

Placement Liaison FAQ Sheet

1. Can a student secure their own placement site?
 - It depends on the program. Check with your Program Coordinator or Faculty Lead for placement to see if your Placement Liaison is securing all sites
 - Keep in mind research of sites is *always* welcome. If a student has contact details about a site where they would like to do placement, present those details to either the Placement Liaison or Faculty Lead for placement to ensure suitability of the site for placement
2. What is the **WSIB Employer Form** and where can it be found to give to sites?
 - The WSIB Employer Form states that the site comprehends that the Ministry of Advanced Education and Skills Development (MAESD) covers WSIB while students are on unpaid placement at their site. When the site “checks” whether or not they have their own WSIB, the site is assisting MAESD to ascertain what type of coverage MAESD will need to cover the injury
 - WSIB Employer Forms can be found on School Websites in the “Placements” section where it says “WSIB Employer Forms”, through Faculty or your Placement Liaison
3. Is the **WSIB Employer Form** required to be completed for every student at every site?
 - **No.** This form is required once per site. Faculty have access to a WSIB Employer Form tracking sheet on their School Website showing which sites have yet to complete this form. Sites that have yet to complete this form are sent the form to complete and return to either the Placement Liaison or Faculty to update the WSIB Employer Form tracking sheet
4. What is the process for **Out-of-Province/Country** placements?
 - This process is posted on the School Website in the placement section where it says, “Out-of-Province” or “Out-of-Country” Placements. The process and required documentation is listed
5. What are the site specific requirements for **PRHC**?
 - PRHC Site Requirements are posted on our School Websites in the “Placements” section. NVCi is mandatory by January 2017. It would be good planning to get this requirement met in advance
6. What are **Affiliation Agreements** and does every site need one?
 - Affiliation Agreements are agreements made between Fleming College and the Host Sites stating agreed upon terms for placement including duration of the agreement itself, duration of placement (where applicable), responsibilities of the Host Site, Responsibilities of the College, insurance expectations, WSIB, etc.
 - Affiliation Agreements are not required by every site. These agreements are most specific to certain programs such as Practical Nursing and Paramedic
7. What can be done if questions arise while completing a **survey**?
 - Complete the survey regardless and then please contact your Placement Liaison
8. How will it be clear the **survey** is completed and submitted online?
 - When “**Done**” is clicked upon the completed survey is sent to the data collection cache automatically to be collected, sorted and reviewed by the Placement Liaison and Faculty
9. When can Host Sites be contacted directly by students?
 - When the site details are released to the student by the Placement Liaison or Faculty
 - When the program has the students secure their own Host Site for placement
10. Is it necessary to make appointments to speak with the Placement Liaison?
 - **No.** You can visit the Placement Liaison in room C2131 keeping in mind scheduling will ensure definite time together