

July 10, 2018

Continuing Care Assistant Program
Nova Scotia Community College
Lunenburg Campus
Bridgewater, NS B4V 1V8

Dear Student:

Re: Continuing Care Assistant Program Information Package

Welcome to the School of Health and Human Services at the Nova Scotia Community College (NSCC), Lunenburg Campus. I look forward to meeting you in September! The following information is enclosed for your review.

You are about to begin on a journey – a learning journey. I am delighted that you have chosen a career in the area of Health and Human Services! I trust that you will find this area of employment to be both fulfilling and rewarding in your life. All NSCC faculty and staff are here to support you to be successful along the way.

Speaking of success, this letter provides you with information that will contribute to your success in your chosen program. **Please read this information carefully because there are some requirements that you must address before you come to the College in September. Specifically, there is one date that is critical to the process and requires your attention – September 28, 2018.**

All students in Health and Human Services programs have specific program requirements that must be addressed prior to the beginning of, or within the first weeks, of your program. We refer to these requirements as **MILESTONES**.

These **MILESTONES** are:

- a. Immunizations**
- b. CPR and First Aid and**
- d. OHS/WHMIS**

You must begin immediately to meet these milestones if you have not done so already.

The following information, in items 1 through 5 **MUST BE COMPLETED AND SUBMITTED TO FACULTY, Lunenburg Campus NO LATER THAN September 28th, 2018**. Bring the **ORIGINAL** and one **COPY of ALL** completed documentation as one package. Individual pieces of documentation or incomplete information will not be accepted. Failure to submit **ALL** required documentation on this date **WILL** jeopardize your continuing in the program.

1. IMMUNIZATIONS

- There are several immunizations that are required in Health and Human Services; some of them require boosters. **If your current immunizations are ten or more years old, booster immunizations will be required.**
- Many immunizations require several visits to your physicians' office; some may require blood tests to determine immunity. As immunizations take time to complete, it is suggested that you start now.

The link for the NSCC Immunization Information Sheet and Immunization Form is:

https://www.nsc.ca/docs/admissions/admissions_health_requirements.pdf

https://www.nsc.ca/docs/admissions/immunization_form.pdf

Please print this information and have your physician complete the immunization form.

A **Screening Day for Immunizations** will be held on Campus on **Friday, September 28th, 2018**. Your immunization status will be reviewed, and you will be advised regarding immunizations you require. **Please bring a copy of your current immunizations record to the campus on that day.**

- Consider the following sources while trying to locate your records: your parents, public health offices, family physicians, or Department of Immigration.

FAILURE TO MEET THE IMMUNIZATION REQUIREMENTS IN A TIMELY FASHION WILL RESULT IN THE INABILITY TO CONTINUE TO ATTEND CLASSES AND LABS.

- **If you cannot provide a current immunization record:**
 - You will be given appointments for the on-campus VON TB testing clinics.***
 - If you miss your on-campus VON TB appointment, the costs will remain on your NSCC account. Consequently, you will be arranging TB testing on your own, as well as incurring further costs.***
 - Students are responsible to arrange all other immunizations. The campus does not arrange immunizations and serology testing.***

Lunenburg Campus will work with you to ensure that you meet all immunization requirements in a timely manner; however, the ultimate responsibility to complete immunization requirements rests with you as the student.

2. OHS/WHMIS CERTIFICATE

- Must be completed online through NSCC on or before September 28, 2018.
- Students who have not completed OHS/WHMIS by this date **will not** be permitted in any of the learning labs.

- If you have already completed OH&S and WHMIS, please bring your **original** certificate to the Registrar's Office.

For more information about OHS and WHMIS please go to:

<http://access.nsc.ca/safety/index.htm>

3. CPR LEVEL C and STANDARD FIRST AID

Students enrolled in Continuing Care, Early Childhood Education, Funeral Services, Addictions Community Outreach and Disability Support programs must complete Standard First Aid and CPR Level C by September 28th, 2018.

- Sessions will be held on campus, but **enrollment is limited**. Registration can be completed via NSCC Lunenburg Campus Training Coordinator, Natalie Conrad – 543-8261.
- Sessions are also held in various community locations.
- Emergency First Aid, on-line or other levels of CPR **are not acceptable**.
- If you have already completed the Level “C” Standard First Aid and CPR Course, please bring the original valid certificate.

- For more information about CPR and First Aid, please go to:

https://www.nsc.ca/learning_programs/schools/health/health_requirements.asp#cpr-first-aid

4. ANY SPECIFIC PROGRAM FORM (SEE ATTACHED)

All milestones are to be completed by September 28th, 2018. Each class will be visited to collect milestone documentation. If you have any questions, please contact Marina Romeo at 902-543-0608 or by email at marina.romeo@nsc.ca

5. CRIMINAL RECORD CHECK

There are three Health & Human Services programs where there is no requirement for students to obtain a Criminal Record check. They are Cosmetology, Esthetics and Spa Therapies and Nonprofit Leadership.

The Continuing Care Assistant program requires the submission of a clear criminal record check and vulnerable sector check prior to being admitted to the program.

All other Health and Human Services students, including returning and second or third year students are required to complete **a current criminal record check, vulnerable sector check and in some programs a Child Abuse Registry check in each year** of the program. **These checks are to be done at your local RCMP or local police detachment**. This may require that you complete this check prior to relocation to the Bridgewater area. Please make sure when you fill out the form for a criminal background check that you tick off the “**Vulnerable Persons**” **check box**. If unsure, please ask the police detachment where it is located on the form.

- Students failing to obtain these documents prior to the date set will not be eligible to proceed with the placement.

- Students are responsible for obtaining the required checks and to have them available to be reviewed by the work place partners upon their request.
- Students with a conviction or finding on any of these checks will be referred to the Academic Chair. A conviction or finding may prevent you from obtaining a work placement.
- The work placement partner has the final decision on whether to accept a student for placement.
- Inability to secure a work placement will impact your ability to complete the program requirements and proceed through to graduation.

Again, welcome to the Continuing Care Assistant Program. We look forward to seeing you in September.

Sincerely,

Susan Sanford, Academic Chair
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