Placement Pre-requisite Documents

Click the ☰ icon for a side summary of items.

Important Links		

Upload Documents	**Student Checklists**	**Forms Cabinet**
Student Dashboard	**Alfresco Instructions**	**Placement Webpage**
Document Instructions	**Sample Documents**	**UAlberta Tech Support**

Advanced Cardiac Life Support (ACLS)

This course is for Nurse Practitioner Students in the Family/All Ages and Adult/Older NP stream. For local ACLS programs please check with the Heart & Stroke Foundation. It is the responsibility of the student to maintain their ACLS and BLS during their program. There is no grace period for expiry.

AHS Confidentiality and User Training

All students who will have a placement with Alberta Health Services will have access to personal health information and are bound by legislation to keep this information confidential. Before beginning your placements, you must watch the "AHS Information & Privacy and IT Security & Awareness" Module found here. Print and sign the agreement generated at the end of the module, and submit it to Alfresco, keeping in mind the following:

- When it asks for ID # please use your UAlberta student ID# - forms without the ID # will be marked as invalid
- Under role, please list "student".
- Under email, please enter your @ualberta.ca email address
- Under job title, please list "student - Faculty or program" for example - "student - nursing" or "student - physical therapy".

For NURSING students only. This annual declaration expires one year from the date of signature. When uploading your declaration form, please enter both the 'start date (date of signature)' and the 'expiry date (one year from date of signature)'.

AHS Hand Hygiene Learning Module

Complete this module, print off (or screen capture) the final page, and submit the final page as proof of completion.

AHS PPE Learning Module

Complete this module, print off (or screen capture) the final page, and submit the final page as proof of completion.

AHS Respectful Workplaces and Prevention of Harassment & Violence Policy Course

All students who will have a placement with Alberta Health Services are required to complete this module. Please print the completion certificate found at the end of the course and submit it via Alfresco.

AHS Student Orientation, Code of Conduct, and Whistleblower Modules

Complete the AHS Student Orientation Module found here, and submit to Alfresco the Certificate of Completion that is generated at the end of the module. The certificate contains your name and the date completed. Please also download and keep a copy of your certificate for your own records.

The AHS Code of Conduct and Whistleblower modules are also found at the bottom of that page. There is no certificate for the **Whistleblower** module - please just upload a screenshot of the "congratulations" screen.

Assumption of Risk and Waiver Agreement Form

Required by the School of Dentistry ONLY

This waiver form is an acknowledgement of a student's Assumption & Risk while participating in selected School of Dentistry's programs. Please refer to your program's Student Document Checklist to confirm if this form is required and read the form carefully before signing.

Please sign into Alfresco to complete this form**.**

Child Intervention Record Check

Intervention Services records contain information about intervention services that have been provided to a child. The records are for determining if a person has caused a child, of whom they are the guardian, to be in need of intervention.

To obtain a child intervention record check, please go to the Child Intervention Check website. The request takes a minimum of 30 business days to be processed, so apply early using your Alberta address.

Under Section 2 of the form, you must enter "The University of Alberta" as the Organization and "Student Practicum" under Type of Position. Failure to enter this information as such will result in a delay.

Clinical Placement Consent Form

Required by students in the Faculty of Nursing ONLY

The purpose of this document is to outline the expectation of students in the Faculty of Nursing, to maintain the confidentiality and security of health information. Students need to read this document, understand the requirements of this agreement, and adhere to the expectations.

Please sign into Alfresco to complete this form.

Consent for Use and Disclosure of Personal Information Form

This form is required by all Health Science students to give consent for the University of Alberta to disclose your personal information as required to your clinical placement sites, for the purposes of completing your placements. This may include (but is not limited to) full name, birthdate, contact information, immunization status, and other information.

Please sign into Alfresco to complete this form.

Covenant Health Confidentiality and User Agreement

All students who will have a placement with Covenant Health will print and sign this form and submit it to Alfresco, keeping in mind the following:

- Under Job Title: Please enter "Student"
- Under Job Location: Please enter "University of Alberta"
- Ensure the form is signed and dated with the current date, and submit both pages of the document to Alfresco

Covenant Health Behavioural Safety Module

All students who may have a placement with Covenant Health need to complete [this module](#), then print off (or screen capture) and submit the final page as proof of completion.

CPR Certification

Most health science programs require that students have a valid BLS-CPR certification (not level C). This certification must be renewed annually. We recommend training from [Second Chance First Aid](#), or courses offered by the [Heart & Stroke Foundation of Canada](#). Training can be taken at various locations but must be certified by the Heart & Stroke Foundation. **Students in Nursing must take BLS-CPR through the Heart & Stroke Foundation.**

Exceptions:

- Students in the Faculty of Pharmacy & Pharmaceutical Sciences require Standard or Emergency Level First Aid and Level C-CPR which are generally valid for three (3) years..
- Students in the Medical Laboratory Science program do not require CPR.

First Aid Certification

Students who are required to obtain Standard First Aid or Emergency First Aid may find that a combined First Aid & CPR course is the easiest option to complete. Please consult your [checklist](#) for your CPR level requirement.

Fitness to Practice and Annual Declaration Form

This form is required by all Health Science students to acknowledge that they are physically and mentally competent for participating in clinical placements. Annual declaration is required by most programs. The form also acknowledges that the student has had no change to their Criminal Record Status. If the student has been charged or convicted of a criminal offense, the student is obligated to notify their academic program of this change. Both the Fitness to Practice and the Criminal Record check status changes could affect the student's ability to participate in clinical placements and / or lengthen their time in the program.

This annual declaration expires one year from the date of signature. When uploading your declaration form, please enter both the 'start date (date of signature)' and the 'expiry date (one year from date of signature)'.

Please sign into [Alfresco](#) to complete this form**.**

HIA Privacy and Security Training

This overview of Alberta's Health Information Act is recommended for all AHS clinical & support services personnel. Access the module [here](#).

HSPNet Consent Form

The Health Sciences Placement Network (HSPnet) is a nation-wide computer system used by your Department to arrange / monitor all clinical placements for students. Please read the [Identified Purposes Handout](#), and then print, sign and submit the [Consent Form](#). Where it asks for your Educational Program, please list both your Faculty and Program (for example, Pharmacy, Doctor of Pharmacy).

Immunization Form and Documents

All health science students are required to submit a completed U of A [Faculty Immunization Clearance Form](#). This form must be completed by a health care professional. Copies of all immunization records and required lab results **must** be included with the form submission. Details can be found [here](#).

> **Please upload your form and supporting documents as one PDF file.** Failure to do so can result in a delay in processing your immunizations.

We recommend that all students contact the [University Health Centre](#) to have their immunizations reviewed and form completed. Students must collect / obtain their immunization records to verify that they have obtained the required immunizations. Any outstanding immunizations will be administered by UHC staff after reviewing your records.

The form can be completed by a family physician or other health care provider, however if any requirements are overlooked, students will be responsible for additional appointments and fees to have the requirements met. The form must be signed and stamped by the health care provider and the clinic that has completed the form.

The due date will vary depending on your program. Please check with your specific program advisor or clinical coordinator regarding your due date.

Indigenous Canada MOOC

Indigenous Canada is a Massive Open Online course that explores Indigenous histories and contemporary issues in Canada. It is for students outside the Faculty of Native Studies with an interest in acquiring a basic familiarity with Aboriginal / non-Aboriginal relationships.

The course consists of videos, readings, and online quizzes and requires approximately 20 hours of time to complete.

If your program requires you to submit the certificate of completion, please register for the course and choose the option that requires you to pay a small fee for the certificate. Submit your certificate to Alfresco by your program deadline.

More information and the course trailer can be found here.

Materials Agreement Form

Students in the Speech Language Pathology program are required to read, sign and submit this in order to borrow any materials from the Department. Please sign into Alfresco to complete this form.

Neonatal Resuscitation Program (NRP)

This course is for the Nurse Practitioner students in the Neonatal NP program. NRP is an educational program that introduces the concepts and skills of neonatal resuscitation. In Canada, NRP is administered by the Canadian Paediatric Society and is designed to teach individuals and teams who may be required to resuscitate newborn babies. More information on the NRP program can be found on their website. It is the responsibility of the student to maintain their NRP and BLS during their program. There is no grace period for expiry.

N95 Masks

To protect yourself from infectious respiratory illnesses while on placement, all health science students are required to be fit-tested for an N95 mask. The fitting is valid for two years or when major physical changes occur such as gaining/losing weight, pregnancy, facial or dental surgery.

The current recommended mask sizes are 3M 1870+, 1860 and 1860s. If you don't fit those models, AHS also suggests KC models 46727 and 46827s.

The College of Health Sciences is pleased to offer mask fittings to students. One may also get their mask fitting tests done at any off-campus providers such as Second Chance First Aid, Edmonton First Aid, or Reach Training.

We also recommend Calgary First Aid for the Rehabilitation Medicine Students studying at our Calgary campus.

Photo/Video Consent Form

Some programs may take photos or videos for examination, research or marketing purposes. This form gives consent for approval of being recorded.

Please sign into Alfresco to complete this form.

Police Information Check with Vulnerable Sector Clearance

Our clinical placement sites require all students to submit a **Police Information Check (PIC) with Vulnerable Sector Check (VSC)**. This may also be referred to as a Criminal Record Check with VS (CRC).

Students can obtain their PIC from the police or RCMP detachment in their place of permanent residence. It is advised to obtain this document prior to moving to Edmonton.

Important Notes for Your PIC/CRC:
- Must be dated **no earlier than 90 days before your program due date**.
- Ensure you select a "Vulnerable Sector Check is required" when you complete your PIC application.
- Students under the age of majority **cannot** complete a Vulnerable Sector Check. Contact chsplace@ualberta.ca if this applies to you.
- Keep your copy of your PIC in a safe place for the duration of your time in the program as you may be **required to produce it** for placements.

Edmonton Police Service (EPS) Checks:
You can apply for a EPS Police Information Check in-person at a local police detachment or online on the EPS website. **The College of Health Sciences strongly encourages students to apply online for their PIC.**

EPS Areas of Service: Beaumont, Sherwood Park, St. Albert, Morinville, Fort Saskatchewan, Leduc, Spruce Grove and Stony Plain.

> ***IMPORTANT* for Online EPS Applications:**
> It is imperative that you upload your PIC document to Alfresco immediately. Then complete the following:
>
> **Please promptly submit the following by email to** chsplace@ualberta.ca **within 20 days of receipt:**
> 1) Forward to us the email received from EPS.
> 2) Also send us your security answers for your date of birth, postal code and phone number.
>
> **Note:** Your PIC results are available in your account for 31-days from completion. If your access expires, you will need to obtain another PIC at your own expense.

Calgary Police Service (CPS) Checks:
If you apply online through the Calgary Police Service, you can save, download and share your document. The CPS are making changes to their online system. Please follow their instructions carefully for timelines and passwords.

RCMP and Other Police Detachment Checks:
Please request an original paper copy, if possible. Please upload your PIC to Alfresco and retain your original PIC, as we may need to verify it for authenticity at some point in the program.

PIC + VSC Annual Declaration Survey

Required by the Medical Laboratory Science program ONLY

This form is a yearly acknowledgement of the status of your Police Information Check with Vulnerable Sector Clearance.

This annual declaration expires one year from the date of signature. When uploading your declaration form, please enter both the 'start date (date of signature)' and the 'expiry date (one year from date of signature)'.

Please sign into Alfresco to complete this form.

Professional Liability Insurance Certificate

Required by the PharmD for Practicing Pharmacists (PPP) Program ONLY

As licensed pharmacists, students must carry a minimum of $2 million in personal liability insurance. Proof of insurance must be updated annually, by July 1, until completion of the program.

Registered Nurse License

For Nursing students in the Advanced Clinical - Nurse Practitioner Focus you must be a regulated member in a Canadian jurisdiction. This means that you hold licensure as a Registered Nurse with the College of Registered Nurses of Alberta (CARNA) or with another Canadian regulatory nursing college. Students must notify the Faculty of Nursing Graduate Studies Office of any changes to their registration status throughout their program of studies.

Workplace Hazardous Materials Information System

Workplace Hazardous Materials Information System (WHMIS) is Canada's hazard communication system. This is a safety course for University staff and students who work with controlled products and chemicals.

- WHMIS training must be completed once a year.
- Click the link below, log-in using your CCID and password, and complete the student. self-enrollment to begin the training. As a student, you will not need to enroll.
- Please enter N/A for the email address and requesting instructor when completing your certificate
- When you have completed the training, download or print your certificate, then upload it to Alfresco to complete the submission requirements.
- Make a note of the date you completed your certification so you know when to recertify next year.

WHMIS Training: https://training.ehs.ualberta.ca/login/index.php

Other resources can be found here: https://www.albertahealthservices.ca/ipc/Page6426.aspx

This annual certification expires one year from the date of course completion. When uploading your WHMIS certification, please enter both the 'start date (date of course completion)' and the 'expiry date (one year from date of course completion)'.

Contact Us

Email Us	CHS Contact Form	CHS Placement Website

Phone: 780.492.0836
Phone Hours: 8:30 am to 11:30 am and 1:30 pm to 3:30 pm MT Monday to Thursday

Response Time: Please allow up to 10 business days to receive a response from our team before sending a repeat request.

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