

## BHSc Placement / Project / Thesis: Mandatory Training and Forms

### 1. Mandatory Training:

This document outlines the mandatory training that students must complete for a project or a thesis course. The specific training required depends on the nature of your project.

**Clinical Projects:** Direct interaction with patients, either within a clinical environment or as research participants.

**Lab Projects:** Hands-on work within a laboratory setting.

**Non-Clinical or Non-Lab Projects:** Conducted in non-medical, non-laboratory environments such as libraries, educational institutions, childcare centres, and similar venues.

The table below summarizes the training courses to complete.

	Training Course	Clinical Projects	Lab Projects	Non-clinical / Non-lab Projects	
<b>Mandatory Training</b>	<b>Supervisor Provided Training</b>	Consult with your supervisor regarding training requirements and complete all training provided by your supervisor.			
	<b>Mosaic Safety Training</b>	AODA and Human Rights Code (AODA)	Required	Required	Required
		SAFE Training (NEW): • Asbestos Awareness (ASBEST) • Slips, Trips and Falls (SLPTRP) • Fire Safety (FIRETR) • Ergonomics (ERGON) <b>Must be updated every 5 years</b>	Required	Required	Required
		Health and Safety Orientation (HSORI)	Required	Required	Required
		Violence and Harassment Prevent (VHPW)	Required	Required	Required
		WHMIS 2015 (WHMS15)	Required	Required	Required
		Chemical Handling and Spills (CHEMHS)	Required	Required	Not required
		FHS N95 Respirator (FHSN95)	Required, if applicable. Discuss with your supervisor.	Not required	Not required
		Public Health Ontario (FHSPHO)	Required	Not required	Not required
	<b>Fire Safety Training</b>	FHS Hospital Fire Safety (FHSFSF)	Required only if your project or thesis is located at <b>McMaster Hospital, any Hamilton area hospital or off-campus.</b>		

### 1.1 Proof of Training

Students can easily view their training summary via Mosaic Platform by following these steps:



## 2. Forms:

Mandatory Forms	
Project Course Forms	Thesis Course Forms
<p><b>1. Project &amp; Thesis Proposal Form (PDF):</b> </p> <p>Your supervisor must submit this form to <u>obtain the permission to start your project.</u></p> <p>Due: Prior to Add/Drop In</p> <ul style="list-style-type: none"> <li>➔ September for Multi- and Single Term Projects</li> <li>➔ January for Single Term Projects</li> </ul>	<p><b>1. Thesis Permission Form (PDF):</b> </p> <p>Your supervisor must submit this form to <u>receive permission to register for the Thesis Course.</u></p> <p>Due: Prior to Add/Drop in September</p>
<p><b>2. Project Grade Submission Form (PDF):</b> </p> <p>Your supervisor must submit this form to <u>evaluate your project performance.</u></p> <p>Due: mid-December for Fall Single Term Project mid-April for Multi-term and Winter Single Term Projects</p>	<p><b>2. Project &amp; Thesis Proposal Form (PDF):</b> </p> <p>You must submit this form to <u>remain registered in Thesis Course.</u></p> <p>Due: End of September</p>
	<p><b>3. Interim Grade Submission Form (PDF):</b> </p> <p>You must submit this form to <u>ensure you remain registered in Thesis Course in Term 2.</u></p> <p>Due: mid-December</p>
	<p><b>4. Thesis Grade Submission Form (PDF):</b> </p> <p>Your supervisor must submit this form to <u>evaluate your Thesis performance.</u></p> <p>Due: early-April if you wish to graduate in the Spring</p>

Additional forms may be required for project or thesis courses given the following conditions:

Additional Forms	
Criteria	Form to Submit
<p>If your <u>project</u> or <u>thesis</u> requires <b>interacting with patients in clinical sites or as a research subject.</b></p> <p><i>If you are unsure, please contact the Health Screening Office at <a href="mailto:hrcadmin@mcmaster.ca">hrcadmin@mcmaster.ca</a>.</i></p>	<p>Non-professional Health Screening Record </p>
<p>If you are registered in one of the following courses: <b>HTHSCI 3CH6, 4DE3, 4D06, 4D09, 4D12, or 4D15.</b></p>	<p>Unpaid Work Placement Form </p>
<p>If your situation satisfies <b>at least one</b> of the following conditions:</p> <ol style="list-style-type: none"> <li>Your coursework is located <b>at Hamilton hospital and your supervisor is not a McMaster employee.</b></li> <li>Your coursework is located <b>at any McMaster building</b>, ex. McMaster Innovation Park, <b>and your supervisor is not a McMaster employee.</b></li> <li>Your coursework is <b>off-site</b> (including out-of-province).</li> </ol>	<p>RMM #801 Form Refer to Section 2.1</p>
<p>If your coursework requires travelling <b>outside of Ontario.</b></p>	<p>Travel Documentation </p>

### 2.1 RMM #801 Form:

For students who meet the criteria in Table 2, please follow the subsequent procedural steps below:

- Document Review:** Familiarize yourself with the "Guidelines for Field Trips", "Student Placements", and "Research Activity Planning and Approval Program" documents. Then, complete the "Safety Planning Checklist", ensuring each **page is signed at the bottom.**
- Form Submission:** Review the RMM #801 Form and proceed to submit the "Field Trip, Student Placement, or Research Activity Approval Form". Reference can be made to RMM #801, page 11.
- Responsibility Acknowledgement:** Submit **one** applicable "Statement of responsibilities checklist" to your project or thesis as detailed in RMM #801, pages 12-14.
- Health Declaration:** Provide a "Declaration of Health Status" as specified in RMM #801, page 15.

5. **Participant Waiver**: Submit the applicable "Participant Waiver Agreement Form". For coursework within **Canada**, utilize the **short form**. For **international coursework**, please complete the **extended version**.
6. **Risk Assessment**: Submit a risk assessment document outlining coursework, any associated risk and how risk is mitigated and/or eliminated. 