



**Placement Requirements Record: Returning Students**

Midwifery Education Program  
99 Gerrard Street East SHE-582  
(416) 979-5104

Revised July 8, 2019

**Next placement:**

- NC
- IPP I
- MNP

**Submission Due date:**

- November 15th**
- August 15th**
- August 15th**

**STUDENT INFORMATION**

Name: \_\_\_\_\_

Ryerson student number: \_\_\_\_\_

Email: \_\_\_\_\_

I verify that this Record and all supporting documents are the originals or true copies of the originals and the information provided is accurate

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**GENERAL INSTRUCTIONS TO STUDENTS**

- Submit a **complete** Practice Requirements Record with supporting documents to the MEP by the due date (see above). Incomplete packages will not be processed and will be returned.
- Attach completed Ryerson University Midwifery Education Program Tuberculosis Screen Reporting Form as needed
- Attach x-ray report (if required) for TB screening.
- Attach original copy of Police Reference Check - Vulnerable Sector Screening, which will be reviewed and returned.
- Record valid certificate dates on the form below for each of the following:
  - Mask fit
  - CPR
  - NRP
  - Certificates demonstrating completion of occupational health and safety awareness training
- Attach original copies of **new certificates** not yet submitted to the MEP Office
- Certification may be renewed and may not lapse during clinical placements. Renewal must be complete and new certificates submitted to the MEP Office no later than **two weeks prior** to their date of expiry.
- Students are required to keep originals of all documents if required by the university or placement site.
- Completion of this Record is mandatory to participate in clinical activities. If practice requirements are incomplete by the deadline or renewal certificates are not submitted two weeks prior to their date for renewal, entry to clinical activities will be delayed. Placement dates may need to be extended and successful completion of the course may be compromised.

**INSTRUCTIONS FOR POLICE REFERENCE CHECK**

**1. POLICE REFERENCE CHECK-VULNERABLE SECTOR SCREENING (PRC-VSS)**

- You must request a police reference check from the municipality where you live.
- A police reference check must include vulnerable sector screening.
- A consent form from the MEP may be needed to apply for a PRC-VSS and is available at the front desk in the MEP Office. If your municipality is NOT in Toronto and a letter from the MEP is required, please contact the Program Manager.
- PRC-VSS is valid for one year from date of issue and may not lapse during clinical placements.
- Original PRC-VSS must be submitted to MEP office for review and then retained by the student.
- Students with a positive PRC-VSS are to contact the Director.

**2. TUBERCULOSIS SCREEN**

- Tuberculosis screening is valid for one year.
- Documentation may not lapse during clinical placement(s) and must be renewed with new documentation submitted to MEP office two weeks prior to date for renewal.
- Student to retain original documents.

**Tuberculosis Screen**

- I am submitting new documentation (Ryerson University Midwifery Education Program Tuberculosis Screening Form)
- Documentation is current and is on file at MEP

Date of issue: \_\_\_\_\_

**3. MASK FIT CERTIFICATION (N95)**

- Mask fit certification is valid for two years.
- Certification may not lapse during clinical placement(s) and must be renewed with new certificate submitted to MEP office two weeks prior to date for renewal.
- Card must state mask type (model), size and date of issue.
- Student to retain original card.

**Mask Fit**

- I am submitting new documentation
- Documentation is current and is on file at MEP

Date of issue: \_\_\_\_\_

**4. CPR CERTIFICATION (HCP level)**

- CPR certification is valid for two years.
- Certification may not lapse during clinical placement(s) and must be renewed with new certificate submitted to MEP Office two weeks prior to date for renewal.
- Health Care Professional (HCP) level required.
- Course must meet the College of Midwives of Ontario (CMO) Policy on Continuing Competencies. <https://www.cmo.on.ca/members/continuing-competencies-2/>
- In person course required on entry to NC and recommended in subsequent years.
- Card must state level, course provider and instructor, certification number and date.
- Student to retain original certificate.

**CPR HCP Level**

- I am submitting new documentation
- Documentation is current and is on file at MEP

Date of issue: \_\_\_\_\_

**5. NRP CERTIFICATION (CPS All Levels)**

- NRP is valid for one year.
- Certification may not lapse during clinical placement(s) and must be renewed with new certificate submitted to the MEP Office two weeks prior to date for renewal.
- Canadian Pediatric Society all levels is required.
- Course must meet the CMO Policy on Continuing Competencies.
- Cards must state date of issue, course provider and instructor, NRP ID and levels.
- Students to retain original certificate.

**NRP CPS All Levels**

- I am submitting new documentation
- Documentation is current and is on file at MEP

Date of issue: \_\_\_\_\_

**6. OCCUPATIONAL HEALTH & SAFETY AWARENESS TRAINING**

- Module links are posted on MEP website in the annual checklist for MEP students. Note that requests to access the modules typically take 48hrs to activate.
- WHMIS is valid for 3 years. Once you have done the new Environmental Health & Safety Awareness (EHS) module you will not have to repeat.
- Please complete WHMIS for Undergraduate Students and EHS Training for external placement students.

**Training Modules**

Module	Date Completed
EHS	
WHMIS	

**(attach copy of certificate not yet submitted)**

**SEASONAL INFLUENZA VACCINE**

The MEP recommends a seasonal influenza vaccine by December 1 for placements occurring between November and June. This is not mandatory unless required by a clinical practice setting where the student is placed. If an influenza outbreak occurs in the assigned practice setting, the placement will be interrupted for students without current vaccination. Placement dates may be delayed or extended and successful completion of the course could be compromised.