

HEALTH REQUIREMENTS DOCUMENTATION

Frequently Asked Questions

1. Why are Michener students required to submit health documentation?

Immunization requirements are mandatory for entry into Michener programs. They must be completed prior to August 31st, and remain current for the duration of clinical placement. These immunization requirements allow for the standards outlined in the [Canadian Immunization Guide](#), the [Ontario Medical Association](#), and the [Ontario Hospital Association Protocols](#), under the Regulation 965 of the Public Hospitals Act.

2. Who pays for the costs associated with obtaining the Health Documentation?

You are responsible for any and all costs associated with completion of your health and [Vulnerable Sector Check](#) requirements.

3. How do I satisfy health requirements for The Michener Institute?

You must upload your health requirements documentation:

- a. For first year students, prior to August 31st. See the [Immunization Requirements Form \(IRF\)](#) for specific details.
- b. For returning students, by the due dates indicated on the Health Services [Portal](#) tab.

4. When should I start completing my health requirements?

Start the process of obtaining your health requirements documentation as soon as your deposit has been received. Multiple physician/health care provider visits may be required and some requirements may take up to 9 months to complete.

Keep in mind that some requirements must remain current for the duration of your academic program.

5. Where can I find information on my previous immunizations?

If you need further information on the immunizations requested in order to complete the Immunization Requirements package, check with your health care provider or local **Public Health Unit** for your school age immunization records. Ontario residents [click here](#). For other provinces, contact your provincial Public Health Unit.

6. How do I know if I have completed my requirements?

To check the status of your health Requirements, go to the Health Requirements Status tab found on the [Portal](#). If all shows as “complete”, you have completed the requirements. Check regularly for any health requirements that need to be updated.

7. How do I submit my immunization documents to Michener Health Services? Can I submit my health requirements documentation in person, via e-mail or by fax?

You must upload your health requirements documentation on the Health Services [Portal](#) tab. **Please upload your health requirements documentation as .pdf files.** Health requirements documentation submitted via fax, e-mail, or hard copies **will not** be accepted. Students who may not have access to a scanner can use one available at the Michener’s Learning Resource Centre, located on the 2nd floor.

8. Can I obtain immunizations at The Michener Institute?

No. These services are not provided at the Michener Institute. All immunizations and blood tests must be completed by your Health Care Provider.

Please note: Medical Radiation Sciences students can obtain a free TB test from the University of Toronto.

9. Can my Health records be transferred from another educational institution?

Yes. Some Michener Health Requirements documentation may be similar to health requirements at other educational institutions. However, you must upload a completed [Immunization Requirements Form \(IRF\)](#). It is imperative that your name, Student ID #, and program are clearly indicated on all health requirements documentation uploaded on the [Portal](#) even if your documentation is received from another educational institution, including the University of Toronto.

10. Is there a contraindication in receiving Tdap if you’ve already had a recent Td immunization?

No, it is not necessary to wait until the next Td booster is due.

11. Why do I have to use the Michener Immunization Requirements Form?

Other educational institutions may have different immunization requirements from Michener; therefore, it is necessary to use the Michener [Immunization Requirements Form \(IRF\)](#). As well, page 5/Section G (Authorization Section) requires your signature.

By using the Michener [Immunization Requirements Form \(IRF\)](#), you will be informed of all the required immunizations and laboratory reports.

12. If I have uploaded my health requirements documentation, do I need to keep the original documents?

Yes. You need to keep the originals of your health requirements documentation for your professional portfolio. A fee of \$10.00 will be charged for Health Services to provide you with copies of the same. As well, some clinical sites may require the original documentation submitted to the Michener Institute.

13. What is the due date of all my health requirements documentation?

- a. All first year students must upload all their health requirements documentation on the Health Services [Portal](#) tab, prior to August 31st.
- b. All returning students must upload their health requirements documentation on the Health Services [Portal](#) tab by the due date as indicated on the [Portal](#) and/or e-mail notification.

14. I am a returning student; do I have to resubmit all the immunization requirements?

Depending on your program's clinical placement period, you will need to update your health requirements documentation as they may have changed since your first arrival at the Michener. Please check your health requirements documentation status on the Health Services requirements [Portal](#) tab.

15. How do I meet the requirements when I am an international student and can't complete the requirements until I arrive in Canada?

International students must complete and upload their health requirements documentation on the Health Service [Portal](#) tab prior to August 31st. If there are tests that cannot be completed until one's arrival in Canada, Health Services will provide support in identifying the closest health care locations where the students can complete these requirements. The student is responsible for all associated costs. All international students are covered under an international health care plan. However, most health care vaccinations and immunizations are not covered under this plan.

16. There is not enough time to get all of the Hepatitis B injections. Can I get the accelerated series of Hepatitis B before coming to Michener?

Yes. Research indicates that the accelerated series is just as effective as the traditional series.

17. Which Tuberculosis Test is required for admission to Michener?

Michener requires a 2-step TB test (TB test done 2 times; TB #1 test is administered and, if negative, TB #2 test is administered at least 1 week, and no more than 4 weeks, after TB Test #1). For specific details, see TB test information on the [Immunization Requirements Form \(IRF\)](#) and/or the [Immunization Policy](#).

18. I just uploaded my health requirements documentation. When will I know if I am complete?

Allow 5-7 business days for processing your health requirements documentation. Please check your health requirements documentation status on the Health Requirements [Portal](#) tab.

19. What type of Police Check do I need?

All Michener programs require students to submit a current and satisfactory [Vulnerable Sector Check \(VSC\)](#). Police Reference Checks performed for people who will be working with children or vulnerable people are referred to as “Vulnerable Sector Checks”.

20. How do I apply for a Vulnerable Sector Check?

You must obtain the Vulnerable Sector Check through the regional police service where you currently reside.

Do not use any on-line agency, as online agencies may provide a Criminal Record Check but not a [Vulnerable Sector Check](#). Michener will not accept documents from an online agency.

- Obtain the Toronto Police Service “Consent to Disclosure Application Form” from Health Services in Room 1342, Monday-Friday between 8:30AM-4:00PM or at the main reception desk in the front lobby
- Complete the top section of the form, sign and date the form, then mail the form along with a \$20.00 money order or certified cheque to :

Toronto Police Service
40 College Street
Toronto, On, M5G 2J3

- It may take 8-12 weeks to obtain the Vulnerable Sector Check from Toronto Police, so please begin this process as soon as you receive your acceptance

If you are a resident of Durham, Halton, Peel, York, Guelph, Kingston, or other areas, you must apply in person:

- Obtain the form/letter signed by Health Services, indicating that you are an unpaid student requesting a Vulnerable Sector Check, from Health Services in Room 1342, Monday-Friday between 8:30AM-4:00PM or at the main reception desk in the front lobby. You will need to take this letter to your regional police service, in order to be charged the discounted student/volunteer rate
- Complete the top section of the letter and take it with you, along with 2 pieces of government issued ID (of which at least one must be photo ID) to your regional police service.
- Please refer to the [attached document](#) that includes contact information for the various regional police services

21. What happens if I don't complete and/or upload my health requirements documentation?

All requirements must be uploaded prior to August 31st for first year students or by the due date indicated on the Health Services [Portal](#) tab for returning students. For requirements that are in process, students must provide proof of compliance, for example, a copy of the payment receipt for the [Vulnerable Sector Check \(VSC\)](#). Your health requirements documentation status will be pending. Non-compliance and incomplete status will result in Academic Standing Penalty.

22. Whom do I contact for any Michener Self-Service Portal technical support?

Please contact the Michener IM Help Desk at 416-596-3101 ext. 3369 or e-mail helpdesk@michener.ca for technical issues accessing [The Michener Self-Service Portal](#).

23. Can I obtain my health records after I graduate?

No. Michener's Health Service will delete all electronic records once the student has graduated or permanently withdrawn from the program.

24. Who do I contact if I have questions regarding my health requirements documentation?

Health Services, Room 1342
222 St. Patrick St., Toronto, ON M5T 1V4
Telephone: 416-596-3101 ext. 3320
Confidential fax: 416-596-7214
E-mail: healthservices@michener.ca