



International Placements Checklist for Nursing Students

(Applies to NSE418, NCL800)



To Do Pre-Departure List

T	T-1M	T-2M	T-3M	T-4M	T-5M	T-6M	T-7M	T-8M	T-9M	T-10M	T-11M	T-12M
	Stage 3											
	Stage 2											
	Stage 1											

T = departure date, M = month

IMPORTANT NOTE – PLEASE READ BEFORE COMPLETING THIS CHECKLIST:

When considering potential international placements, please keep in mind that a language barrier can be a significant factor in the placement negotiation process. Please consider the following guidelines and requirements to help us successfully negotiate your international placement:

- ✓ Central Placement Office (CPO) must be able to effectively communicate with your potential placement in English.
- ✓ Your potential preceptor must be fluent in English in order to clearly communicate with you, your faculty advisor and the CPO.
- ✓ You will require access to internet and phone or video conferencing to complete your online course work and maintain regular contact with your placement coordinator and faculty advisor.

CPO can cancel potential international placements at any point if we are unable to establish and maintain effective communication with your potential placement agency.

➤ Communication

Regular updates with your placement coordinator are required to ensure that your international placement is successfully confirmed:

- Monthly (up to one month before departure date)
- Weekly (less than one month before departure date)



➤ **Stage One (nine to twelve months before departure)**

- Start thinking about where you would like to go.
- Prepare an International Practicum Student Proposal (<http://ryerson.ca/content/dam/cpo/pdf/international-practicum-student-proposal.pdf>)
- Schedule an appointment with the Associate Director for your program through the Student Affairs Assistant.
- Following your approval to proceed from Associate Director, schedule an appointment with your Placement Coordinator through CPO (cpo@ryerson.ca).
- Complete travel risk assessment form available Integrated Risk Management, (http://www.ryerson.ca/content/dam/irm/pdfs/forms/TravelRiskAssessment_int.doc).
- Begin researching this area and seeking out contacts at potential placement agencies (not local universities).
- Investigate and begin immunization requirements as necessary (dependent upon destination).
- Register with the Ryerson International at www.ryerson.ca/ri for safety and security reasons.
- Provide your Placement Coordinator and Lead Faculty Advisor with detailed description of the proposed placement organization (to include overview of services provided and population served).
- Provide your Placement Coordinator and Lead Faculty Advisor with proposed preceptor's contact information (name, phone, email). A copy of preceptor's resume or CV may be requested by your Placement Coordinator or Lead Faculty Advisor.
- Confirm conferencing (video, phone) capabilities and internet access availability at your proposed placement and/or place of residence.

➤ **Stage Two (eight to three months before departure)**

- Make sure your passport is up to date.
- Do research about the culture of your host country/community.
- Research and book your travel arrangements.
- Fill out required visas and work permits.
- Begin researching finances and fundraising if needed.
- Ask the organization where you are going if they want you to bring anything.



- Contact Ryerson International to arrange to attend a pre-departure orientation and training, and provide your placement coordinator with details.
- Immunization requirements in progress.

➤ **Stage Three (must be completed at least one week before departure)**

- Sign a waiver provided by Ryerson International before leaving and submit to the OSSPA Manager. This waiver will be kept in your student file.
- Provide the OSSPA Manager with proof of out of country medical insurance coverage. This document will be kept in your student file.
- Submit the International Practicum Checklist to OSSPA Manager. This will be kept in your student file.
- Complete required yearly immunization and certification requirements (by deadline shown on the Practice Requirement Record - PRR). It is also your responsibility to complete all additional immunization requirements, depending on your destination - visit <http://www.travel.gc.ca> for details.
- Arrange to attend orientation (confidentiality agreement, documentation training, identification, etc.) upon arrival at your destination and provide your Placement Coordinator and Lead Faculty Advisor with details.

➤ **Funding Programs**

Please check Ryerson International website at <http://ryerson.ca/ri> for up-to-date information on funding programs available for international placements.