



**Student Declaration of Understanding**

**Workplace Safety and Insurance Board or Private Insurance Coverage  
 For Students on Program Related Placements**

**Student coverage while on placement:**

The Government of Ontario, through the Ministry of Advanced Education and Skills Development (MAESD), reimburses WSIB for the cost of benefits it pays to Student Trainees enrolled in an approved program at a Training Agency (university). Ontario students are eligible for Workplace Safety Insurance Board (WSIB) coverage while on placements that are required by their program of study. Students that are completing placements that are not required for the completion of their academic program of study, but that are for academic credit, are also covered for workplace insurance through policies maintained by the University of Toronto.

ACE-INA Insurance coverage is also provided for Student Trainees enrolled in an approved program at University of Toronto, Leslie Dan faculty of Pharmacy that are participating in unpaid work placements with employers that are not required to have compulsory coverage under the *Workplace Safety and Insurance Act* and limited coverage where placements are arranged by their postsecondary institution to take place outside of Ontario (international and other Canadian jurisdictions). However, students are advised to maintain insurance for extended health care benefits through a university student insurance plan or other insurance plan.

Please be advised that the University of Toronto will be required to disclose personal information relating to the unpaid work placement and any WSIB claim or ACE-INA claim to MAESD.

This Agreement must be completed prior to the commencement of the work placement, signed to indicate the Student Trainee’s acceptance of the unpaid work placement conditions and a copy provided to the Career Development Placement Coordinator with the Leslie Dan faculty of Pharmacy- University of Toronto.

**Francine Phillips-Sheldon**

Career Development and Placement Coordinator  
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**Katya Barrios**

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**Declaration:**

I have read and understand that WSIB or private insurance coverage will be provided through the Ministry of Advanced Education and Skills Development (MAESD) or through policies maintained by the University of Toronto while I am on a placement as arranged by the university as part of my program of study.

I understand that all accidents sustained while participating in an unpaid work placement must be immediately reported to the Placement Employer, and my Career and Development Placement Coordinator at the University of Toronto- Leslie Dan faculty of Pharmacy, who will coordinate the completion of the appropriate paperwork for my claim.

I understand the implications and have had any questions answered to my satisfaction.

Student Name:	Student Signature:
Program:	Date:
Parent/Legal Guardian’s Name (for student less than 18 years of age) <i>please print</i> :	
Signature:	Date:

## Process for Workplace Safety and Insurance Board or Private Insurance Coverage

- I. The Ministry of Advanced Education and Skills Development (MAESD) has implemented a new streamlined process for students enrolled in an approved Ontario university program that requires them to complete placements in a workplace as part of their program of study. All students are required to sign a copy of the **WSIB Student Declaration of Understanding Form** to confirm that they have read and understood that WSIB or private insurance coverage will be provided through the Ministry of Advanced Education and Skills Development (MAESD), or through policies maintained by the University of Toronto while on a placement, as arranged/approved by the University/Faculty of Pharmacy as part of their program of study.

The form must be signed and submitted annually.

### Uploading **WSIB Student Declaration of Understanding Form**:

- Year 1: Email a signed copy of the [WSIB Student Declaration of Understanding Form](#) by November 24 2017 to [oee.phm@utoronto.ca](mailto:oee.phm@utoronto.ca)
  - Year 2: Upload a signed copy of the [WSIB Student Declaration of Understanding Form](#), by March 2 2018 onto CORE
  - Year 3: Upload a signed copy of the [WSIB Student Declaration of Understanding Form](#), by March 2 2018 onto CORE
- II. In the event of an injury/illness/disease sustained by a Pharmacy student, as a result of a work placement incident while participating in an unpaid work placement at an experiential placement site, the student is required to:
    - a) seek appropriate medical attention as required (e.g. hospital emergency department, placement's health clinic, external clinic, family physician)
    - b) follow the injury/illness response and reporting process of his/her Placement Site and inform their Preceptor of their incident
    - c) Immediately inform the assigned Career Development and Placement Coordinator within the Office of Experiential Education at the University of Toronto. The Career Development and Placement Coordinator will work with the placement site and the student to coordinate the completion of the appropriate paperwork
    - d) If a placement student, as a result of a work-related accident or work-related illness, is unable to attend the placement, or seeks medical treatment after the initial report of accident, the student must advise his or her Career Development and Placement Coordinator.

For additional information and assistance during regular business hours please contact the following:

**Francine Phillips-Sheldon** - Career Development & Placement Coordinator, Office of Experiential Education

T: (416) 978-0280 | E: [francine.phillips.sheldon@utoronto.ca](mailto:francine.phillips.sheldon@utoronto.ca)

**Katya Barrios**- Career Development and Placement Coordinator, Office of Experiential Education

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For any issues that arise outside the normal hours of work, please contact the Director of Experiential Education via email at [marvin.james@utoronto.ca](mailto:marvin.james@utoronto.ca)

Required documents can also be found at: <http://www.pharmacy.utoronto.ca/oee/policies#wsib>

