

SUNNYBROOK-TDSB CO-OP PROGRAM



****Students must have co-op on their timetables when submitting an Expression of Interest to central co-op placements. Students who are not enrolled in co-op at the time of their Expression of Interest submissions, are not eligible to apply for central co-op placements.****

Students may apply to only one central program at a time

BEFORE YOU APPLY:

- All students who are applying for this opportunity must be comfortable working on primarily administrative tasks within clinical and non-clinical hospital settings.
- If students have not received the MMR and Varicella vaccinations, you are not eligible to apply for these co-op opportunities.
- **[This Volunteer Medical Form](#)** must be completed by a doctor by **4:00 pm on September 5th** in order to be eligible to participate (see details below).

FAQ:

Which schedules can the Sunnybrook co-op program accommodate?

- Placements are half day placements only, with a few exceptions. Please contact me to inquire about full day placement requests.
- Students will be at their placements in-person every day from Monday to Thursday. Fridays will be guest speaker/workshop/field trip sessions held either virtually or in-person. These sessions will complement student learning at their placements.
- Morning students will be working from 9:00-11:30. Afternoon students will be working from 1:00-3:30.

Who should apply?

- Any student enrolled in co-op who has a genuine interest in working in a hospital environment. Students must have co-op on their timetable in order to apply.
- Students who are willing to complete the hospital requirements (see below)
- **Students who are able to commit to attending regularly. Hospital staff expect a high level of professionalism and expect students to be punctual and reliable. Staff are unable to accommodate regular absences due to optional extra-curricular activities or other non-curricular commitments.**
- Students should consider the commute time to ensure they can arrive at placement at least 15 minutes before the start of their shift (see shift times above).

What type of placements are available?

- **Healthcare** related placements available in various units at the following sites:
 - ❖ Bayview campus
 - ❖ St. John's Rehab
 - ❖ Holland Centre
 - ❖ Reactivation Care Centre-Church Street Site**For more information about each of the 4 sites, [click here](#)**
- **Non-healthcare** placements available at the Bayview campus only, include:
 - ❖ Accounting
 - ❖ Daycare-Morning only
 - ❖ Gift shop/retail
 - ❖ My Sunnybrook Patient Experience Centre (Customer Service)

Hospital Requirements:

- All applicants must be willing to complete a medical clearance process with their doctor (see form linked below) which includes a 2-Step TB test and presenting proof of vaccination. You can complete the TB test component at the Bayview Campus for free (see contact information and details on the form) or with any doctor (family or walk-in). Be sure to indicate you're a co-op student from the TDSB if you go to Sunnybrook to complete the TB test. This form can take several weeks to complete and requires multiple visits to a doctor. **All students at Sunnybrook (healthcare and non-healthcare) need to complete this form by September 5th, in order to work at the hospital.**
- As part of the medical clearance form, students must complete a 2-step TB test with a negative result. A 1-Step TB test will not be accepted by Occupational Health. If a 2-step TB test was done within the last 12 months before placement begins, it can be used to meet this requirement. A doctor needs to sign off on the form below to indicate they have seen the results.
- **Flu shot required for the Holland Centre campus**

Expression of Interest(EOI) on ELIS open on May 1, 2025

Expression of Interest (EOI) Deadline: September 5th by 4:00pm

***Limit of 3 applications for the morning and 3 applications for the afternoon per school for clinical healthcare placements**

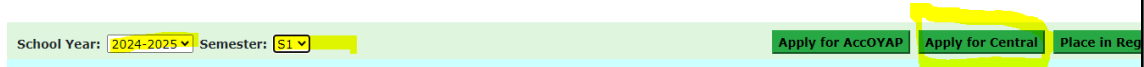
****Additional limit of 3 applications per school for morning and 3 for the afternoon for non-healthcare placements (accounting, customer service, retail, daycare)**

(please submit applications as soon as possible before the deadline)

HOW TO APPLY:

Application Steps For Teachers:

1. Teachers will submit a student Expression of Interest(EOI) on ELIS by clicking on the **APPLY FOR CENTRAL** button. Be sure you have chosen the correct school year and semester before you go to the application portal.



School Year: 2024-2025 Semester: S1

Apply for AccOYAP Apply for Central Place in Reg

Choose ANY PLACEMENT and ANY POSITION

Application Steps For Students:

2. Students will receive a Google Form by TDSB email after the application deadline. Students can indicate their campus and placement preferences on the Google Form.
3. *****NEW***** Students will be uploading a resume and cover letter to the Google Form.
4. Students will receive **TWO mandatory** interview dates. The first interview will be an online group interview. The second interview will be an individual in-person interview at the Bayview campus. **Both interviews will take place in early September after the EOI deadline.**
5. **Students will submit a completed [Volunteer Medical Form](#) by 4:00pm on September 5th in order to proceed with interviews.**
6. Acceptance is not guaranteed.

For more information please contact nathalie.barsoumian@tdsb.on.ca