

Pre-Program Documents (Checklist)

This is a list of all the pre-program documents required to be submitted by the deadline. It is designed to be used as a check list to help you keep track of the documents that you have submitted. **Do NOT wait for all your documents to be completed to submit them, submit documents as soon as they are completed.**

Documents required that are NOT within the Learner Orientation Package

You will need to complete these documents via agencies outside of the Medicine Hat College. Please complete these as soon as possible. The costs of these forms or certificates are the responsibility of the student.

These documents can take up to 30 days for processing after you request them. Documents not received by the deadline due to processing will require to have a proof submitted showing progress of the required documentation being in processing. An email notification from the student regarding without physical proof WILL NOT be accepted.

Accepted forms of proof for submission:

- **Proof of purchase** – a receipt that shows the document has been purchased (Receipt for purchase for Police information Check with Vulnerable Sector Check, Receipt for N95 mask fitting)
- **Proof of request** – copy of email received back from the organization that you request it from stating that your submission has been received. (Copy of submission email from IRC, Email with details regarding upcoming CPR appointments)
- **Proof of appointment** – official appointment cards for impending appointments. (Appointment card for immunizations)

Documents are not considered submitted until your verified form is submitted to YSHCS@mhc.ab.ca



Alberta Health Services Connect Care Training

Connect Care is an electronic health platform that is a new way of using and sharing health information to improve patient care. Students require Connect Care access for clinical placements. **All Connect Care training is mandatory prior to the start of the clinical experience.**

Preparation involves completion of the Connect Care e-learning modules on the AHS My Learning Link site prior to the in-person Instructor Led Training (ILT) sessions. **Students must be available prior to the start of the term for their ILT. For fall courses, students must be available 10 business days prior to the start of the fall term for ILT training. Depending on the student's clinical placements for winter courses, students may require additional ILT in December or January. Students are required to be available in December and January exclusive of dates when the Medicine Hat College is closed.**

AHS schedules all training and rescheduling of ILT dates is not permitted. Failing to complete any component of the Connect Care training may result in delay or deferral of the course. Attending any clinical site without the mandatory CC training/access is prohibited.



CPR Certificate

You are required to obtain and maintain current CPR (Basic Life Support / Health Provider Level) Certification in order to enter the facilities for labs, job shadowing and/or fieldwork. The costs of such certifications will be the responsibility of the student. You must provide a current, valid copy of your CPR certificate through one of the following at the appropriate level:

- Heart & Stroke Foundation [Basic Life Support (BLS)]
- Canadian Red Cross [Advanced First Aid / CPR BLS for Healthcare (HCP)]
- St. John's Ambulance [BLS for Health Care Providers]

If you are unable to complete the standard CPR/First Aid prior to the commencement of the upcoming academic year, please attach a letter indicating planned completion dates.

This is an annual certification regardless of the expiry date on your certificate.

Police Information Check with Vulnerable Sector

Please submit a copy of your current PIC dated within 3 months of starting the program. This is obtained from your local RCMP or Police Service. Indicate on your application that this is for an Unpaid Student Placement (Practicum Students). If the RCMP or Police Service, you are requesting from requires a letter to qualify for the reduced rate; you can request a letter by emailing to YSHCS@mhc.ab.ca

A non-clear PIC does not necessarily mean that you will forfeit your seat in the program. However, while in school, a criminal conviction may impact or determine whether you can enter particular clinical placements.

****Any changes to Police Information Check status during the Program, must be communicated to the Program Coordinator.****

You must keep your original as you may be required to produce it at clinical or fieldwork sites. A PIC may be requested throughout the program as per program and/or agency policy. Costs for this will be the responsibility of the student. If you have any concerns regarding this, please contact the Program Coordinator.

Immunizations

Please submit your Immunization Profile [an official copy of your provincial immunization record] to immunizations@mhc.ab.ca. Refer to [Directions for Completing the Immunization Requirements](#) on how to obtain this information. Note that Immunizations may take some time, so if your immunizations are not yet complete, email any relevant documentation and results to keep us updated. We have an Immunization Officer on staff who will be reviewing all immunization documentation and will notify you of further requirements. Visit our website for information on required and recommended [immunizations](#).

Intervention Record Check

Send an email to the regional email address to request the IRC form. Find the email address below for the region of Alberta where you live:

- **Calgary region:** cs.irccalgary@gov.ab.ca
 - **Central region:** cs.irccentral@gov.ab.ca
 - **Edmonton region:** cs.ircedmonton@gov.ab.ca
 - **North region:** cs.ircnorth@gov.ab.ca
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- **South region:** cs.ircsouth@gov.ab.ca

Please complete the digital IRC form. You require Adobe Acrobat Reader on your device.

Do not:

- Print or photograph the digital form (JPGs) - this allows the IRC process to be completely electronic.
- Return the form as JPGs, and **do not send** the form or ID as links to external docs/apps to download.

Forward your completed form along with a copy of 2 pieces of government-issued ID (as a second attachment) to the email that corresponds to where you reside (see above).

Examples of accepted forms of ID: driver's license, AB identification card, Treaty status card, AHC, firearms license, birth certificate, and passport. Do not send a copy of your Social Insurance Number.

Before submitting your request, please check that you have:

- Entered your personal information – name, complete address, aliases, children, DOBs, etc.
- Identified the organization & type of position you are applying for – even if “Residing with...”
- Typed your name and date at the bottom of sections 1 & 2 to verify the information provided is correct and to consent to having the check completed.
- Ensured that the completed IRC form is attached
- Attached a copy of your ID (2 pieces)
- If you will be attending MHC in person but you are not living in Alberta, you can complete the Intervention Record Check by using your Medicine Hat address, including Medicine Hat College Residence addresses.

Incomplete requests will be returned for correction and will create delays in processing.

NOTE: Normal processing time can be **up to 30 business days**.

N95 Mask Fit

You are required to obtain and maintain a current N95 Mask Fit to enter facilities for labs or clinical placements. The costs of the assessment will be the responsibility of the student. Fit testing will be completed on campus. You can purchase your fit test from the [Bookstore](#). Please retain a copy of your receipt to present to your fit tester as proof of purchase.

Name Tag

All students are required to purchase a name tag. All students are to order their nametags through the Medicine Hat College [Bookstore](#).

Wearing your name tag is mandatory at job shadowing and fieldwork experiences. Some instructors require wearing your nametag for student presentations and/or lab exams.

Valid Class 5 Driver's License or GDL

Please submit confirmation of a valid driver's license or GDL no later than August 1.

Documents found within this Learner Orientation Handbook

These are found in the next last few pages of this handbook. Please be sure to complete all areas of the form prior to submission. There are several methods that will allow you to submit your document:

Use "Fill & Sign": Use Adobe Acrobat Reader's "Fill & Sign" tool to add text and signatures

Scan: Print the document, fill it out by hand, and scan it back to your email.

Print and Mobile Scanning Apps (Phone):

- **iPhone (Notes App):** Open the Notes app, tap the camera icon, and choose "Scan Documents." Once scanned, tap the share icon to email the document as a PDF.
- **Android (Google Drive):** Open the Google Drive app, tap the + icon, select "Scan," position the document, and save as a PDF to be emailed.

Document Requirements

- **The document must be laid flat.**
- **The entire page must be fully visible and in focus.**
- **No objects, fingers, shadows, or obstructions may appear in the image.**
- **All text must be sharp and legible.**

Email documents to YSHCS@mhc.ab.ca

AHS Confidentiality & User Agreement Form

This is an agreement between you and Alberta Health Services that states your responsibility for handling personal information that you may acquire as a student while on clinical assignments.

Consent to Disclose Student Coursework Form

This is an agreement between you and the University of Calgary that authorizes them to share your assignments with the Accreditation body, CASN, to support this process.

Confidentiality Agreement

This form will outline the student's responsibility for handling personal information that they may acquire as a student in the program at Medicine Hat College while on practicum assignments.

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- General Release of Personal Data Form**
- The purpose of this form is to gather your permission for the disclosure of information gathered during your studies at Medicine Hat College.
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- Heart & Stroke CPR Training Form**
- Use this form to indicate whether you require an extension to obtain your Heart & Stroke CPR training.
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- HSPNet Form**
- The Health Sciences Placement Network, or HSPNet, provides a secure online system for managing practice education in the health sciences across Canada. This is a required consent form that allows MHC to share your information with HSPNet in order to coordinate placement experiences.
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- Oath of Confidentiality Form**
- This form will outline the student's responsibility for handling personal information that they may acquire as a student in the program at Medicine Hat College while on practicum assignments.
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- Online Delivery Lab Attendance Understanding**
- **Online Delivery students only**** Please complete this form to acknowledge your understanding of in-person lab attendance requirements as part of the online learning delivery OTA/PTA and SLPA Programs.
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- Model Release form**
- This form will outline the student's responsibilities and provide consent to publish media produced during their experiences throughout the program.
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- Notice Regarding Skills and Abilities (RSA's)**
- RSA's are basic skills and abilities required by nursing students for progression through a nursing education program and for initial entry-to-practice as a Registered Nurse. The College of Registered Nurses of Alberta (CRNA) considers RSAs fundamental to the provision of safe, competent and ethical nursing care in the best interest of the public.
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- Responsibilities of Students Form**
- This form will outline the student's responsibility for handling personal information that they may acquire as a student in the Paramedic program at Medicine Hat College while on fieldwork or clinical assignments.
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- Satisfactory Standing Form**
- This form is to ensure your understanding regarding the Satisfactory Standing Requirements for the program which states you will need to maintain a certain grade level while in the program.
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- Simulation Centre Consent Form**
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This form will outline the student's responsibility for handling personal information that they may acquire as a student during simulation experiences, as well as provides your consent to publish media produced during these experiences.

Small Photo

This will be used for your AHS ID badge to enter facilities for labs, job shadowing, fieldwork/clinical placements in future years. Take a clear photo of yourself using these guidelines below.

Photos needs to be of good quality! Eyes must be open, hair back, with a neutral expression and a plain background. You must be facing camera straight on with proper exposure (not too bright). Eyes must be visible with no glare on lenses. AVOID photos that are taken too far away, tilted head/camera, or are too bright, dark shadows or busy background.



YSHCS Evaluation Release Form

This form requests your consent to allow the institution to share the following information with accreditation institutions and other auditors for the purpose of program evaluation, compliance verification, and quality assurance. Your participation is voluntary, and declining consent will not affect your academic standing or access to services.
