

**Yearly Submission date: August 15th**

### STUDENT INFORMATION

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

TMU 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 Verified by the due date (see above). Incomplete packages will result in additional fees.
- Attach completed Toronto Metropolitan University Midwifery Education Program Tuberculosis Screen Reporting Form as needed
- Attach x-ray report (if required) for TB screening.
- Provide a copy of Police Reference Check - Vulnerable Sector Screening.
- 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 Verified
- Certification must be renewed and may not lapse during clinical placements.
- 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.

### 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.

**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.
- If you are a resident of the GTA, you must request the unique agency code from the MEP and apply online with TPS
- Students who live in other municipalities or provinces can request a PRC - VSS letter from the MEP to provide to their local Police Services. Please contact [midwiferyplacements@torontomu.ca](mailto:midwiferyplacements@torontomu.ca) to request a PRC-VSS letter.
- PRC-VSS is valid for one year from date of issue and may not lapse during clinical placements.
- PRC-VSS must be submitted to Verified for review and the original retained by the student.
- Students with a positive PRC-VSS are to contact the Director.

**2. TUBERCULOSIS SCREEN**

**Tuberculosis Screen**

- Tuberculosis screening is valid for one year.
- Documentation may not lapse during clinical placement(s).
- Student to retain original documents.

- I am submitting new documentation (Toronto Metropolitan University Midwifery Education Program Tuberculosis Screening Form)
- Documentation is current and is on file with Verified

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

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

**Mask Fit**

- Mask fit certification is valid for two years.
- Certification may not lapse during clinical placement(s).
- Card must state mask type (model), size and date of issue.
- Student to retain original card.

- I am submitting new documentation
- Documentation is current and is on file with Verified

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

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

**CPR HCP Level**

- CPR certification is valid for two years.
- Certification may not lapse during clinical placement(s).
- Health Care Professional (HCP) or Basic Life Support (BLS) 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.

- I am submitting new documentation
- Documentation is current and is on file with Verified

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

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

- NRP is valid for one year.
- Certification may not lapse during clinical placement(s).
- 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 with Verified

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 Students and EHS Training for external placement students.

**Training Modules**

Module	Date Completed
EHS	
WHMIS	

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