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 fieldwork learning experiences.

To prepare for the fieldwork placements that are an essential part of the MScOT program, there are a few things that you must do over the next few months:

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 Health Form with Guidelines 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 the form and 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 in November. **Instructions regarding the submission of this form will be provided once you enter the program in September.**
   - 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 to ensure that everything is completed by November.

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 submit the certificate to the Fieldwork Office in November. 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. Due to the present pandemic situation, CPR courses are not currently available. We are hoping that these courses will become available over the next few months. **We will provide further information regarding the CPR requirement and instructions for submission once you begin the program in September.**

3. **RECOMMENDED: Obtain your certification in Emergency First Aid.**
   - Certification in Emergency First Aid is recommended and may be asked for by individual fieldwork facilities. Once again, due to the current pandemic situation, First Aid courses are not currently available. We are hoping that these courses will become available over the next few months. **We will provide further information regarding First Aid and instructions for submission once you begin the program in September.**
4. STRONGLY RECOMMENDED: Police Record Checks

There are two levels of Police Record Checks available in Ontario. Many fieldwork sites will require one of the following levels:

   a) **Criminal Record Check**
   b) **Vulnerable Sector Check/Screen (VSS)**

   - Not all fieldwork sites require students to obtain a police check but requirements are constantly changing. **In order to be prepared for ALL placements, we strongly recommend that you obtain a VSS rather than just the Criminal Record Check.**
   - The VSS must be obtained from 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.
   - **NB:** 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 contact the fieldwork office at ot.clined@utoronto.ca or ot.progadmin.utm@utoronto.ca to have this form emailed to you.
   - 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.

For more information on Police Record Checks in Ontario:
https://www.mcscs.jus.gov.on.ca/english/police_serv/PoliceRecordsChecks/PS_records_checks.html

It is important that you begin the process of obtaining these documents in as timely a manner as possible amidst this pandemic time. If you have not submitted the required documents as outlined above by the deadline in November, you may not be eligible to attend the Introductory Fieldwork placement in January 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 ot.clined@utoronto.ca or ot.progadmin.utm@utoronto.ca or by phone at 416-978-8234 or 905-569-4334.

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

Sincerely,

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