwork experience scheduled for October 2025.

4. There are two levels of Police Record Checks available in Ontario. Many fieldwork sites will require one of the following levels: Criminal Record Check or a Vulnerable Sector Check or Vulnerable Sector Screen (VSC or VSS depending on the region you apply). If you apply for a VSC/VSS is the higher check.

a) Vulnerable Sector Check/Screen (VSC/VSS)

- Not all fieldwork sites require students to obtain a VSC, but requirements are frequently changing. All students will submit a VSC/VSS to Synergy prior to class beginning. Please note that you will likely be required to update your VSS between 2 and 4 times during the program. Please budget accordingly.
- The VSS/VSC must be obtained from the police services in the region where you live. Check with your local police station regarding their process. 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. You will receive further information about applying in the coming weeks.

5. **RECOMMENDED: Obtain your certification in Emergency First Aid (minimum) or Standard First Aid.**

- Certification in Emergency First Aid is recommended and may be asked for by individual fieldwork facilities. Standard First Aid, which is a longer course, is also permitted.

6. **AS APPROPRIATE: Appointment with Accessibility Services**

- If you have a disability, illness, or injury, you may wish to register and/or make an appointment with Accessibility Services. Accommodations are readily available for participation in fieldwork learning. Fieldwork accommodations differ from academic accommodations and therefore this should be raised at your appointment.
- Please contact Accessibility Services via - <https://studentlife.utoronto.ca/departments/accessibility-services/> and note that there is currently a deadline date of July 14, 2025, for registration for the fall.

Further instructions regarding how to submit all of these documents will be provided in the coming weeks. It is important that you begin the process of obtaining these documents in a timely manner. All students must complete these important requirements and submit them in early September. If you have not submitted the required documents as outlined above by the deadline in September, you may not be eligible to attend your first 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.

If you have questions regarding any of the above requirements, please contact the Fieldwork Office by email at rss.otclined@utoronto.ca or by phone at 416-978-8234.

Additionally, as you prepare for the fieldwork components of this program, please note that many students find it helpful to budget for the expenses associated with fieldwork (e.g., travel, medical forms, and clothes) like other typical expectations of in-person volunteer or work roles. Please start to budget and plan accordingly. Please contact rss.otstudents@utoronto.ca if you are in need of financial assistance.

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

Sincerely,

Rhona Anderson
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