

For Fall 2020

Dear: **Personal Support Worker Student**

*Welcome to the Full Time Personal Support Worker Program at St. Clair College – Windsor Campus. On behalf of the teaching team, I would like to congratulate you on your acceptance into the program. We look forward to a great year!*

This letter contains some of the special Windsor Campus information and program details for the Fall intake.

You can obtain information about Orientation Day on the St Clair College website.

### **Things to do as Soon as Possible – Complete Medical and Non-Medical requirements.**

The following should be initiated as soon as possible:

1. **Health Forms:** Start this process right away. Forms may be filled out by your family physician or nurse practitioner. Bring your immunization record with you. If you do not have a record you could contact Public Health in your area and they might have your record. If you do not have a family physician you can book an appointment with the College nurse practitioner. Book as soon as possible as some immunization and blood work may take more than one visit. Blood work must be done to prove immunization is still active. If it comes back – non active you will need a booster. Bring a copy of the Physical Demand Analysis with you, which can be found at this link <https://www.stclaircollege.ca/programs/personal-support-worker> under the tab "More Info". You must be able to perform all the duties required of a PSW.

The Health nurse on campus can also give TB skin tests, a free flu shot, and provides a variety of services. You can book an appointment for Hepatitis B vaccine as well. **The Health Centre is currently offering virtual appointments. Please call 519-972-2727 ext. 4484 between 8am-4pm Monday to Friday. At Present there are no walks ins.**

Make sure you indicate you would like an appointment at the Windsor Campus.

- All forms can be found at: <https://www.stclaircollege.ca/programs/clinical-placement-requirements>

To complete your "Passport to Health", (a yellow card issued by St. Clair College which is required to be shown at your clinical placement), you will need the original and a copy of:

- Picture ID (Passport, driver's license or health card),
- Medical Forms (signed by Physician or Nurse Practitioner), you must also sign.
- Lab work,
- Immunization record (must have 2<sup>nd</sup> Hep B and two step TB test)

Once you have your medical form completed you must make an appointment with the St. Clair College Health Centre (519-972-2380) to have the medical form reviewed and cleared to receive your "Passport to Health".

2. **N95 Mask Fit Testing:** Needed every two years or anytime your facial features change. Currently, due to the COVID-19 pandemic, this fitting is difficult to obtain. We are looking into resources for you or alternatives. Please check this link for updated information as it becomes available: <https://www.stclaircollege.ca/sites/default/files/inline-files/Clinical-Clearance-Letter-Windsor-Chatham.pdf>

3. **CPR for Health Care Provider with AED and Standard First Aid:** CPR must be renewed annually despite what your certification card may say. You will be required to show your valid cards to the Placement official, and you could be requested to provide proof by a Long Term Care Agency. If you need the training the cost is approximately \$165 through Continuing Education. Check online at <https://www.stclaircollege.ca/programs/clinical-placement-requirements>. Any organization offering valid CPR training may be used. Some programs are currently offering a "hybrid" delivery with some training on line and some in house.
  
4. **Vulnerable Sector Police Check: Apply for you police clearance in August** and make sure you ask for the Vulnerable Sector Police Check. There is a fee involved, and remember to tell them it is needed for the College placement. This may take up to six weeks to receive so please attend to this soon. If you need a letter of verification of enrolment please contact the Admin Assistant Yelena Howson by email at [yhowson@stclaircollege.ca](mailto:yhowson@stclaircollege.ca). Please include your program, name and student number in the email. **NOTE: clearance letters are valid for 6 months from date of issue.** Check online at <https://www.stclaircollege.ca/programs/police-clearances/clinical-placements>

**Reminder:**

- ID/photo ID will be required (i.e. Passport, license). Ensure your name is spelled correctly.
  - **Clear** Vulnerable Police Sector Check required for all placements and must be obtained every 6 months. You will be required to present the original to your PSW 114 lab and clinical teacher.
    - If you live outside of Windsor Essex County you may need a letter from Linda Watson the Chair of School of Nursing to apply for clearance. Email the Admin Assistant, Yelena Howson at [yhowson@stclaircollege.ca](mailto:yhowson@stclaircollege.ca) to request the letter. Please include your program, name and student number in the email.
  - Placement Agencies will want to see the original **clear** police clearance on your first day and will take a photo copy of it for their records. **Reminder: only good for six months for Long Term Care placements and you will be required to obtain a new police clearance for 2nd semester.**
  - **All placement requirements must be completed by Oct. 9/20 in order to attend clinical placement.**
5. **Uniforms:** Must be purchased through the St. Clair College Book store. It is recommended that you try one on at the book store and order as soon as possible as they can take up to 3-4 weeks to come in. Each set costs \$44 and comes with St. Clair College Personal Support Worker embroidered on sleeve. They are required for PSW 114 lab by week 3. Please visit the bookstore - Windsor Campus for hours of operation. <https://www.bkstr.com/stclairwindsorstore/home>
  6. **Books:** Moby's Canadian Textbook for the Support Worker. Access to online DVD's and workbook. 4th ED. The Human Body in Health and Illness, Sixth Edition B.Herlihy. Approximately \$272. All books can be purchased from the St. Clair College bookstore.

Thank you for choosing St. Clair College. If you have any concerns, please Email me at: [bszabo@stclaircollege.ca](mailto:bszabo@stclaircollege.ca) or call me at 519-9172-2727 Ext. 4166. (email is preferred at this time).

Yours Sincerely

*Beth Szabo Verzoe*

PSW Coordinator – Windsor Campus