



Personal Support Worker

Student Handbook

2025-2026

Table of Contents

Welcome to the Personal Support Worker Program	3
PSW Program Options	4
College Departments and Services	5
PSW Program Delivery	6
Student Success	7
Program Success	14
Social Networking Directive	16
Confidentiality and Privacy	18
Electronic Device Policy	19
Lab and Clinical Attendance Policy	20
Simulations	21
Students on Unpaid Training Placement	22
Dress Code	23
Clinical Placement Expectations	25
Requirements for Clinical	27
Commitment to the Personal Support Worker Program	31

Welcome to Confederation College. Thank you for choosing the Personal Support Worker Program. We hope your time in our program will be a pleasant and rewarding learning experience. The demand for Personal Support Workers remains high across diverse clinical settings, including long-term care, home care, retirement homes, assisted living facilities, and acute care. The ongoing surge in the need for PSWs translates into many promising job prospects.

Under the guidance of our faculty and staff, you will acquire knowledge and essential skills that align with the dynamic nature of the PSW role and the evolving healthcare landscape. Our curriculum ensures our graduates are well-prepared to contribute effectively across various healthcare domains.



PSW Program Options

Several options for the PSW Program are available for consideration, and you can explore these choices by referring to the eligibility criteria and provided links below:

PSW Mainstream (Fall/Winter/Spring Intake)

- A one-year, two semester program with face-to-face courses, labs and clinicals.
- Domestic and International students are encouraged to apply but must reside in Thunder Bay or surrounding regional campuses.
- <https://www.confederationcollege.ca/program/personal-support-worker>

PSW Distance Education (Part-Time Intakes)

- A two-semester program taken over five semesters.
- There are online synchronous theory courses, and in-person labs and clinicals.
- Travel is required to Thunder Bay or one of our northwestern Ontario campuses to attend in-person labs and clinical.
- <https://www.confederationcollege.ca/program/personal-support-worker-part-time>
- Contact - de@confederationcollege.ca

College Departments and Services

1. Health Centre

- Email HealthCentre@confederationcollege.ca
- Contact the Health Centre specifically for assistance with the following: Immunizations/Tuberculosis (TB) Skin Testing, Mask Fit Testing, and Primary Care/Dental Services.

2. The HUB (general inquiries) and Registration Services (specific inquiries)

- Email whatsupconfed@confederationcollege.ca
- Email registrationservices@confederationcollege.ca
- Contact the HUB and Registration via the email addresses listed above for such things as general information, registering for classes, Financial Aid, making tuition payments, etc.

3. Student Support Services & Academic Advisement (Student Success Centre)

- Email studentsuccess@confederationcollege.ca
- Academic Advisement is an area within the Student Success Centre. Contact Academic Advising for help with adding/dropping classes, study and organization skills, and support to navigate other College departments.
- Contact Student Support Services for Accessibility Services, Counselling, Testing Centre, Tutoring/Writing Centre.

4. Help Desk

- Student Information Technology
- Contact www.confederationcollege.ca/department/computer-services
- (807) 475-6488

5. Paterson Learning Commons (Library)

- Contact www.confederationcollege.ca/department/library
- (807) 475-6219

6. School of Health, Negahneewin, and Community Services

- Available Monday to Friday between the hours of 8:30 AM and 4:30 PM
- Dial (807) 475-6195 (general inquiries and appointments)

PSW Program Delivery

Our program is a 1-year Ontario College Certificate Program comprised of two semesters.

Semester One – 280 hours	
Courses	Hours
PW 100 Fundamental Skills PSW Practice	70 hours
PW 110 Fundamental Knowledge of PSW Practice	42 hours
PW 120 PSW Roles and Responsibilities	42 hours
PW 130 Anatomy and Physiology	42 hours
PN 128 Therapeutic Nurse Client Relationships	42 hours
CS 050 Persuasive Writing	42 hours

Semester Two – 377 hours	
Courses	Hours
PW 220 Advanced Fundamental Knowledge of PSW Practice	42 hours
PW 233 PSW Care Across the Life Span	42 hours
PW 200 PSW Clinical Practice I	180 hours
PW 208 PSW Clinical Preceptorship	113 hours



Student Success

Grades

To be eligible to graduate, a student must successfully complete all program requirements with a minimum program grade point average (GPA) of 2.00. PW 200 and PW 208 are clinical placements in which the student's ability to meet the course learning outcomes with a final grade of Credit (Satisfactory) /Fail (Unsatisfactory) is evaluated.

Calculation of Marks

Should you have any inquiries regarding the grading of your test or assignment, please direct them to your professor.

Marks are calculated as follows:

Mark	Grade	GPA Points
80% -100%	A	4
70% - 79%	B	3
60% - 69%	C	2
50% - 59%	D	1
Below 50%	F	0

GPA (Grade Point Average) is calculated out of a maximum of 4 points. The highest GPA you can receive is a 4.00. To graduate your GPA must be 2.00.

Communication

Blackboard Ultra

“Blackboard Ultra” is a learning management system which allows you to see your specific classes and grades, communicate with your professor, and read course announcements. It is also where course-specific assignments, PowerPoint presentations, lecture notes, and other class work can be found. Check Blackboard frequently by logging into “My Campus Portal” on the Confederation homepage.

1. At the top of the College website’s main page, click the link [My Campus Portal](#).
2. At the [My Campus Portal](#) login page, enter your college username and password and then click the Login button.
3. Once you are logged into the [My Campus Portal](#), on the left-hand side of the page under the LaunchPad section you will see the Blackboard link. Click on this icon to be automatically logged into the College’s Blackboard system.

***It is your responsibility to check Blackboard and emails daily ***

Email

Every registered student at the College is given an individual email account. This email account is the email you must use for all your college correspondence. In other words, if you need to contact a professor or Registration Services, etc., use your college account and not your personal Gmail, Hotmail, etc. Your college email address is linked to Blackboard, and it is the address that your professors will use to contact you.

Students can access their college email using the Web Access Outlook application. Web Access Outlook can be accessed through any Internet-connected computer via the College’s [My Campus Portal](#) application by typing in the URL <http://www.confederationcollege.ca> into your web browser (this is the College’s main website). Email can also be configured and synced with a smartphone (instructions available at the computer Help Desk).

1. At the top of the College website main page, click the link to [My Campus Portal](#).
2. At the [My Campus Portal](#) login page, please enter your College username and password (as determined at the start of this section) and then click the Login button.
3. Once you are logged into the [My Campus Portal](#), on the left-hand side of the page under the LaunchPad section, you will see the Web Mail link (icon of mail envelope). Click on this icon to be automatically logged into the College Web Access Outlook email system.

College Policies and Procedures

Students should familiarize themselves with the following College policies:

Charter of Students' Rights & Responsibilities: 5-5-03

<https://www.confederationcollege.ca/sites/default/files/2023-07/Ch5-s5-03%20Charter%20Student.pdf>

Course Evaluation and Grading Policy: 5-1-01

https://www.confederationcollege.ca/sites/default/files/2023-11/Ch5-s1-01%20Course%20Eval%20and%20Grading%20Policy_v2023Aug.pdf

Student Code of Conduct: 5-5-02

<https://www.confederationcollege.ca/sites/default/files/2023-07/Ch5-s5-02%20Student%20Code%20of%20Conduct%20Practice.pdf>

Academic Integrity: 5-5-01

<https://www.confederationcollege.ca/sites/default/files/2023-07/Ch5-s5-01%20Academic%20Integrity.pdf>

Use of Electronic Devices in Class: 5-5-06

<https://www.confederationcollege.ca/sites/default/files/2023-07/Ch5-s5-06%20Use%20of%20Electronic%20Devices.pdf>

Academic Dispute Resolution: 5-1-02

<https://www.confederationcollege.ca/sites/default/files/2023-11/Ch5-s1-02-Academic-Appeal-Policy.pdf>

Dropping Classes

Withdrawal Without Academic Penalty (Refund not applicable). To withdraw from a standard 14-week course without academic penalty but without a refund, students must withdraw before the dates published for the term in the Academic Calendar, which is posted on the College website. To withdraw officially without academic penalty, a student must complete the Withdrawal Form prior to November 15th (fall), March 15th (winter), June 15th (spring) or by the specified dates as published in the Academic Calendar.

Students are responsible for knowing their academic standing in their courses. If unsure of where you stand, consult your professor prior to the drop deadline. Having the discussion with your professor will provide insight into your success.

If you need to drop a course, consult with the Academic Manager or a Student Success Advisor or designate at your regional campus, to obtain the correct documents.

It is important to note that any dropped class must be picked up later to ensure you meet graduation requirements. If a mandatory class is dropped, that same class must be repeated.

Modified Registration

In some instances, modified registrations are done for students registering outside of the website process. This occurs for transfer students, students who are picking up additional classes, students who dropped classes, or students on an academic plan. If you require a modified registration, please meet with your main contact at your respective campus; you can also ask a Student Success Advisor for assistance. This process is also followed for returning students.



Class Guidelines

Personal accountability is an important part of the College experience. Policies regarding Academic and Personal conduct can be accessed on the College’s website. These policies outline the responsibilities of both students and professors. Published College policies & procedures form the “rulebook” and should be consulted for clarification on specific issues.

Our goal at Confederation College is to create open, inclusive, and respectful learning environments for everyone – individual students, classmates, Professors and Staff.

General class structure

1. On the first day of a class, your professors will inform you of specific class rules and provide you with a course outline, which will explain the grading system, and a class schedule with important dates and deadlines. This information is posted on Blackboard, so refer to it often to avoid missing any deadlines.
2. Online/blended courses will make use of appropriate technologies, usually with introductory emails providing essential information.
3. Professors will use your college email address and/or Blackboard as a means of communication.
4. Breaks will be given in class as per the Professor’s discretion. For example, two 10-minute breaks may be combined into one longer break.

Attendance

1. Success is directly related to attendance. It is expected that students will attend all classes. Absences for legitimate reasons do occur BUT your professors need to be made aware – either prior to, or immediately following the absence. Waiting to contact a professor for multiple weeks or months is not acceptable.
2. If you are absent from class, it is your responsibility to contact your professor to find out what you missed.
3. You must discuss legitimate reasons for missing class with your professor, documents may be required. Examples include the following:
 - a. Health issues:
 - i. documented by doctor's note, walk-in clinic notes, prescription copy, ID bracelet from emergency, Counsellor's letter, and/or Professor's approved evidence.
 - b. Court summons, jury duty:
 - i. documented by paperwork.
 - c. Death of family member
 - i. Documented through discussion with your professor and/or Academic Manager.

Absenteeism on Quiz/Test/Exam Days (Theory or Laboratory Theory/Practice)

1. On a quiz/test/exam day, arrive to class promptly at the scheduled class time.
2. Students arriving late and/or missed tests/exams/quizzes without a legitimate reason may receive a grade of zero (0).
3. A student may be granted permission to write a quiz/test/exam later (at the discretion of the course Professor), however, will only be eligible to receive a maximum grade of 60%.
4. Students who are ill on a quiz/test/exam day will be required to submit a "Medical or Doctor's note" prior to consideration for a rewrite (at full marks).

Assignment Deadlines

1. Assignments, projects, essays, etc. are due on the assigned date and time. Late assignments will not be accepted and graded unless approval is obtained from Professor prior to deadline and due to extenuating circumstances.
2. Assignments are to be submitted in the manner outlined by your professor. For example, some Professors require assignments to be submitted on paper while others will request

electronic attachments via email or Blackboard. Follow the instructions provided by your professor on submission.

In-class Etiquette

1. Drinking water or coffee is usually acceptable in class (**lab environments do not allow this**, so ask your professor if you are unsure).
2. Small snacks are generally okay but eating large meals in class is not acceptable. You should wait for a break to eat and always ensure you properly dispose of garbage.
3. Turn off your cell phone in class. If you must answer a call, leave the classroom quietly so you do not disturb the class. Tell your professor before class if you are expecting a call that you will have to answer.
4. Talking to classmates while the Professor is speaking is considered disrespectful and disruptive.



5. Arrive on time to class. It is disruptive to the class and the professor when students continually stream in mid-class. If you are late, enter the classroom as quietly and discreetly as possible. Some teachers require students to wait for a break to enter the class if they are late.

6. If you must leave the classroom early, do so as quietly as possible. Have a

valid reason for leaving early and tell your professor before the class begins. It is less disruptive to leave during a class break.

7. Please ask for help when you need it. It is not considered embarrassing to you or the Professor if you ask for help.
8. Students are encouraged to actively participate during the class. Students are encouraged to pay attention, take notes, participate in classroom discussions, and ask questions. Raise your hand to ask questions or make comments when the Professor is lecturing. Speak freely and

respectfully during group discussions. It is not rude to have a different opinion if you express it respectfully.

9. Professors must give permission before students can tape-record lectures. Because of the disclosures that occur in many class discussions, permission is often denied.

Additional expectations

1. Messages sent at late hours or on weekends will be responded to during regular business working hours.
2. When leaving messages for Professors, always clearly include your full name, contact information, and specific class – remember your professors may have many students at any given time.
3. When scheduling a meeting outside of class time with your professor, please ensure you attend. If you cannot make an appointment, contact your professor beforehand to let him/her know.

Program Success

- A student is eligible for continuation within the Personal Support Worker Program when they have successfully met the objectives of a specified portion of the program – this includes theory, laboratory theory, laboratory practice and clinical course work.
- To progress to the next semester of the Personal Support Worker Program, students must achieve a **passing grade of 60%** in the courses taken in the previous semester. As well, students are directed to review Confederation College's grading system policies, which also apply to continuation in the Personal Support Worker Program.
- Students who are at risk for not meeting the learning outcomes for a particular theory course may be started on a Student Success Plan. Students are invited to meet with their professor if they are having difficulty with a particular theory course.
- A student may be requested to withdraw from the Personal Support Worker Program if they have not met the program requirements for a particular semester **including failure to provide clinical documentation prior to Clinical Placements.**
- Policies for the program are reviewed annually by the Associate Dean, Academic Manager and Professors.
- A student is eligible for graduation when they have successfully completed all the courses required of the program (communication course and core courses)
- If you are a student with a disability who may require academic accommodation, please register with the Student Success Centre, and discuss your needs with your faculty early in the semester. It is recommended that students contact the Student Success Centre as early as possible to ensure that accommodations can be put in place in a timely manner.

- Students must ensure they have met all program requirements, including general education and communication courses prior to graduation.



Student Success Plan Policy (Learning Challenges and Non-Adherence to Program Policies)

The following policy details how the Professor, Clinical Advisor and Academic Manager will manage ongoing behaviours that impede success in either the laboratory practice and/or clinical practice settings.

Verbal Discussion

The professor or Clinical Advisor will meet with the student to verbalize their concerns regarding the student's performance and offer strategies for success. A poor performance in the clinical setting is correlated with one or more learning outcomes (see each individual field and clinical course outline). The Clinical Advisor begins anecdotal notations.

Student Success Plan

If the same learning challenge persists, or the student demonstrates additional non-adherence to a program policy, the Clinical Advisor will start a Student Success Plan accompanied by a reasonable review date. The Clinical Advisor will also start a referral for additional laboratory practice if appropriate. The student will engage in the collaborative Student Success Plan process with their Clinical Advisor.

Social Networking Directive

The Associate Dean, Academic Manager, Professors, Placement Officer, Lab Technologists, Lab Technicians and Clinical Advisors (Hereby referred to as “the faculty”) of the Personal Support Worker program at Confederation College, view facets of social networking to be both positive and progressive when used to enhance academic learning in a professional and ethical manner. The faculty respects the rights of students to make use of social networking sites as a medium for self-expression when such self-expression is professional and ethical.

For the purposes of this directive, social networking will be defined as, but is not limited to, such venues as Facebook (including personal group Facebook pages), Instagram, Twitter and blogs, snap chat, group chats, and communication will refer to all media related interchanges (e.g., written, audio, photographs, and video). As future Personal Support Workers (PSWs), all PSW students at Confederation College must adhere to and respect the confines of this directive.

In the interest of academic and behavioural integrity, PSW students engaging in the use of social networking will be held accountable to Confederation College’s policies entitled “*Academic Integrity*” (Policy # 5-5-01), “*Use of Information Technology*” (Policy # 5-5-05), and the “*Student Code of Conduct*” (Policy # 5-5-02).

PSW students must also be aware, that employers may screen a potential employee for social networking activity.

Social Networking Directive

PSW students engaging in social networking will adhere to the *Personal Support Worker Program – Social Networking Directive*. Failure to adhere to the *Personal Support Worker – Social Networking Directive* will result in disciplinary action as deemed appropriate by the Manager/Associate Dean of the School of Health, Negahneewin, and Community Services up to and including expulsion from the program depending on the severity of the occurrence(s).

1. PSW students engaging in the use of social media will be professional, ethical, and respectful while communicating about Confederation College and the PSW Program; PSW faculty and students; and about the students' clinical learning environment.

2. Students will not use social networking sites to disparage Confederation College and the PSW Program; PSW Program faculty and students; or the College's clinical learning partners.



3. PSW students engaging in social networking will be professional, ethical, and respectful of Confederation College's support staff, faculty, and students from other program areas, as well as all invited guests to either the classroom or the College environment.

4. PSW students engaging in the use of social networking will not practice the use of disrespectful language (e.g., obscenities, profanity, and racism); will not use vulgar, unkind or discrediting language; will not discuss topics which the PSW profession would regard as disrespectful or dishonourable; and will uphold the confines of Confederation College's Respect Campaign.

5. At no time will the PSW students take or post pictures on social media while in any clinical learning environments (including hospital, nursing units, school labs).

6. PSW students will not use social networking sites to harass, bully or intimidate PSW Program faculty, students, or students from other program areas.

Confidentiality & Privacy

The Confederation College Personal Support Worker Program recognizes the individual's right for privacy concerning information gained by Professors, Clinical Instructors, and students during field and clinical practice experiences. Confidentiality extends to all information that is learned during the field of clinical practice experience. It extends to both important and seemingly unimportant information. This information includes the identity of all



contacts, any identified problems, their cause and their treatment, everything that the patient/resident/client, family, or friends disclose, the economic state, living conditions, any domestic difficulties, etc. Information about a patient/resident/client in placement contact may be shared only when it is essential for the continuity of care and during conferences and/or discussions with a Clinical Instructor relating to meeting educational objectives. Such information is not to be shared outside of these educational confines.

The Personal Health Information Act (PHIPA) 2004 allows students to access personal health information as agents of an institution. Students must comply with the rules set by the organizations in which they practice. Students must always support the confidentiality of health information. Data collection sheets, make the connections forms, reflective LEARN assignments, etc. should not contain patient/resident/client names, instead refer only to patients/residents/clients as Mrs. P. M or Mr. A. G., etc. All written worksheets containing specific client data must be shredded after submission to the Clinical Instructor.

Students are permitted to access electronic or paper-based records of the patients/residents/clients who have been assigned to them by their Clinical Instructor or preceptor. Students are not permitted to access electronic or paper-based records of patients/residents/clients who have NOT been assigned to them by their Clinical Instructor or preceptor.

*If a student accesses any information or records of any unassigned patients/residents/clients, they will be immediately removed from their current clinical placement with possible failure from that clinical placement. Should they be found to breach the same policy twice, expulsion from the program will be a recommendation.

*If a student breaches confidentiality about field or clinical practice experience, they will be immediately removed from their current clinical placement with possible failure from that clinical placement. Should they be found to breach the same policy twice, expulsion from the

program will be a recommendation. If a placement organization refuses to take a student back after a breach has been committed, or for safety reasons, the student will be unsuccessful in their clinical placement.

As per the Academic Dispute Resolution Policy (#5-1-02), “decisions made by a clinical or professional agency cannot be appealed by the student”.

Any misuse of information shall be considered a breach of confidentiality and disciplinary action will be taken as deemed appropriate by their immediate faculty member. If issues are unresolved, the Manager/Associate Dean of the School of Health, Negahneewin, and Community Services may become involved.

The magnitude of this responsibility is emphasized by the fact that some institutions require that Professors, Clinical Instructors, students, and other allied health care professionals sign a pledge of confidentiality.

Electronic Device Policy

The Personal Support Worker faculty recognizes that mobile devices have become an integral part of everyone’s life, but also recognizes that the use of mobile devices may create problems in the workplace when used imprudently or excessively.

1. Personal Support Worker students cannot use their mobile devices in the following areas:
 - Lab spaces at Confederation College
 - Clinical environments
 - Public hallways within the clinical agencies (e.g., while seated or while walking)
2. Personal Support Worker students may use their mobile devices in the following areas:
 - Break areas (cafeteria, lunchroom, and locker areas)
3. Personal Support Worker students may have their phone on their person while on the unit for emergent reasons (e.g., child/family concerns), but only with the direct approval of the Clinical Instructor. In this case, mobile devices may be kept on your person and kept on silent/vibrate.
4. As per privacy laws, the use of mobile devices to take pictures (e.g., client charts or electronic medical records), record conversations, or record other confidential material is strictly prohibited – this includes pictures of clients, other health care professionals, Clinical Instructors, program faculty, support staff, and other students.



Lab & Clinical Attendance Policy

Lab Practice

1. Students are expected to be on time for all lab experience.
2. Skills practice laboratory is a compulsory pre-requisite to clinical experience and all students are **required to attend**. Students who are unable to attend a lab are must notify the lab teacher **prior to the scheduled lab**. Students are responsible for lab content taught in their absence and **must decide with their lab teacher to attend extra lab time to practice missed skills within one week of the missed lab**. A Lab Referral sheet is completed, and students are expected to attend an evening lab (or additional lab for regional students). Evening lab days and times are posted early in the semester. Students will not make up the time they lost but are responsible to read the content and perform the skills in the evening lab that they missed. This may require bringing a fellow student to help you practice some skills like transfer and ambulation, bed baths, etc. A Lab Instructor will be present in the evening labs for help or clarification of content but not for teaching it. They will sign off the Lab Referral once suggested activities are completed.
3. A student who misses 4 or more labs is at risk of being unsuccessful in the lab.
4. At the teacher's discretion, students may be removed from the clinical area if they have been absent from scheduled labs. Continued absenteeism may result in failure to complete the clinical outcomes for the semester and an unsatisfactory clinical evaluation.
5. Any missed lab hours will be added to PW 208 Clinical Preceptorship hours which may incur an additional cost to students to hire clinical instructors.

Simulations

In our PSW program, simulations play a crucial role in preparing our students for real-world clinical experiences. Simulations provide a controlled and supportive environment where students can practice their skills, decision-making, and critical thinking in lifelike scenarios. These simulations offer an invaluable opportunity to bridge the gap between classroom learning and practical application, allowing students to gain confidence and competence before entering actual clinical settings.

Simulations are a safe space to learn, make mistakes, and refine skills. Embrace these opportunities with enthusiasm and dedication, as they will shape your competence and confidence as a future healthcare worker. Your commitment to these simulations will ultimately contribute to your success as a skilled and compassionate healthcare professional.

Our Simulation Labs are designed to immerse you in an authentic clinical environment, cultivating a sense of assurance and preparedness as you transition into genuine healthcare scenarios. As you embark on this educational journey, be prepared to engage in a learning and practice environment that mirrors real-life healthcare situations to the highest degree possible.



Students on Unpaid Training Placement

All students on unpaid training placements must complete a “Work/Education Placement Agreement – Post Secondary” form for each placement. Copies of the form are kept on file in the school for one year after the student completes the program.



The Ministry of Training, Colleges, and Universities funds workers' compensation costs for postsecondary students in unpaid field placements and clinical programs if they are placed in organizations that have Ontario Workers' Compensation coverage for their own employees through the Workplace Safety and Insurance Act (WSIA).

Private accident insurance coverage is provided by the Ministry of Training, Colleges & Universities for students placed with employers who do not have Ontario Workers' Compensation coverage for their own employees through WSIA.

Any injury, however minor, to a student during clinical/field placement must be reported by the student to the clinical/placement agency and the clinical teacher/faculty advisor. The “Accident Report for Students on Unpaid Training Placements” must be completed by the student and the

clinical placement agency, in conjunction with the clinical teacher/faculty advisor and forwarded to Facilities Services, Confederation College within 24 hours of the accident.

The College will submit the appropriate documents to the Workplace Safety & Insurance Board (WSIB) or the private insurer when required. More details are available on request.

Professional Appearance Policy Lab & Clinical Practice

The appearance of the Personal Support Worker student contributes to the impression formed by patients, the public and health care professionals. Working near patients and other healthcare professionals requires a high standard of hygienic practices.

Failure to comply with lab and clinical personal appearance policies will result in the student being sent home.

Dress Code

Uniforms



Uniforms must be solid burgundy in colour (no prints allowed). Uniforms must be washable, neat, clean, opaque, professional-looking, and neither clinging nor crinkly. Uniforms should be of comfortable fit to allow ease of movement when working. Uniforms must be washed between each clinical day. Uniforms must be wrinkle and lint-free. A white sweater or short lab coat may be worn

except when giving client care. Hoodies and sweatshirts are not allowed.

Students must wear the approved Confederation College and/or agency-determined identification. One Confederation College name tag will be provided by the college. Lost or stolen name tags will be replaced by the student at their cost through the Computer Centre (\$5-\$10 fee).

Students must always wear the approved program patch on the left chest of their uniform. This program patch can be purchased from the Follet Bookstore along with your uniform.

White, closed toe and flat-heeled footwear that are safe, comfortable, clean, and intact are required for clinical practice. Visible labelling must be minimal. A leather shoe or athletic type shoe is required for proper support. The same white shoes used in semester 1 lab can

be used during clinical in semester 2. The shoes chosen must be worn exclusively for clinical practice. Students must avoid wearing clinical shoes outside of their clinical practice environment.

You must never wear your uniform outside of the clinical agency. You must travel to and from the agency in your outside clothing/shoes. You must change into your uniform and clinical shoes at the clinical agency. If you leave the premises of your placements for any reason, you must change from your uniform/ clinical shoes into street clothes/shoes.

Jewelry/Piercings/etc.:

- A watch with a means of counting pulses/seconds is a requirement. It should be of modest size and colour. It may be a lapel watch or a wristwatch.
- Medical alert bracelets may be worn.
- To ensure a professional appearance and for the safety of the patient and the student personal support worker, decorative jewelry including necklaces, should not be worn. The following two exceptions are permitted.
 - Finger rings – a plain band may be acceptable to accommodate an individual's strong beliefs or values.
 - Earrings – if worn, earrings should be small and smooth surfaced. Plain gold, silver, white or pearl studs are acceptable. Hoops or earrings that dangle is not allowed. The number is restricted to one earring per ear. No facial piercing.
- All visible body piercing rings **must** be removed. If unable remove, they must be covered with a flesh-coloured Band-Aid.
- Tongue rings must be replaced with a clear spacer.

Personal Care and Grooming:

- The PSW student's hair/hair style will be contained, clean, neat, conservative, and up off the collar. This ensures the safety of the PSW student and the client.
- The PSW student's facial hair will be clean, neat, and conservative. Facial hair may pose difficulty when required to wear a specialized mask. Students with additional facial hair, who cannot be properly fitted for a specialized mask, will be referred to the Placement Officer and subsequently to the Academic Manager should further issues arise. This ensures the safety of the PSW student, colleagues, the client, and other clients.
- The PSW student will adhere to their oral care before and during clinical practice experiences. This ensures the comfort of clients who may be triggered by odours leading to nausea.
- The PSW student will use unscented body products (perfume, fragrances/colognes, and other body products) always. All agencies including the College are scent free. This ensures the comfort of the health care team and the client.
- The PSW student may choose to wear makeup suitable for daytime wear (during the PSW arts lab, simulation experience, clinical practice, and pre-clinical research experience). Suitable for daytime wear is defined as subdued and muted. Eyelash extensions (including those that are weaved into place) are not permitted in the clinical practice environment. Fingernail extensions, including acrylic/gels nails/extensions and

fingernail polish are not permitted in the clinical practice environment. Fingernails will be clean, short, and filed smooth. This ensures the safety of the client.

Clinical Placement Expectations

Please be aware: Clinical placements encompass weekend and evening shifts. The College is unable to schedule Saturdays or Sundays on student timetables. Hence, when reviewing your schedule, consider the possibility of your clinical shifts occurring on Saturdays, Sundays, and/or evenings. This arrangement is necessitated by the considerable demand for placements with our clinical partners.

- Weekend and evening rotations - students will be assigned weekend and/or evening shifts during their clinical placements. We strive to fairly distribute weekend and evening shifts among all students.
- A college approved uniform with a Confederation College patch and clinical shoes must be worn while attending clinical. Please review the uniform policy.
- Student's must practice proper hygiene when in the clinical area. Making sure they have showered, no heavy perfumes/colognes must be worn. Hair must be pulled back, and no heavy makeup worn.
- Students may not change clinical groups once they have been assigned.
- Students should arrive at clinical placements 10-15 minutes in advance of their shift to be prepared and accounted for by the clinical instructor or their preceptor/ buddy.
- Students are required to be present for all scheduled clinical experiences. Students who are ill are required to notify the placement area **prior to the beginning of the shift.**

Before the missed shift, students must:

- Phone the unit, give your name, tell them you will not be coming in this shift, and please pass on to your preceptor (have his/her name available)
 - Ask for the name of the person you are speaking to.
 - Contact the clinical instructor to let them know of the absence.
 - Students who are ill may contact the College health nurse for advice (807-475-6169)
1. Do not leave the clinical placement area during your shift without reporting to your Staff and Clinical Advisor, this includes break times.
 2. A student injured while on clinical placement must notify the clinical instructor and preceptor/buddy immediately and complete the required documentation. (See Workplace Safety and Insurance Board Guidelines)
 3. If a student has a communicable disease, the student is responsible for reporting this to

their clinical instructor as it may affect eligibility to work in the clinical area. A note from a physician or health nurse may be required before returning.

- Students are responsible for notifying their clinical instructor if they have a condition that puts the client/resident and/or their own health and safety at risk.
- Clinical institutions have the right to prohibit admission/clinical placement to students who have not received influenza or Covid-19 vaccinations. This will impact student clinical hours and therefore will impact your completion date.



- Please note: If a respiratory outbreak is declared, agencies will prohibit students without adequate immunization status from attending their facility.
4. **All clinical and lab hours are compulsory.** PW 100, PW 200, and PW 208 have mandatory hours and must be completed to be successful. There is zero tolerance for absenteeism. All hours missed will be made up at the discretion of the Faculty, Academic Manager or Clinical Instructor through additional PW 208 preceptorship placement hours. A new schedule will be developed with your preceptor to identify these additional missed hours and keep them on file. Students should note that this will involve extending their preceptorship period and may result in an additional course fee.

Students missing 2 or more consecutive lab and/or clinical days require a doctor's note.

Requirements for Clinical Placement

Note: there are differences for Thunder Bay & Regional Campus students please follow what is indicated below.

Clinical Documents Due Dates:

Clinical documents are mandatory. All documents must be submitted to the Placement Officer (for Thunder Bay students) before the dates below to attend clinical. Students who have not submitted up to date documents will not attend clinical. All requirements are to be submitted to the appropriate email.

- **September Start – November 1st, 2025**
- **January Start – March 1st, 2026**
- **May Start – July 1st, 2026**

****Regional students must connect with their local campuses for submission of documents as per below and contact them if they need assistance with their requirements**.**

Clinical Documents should be submitted by email as per below:

- Thunder Bay Campus

PSWClinicalRequirements@confederationcollege.ca

- Dryden Campus

drydencampus@confederationcollege.ca

- Fort Frances Campus

fortfrancescampus@confederationcollege.ca

- Kenora Campus

kenoracampus@confederationcollege.ca

CHECKLIST

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
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1. All students are required to submit the Clinical Documents Checklist

[confed clinical documents checklist 2017-18.docx](#)

2. Criminal Record Check – Level 3

- Criminal Record Check (CRC), which includes a Vulnerable Sector Screen this is a Level 3. This is not Confederation College's policy however it is the policy

of our field/clinical partners for all learners who enter their respective environments.

- Students need to obtain this from the jurisdiction of their Policing Agency (i.e., Thunder Bay Police, OPP, etc.).
- Attached is a letter from the college required to obtain this. Digital copy here: [2024 Criminal Reference Check Request Letter.docx](#) Also Posted on Blackboard.

3. Immunizations



Thunder Bay students submit directly to the Health Center at the Thunder Bay Campus

- All students must complete the Communicable Disease Surveillance Form available from Confederation College's Health Services Department, or online, at

[communicable disease surveillance cds form 2022 new.docx](#) Thunder Bay students must submit their completed Student Health Record to Confederation College Health Services. Regional campus students must submit these documents to their campus emails as noted above.

- Thunder Bay students using the Health Center do not need to submit Immunizations to the **Placement Officer** as they are automatically sent.
- All students will require a serology test (whether they have documentation or not) to check for MMR, Hep B, and Varicella status. If these levels are low a booster will be needed.
- Students require the following immunizations which, when completed, must be checked by the Confederation College Health Centre staff:
 - o Tetanus/Diphtheria/Polio or Tetanus/Diphtheria/Pertussis (Adacel) or Tetanus/Diphtheria
 - o MMR (Measles/Mumps/Rubella)
 - o Hepatitis B
 - o Influenza (Flu) Vaccine
 - o Chicken Pox (Varicella)

- o COVID Vaccine x2 is mandatory by all our clinical agencies and failure to provide proof may impact clinical placements. You must ensure you meet the requirements of COVID vaccinations.

4. Two- Step TB Skin Test

Thunder Bay students submit directly to Health Center at the Thunder Bay Campus

- a two-step TB Skin test is required if you have not had one in the last two years
- a one-step TB Skin Test is required if you have had a two-step TB skin test in the last two years and can provide these results.
- Thunder Bay students can complete this test at the College Health Center
- Janzen's Pharmacy (www.janzens.ca/tb), some walk-ins and doctors' offices also complete TB skin tests
- In the region TB skin tests contact your campus if you need assistance with finding a location for a test.

5. Mask Fit Testing – N95 requirement

The minimum standard for mask fit testing is every two years. It is highly recommended that for students with significant facial changes (e.g., weight gain or loss) between academic years or semesters, be re-tested to ensure a proper fit of specialized masks. Students with significant facial hair (e.g., beards or mustaches) will have difficulty obtaining a proper mask fit. Mask fit testing is for your protection when caring for patients/residents/clients in isolation. Please note there may be an additional fee for mask fit testing.

- Thunder Bay Students can obtain a mask fit from local agencies such as Health Tec Training <https://www.healthtctraining.ca/> or from the Health Center at the College. If you are employed with a healthcare agency, you can also check with their Occupational Health department to see if they would provide you with a Mask Fit test.
- Regional students contact your campus for further details.

6. WHMIS

- Email links to this training course will be provided in the first semester of the program. The WHMIS course is at an additional cost to the student.

7. GPA

- Email links to this training course will be provided in the first semester of the program. The GPA course is at an additional cost to the student.

8. CPR/First Aid - Must follow Canadian Heart & Stroke Standards

Students must provide evidence of a valid CPR/First Aid with valid Health Care Providers. **Annual** CPR Health Care Provider Level recertification is mandatory. Must be an in-person course, on-line certificates are not eligible.

There are several options available to Confederation College students for obtaining these required certifications - see links below.

- [Healthtec Training](#)
- [Saint John's Ambulance](#)
- [Buhler-Moore First Aid Services](#)

** Regional students please contact your campus for further details.

***It is the responsibility of every student to maintain the original copies of all clinical requirements. These documents might be requested for verification at any point, either by our clinical partners or staff from Confederation College.**

Commitment to the PSW Program

Student Name:

Date:

Phone Number

I have received, reviewed, and understood the PSW Handbook.

Initial _____

I understand all the policies outlined in the PSW Handbook.

Initial _____

I have reviewed the Student Success information within the PSW Handbook.

Initial _____

I am aware of my responsibility to complete all clinical documents prior to the deadline to ensure my success in the PSW Program.

Initial _____

I understand that clinical hours include weekends and evenings, and the assigned clinical schedules cannot be changed.

Initial _____

I have read and understand the program attendance policy.

Initial _____

I have read and understand the dress code policy including the uniform requirements for Lab and Clinical.

Initial _____

I understand that It is my responsibility to maintain the original copies of all clinical requirements. These documents might be requested for verification at any point, either by our clinical partners or staff from Confederation College.

Initial _____

I understand that it is my responsibility to check my email and Blackboard course regularly as they are the main source of communication between me and my teachers

Initial _____

Student Signature:

**Each Day is a chance to make a difference in someone's life, and every skill you acquire is a step toward greater expertise. Your journey begins with this first step, and as you learn and grow, remember that your compassion will be the cornerstone of the care you provide.
Welcome to the world of making lives better, one gesture at a time.**

