

Pre-Placement Requirement Clearance Information Canadore College – All Programs

In partnership with Synergy Gateway Inc.

Canadore College has partnered with Synergy Gateway Inc. to provide support and clearance for pre-clinical placement requirements.

To have your documents validated you will be required to book an Electronic Student Permit Checking (ESPC) appointment through Verified, a proprietary platform that is used by students across Canada for the purpose of digitally collecting placement requirements and documentation for verification. Log in details for [Verified](#) will be sent to your email account once you are registered. **Please ensure the email you use most often is updated and selected as your primary email in your Canadore Self-Serve.**

DEADLINES

Please refer to requirements table

ESPC APPOINTMENT

- **Make sure you have reviewed the list of pre-placement requirements in the table below** and have planned out when and how you will be completing them. It is important to remember that some requirements may take an extended time to complete.
- Start your immunizations early! It can be up to 6 weeks that is required between each vaccination. **You will need to have your physician complete a Communicable Disease Screening Form (attached) prior to the school year starting, and submit them to Campus Health at CampusHealthCentre@canadorecollege.ca along with the eCommunication Consent Form (attached) before requesting a Campus Health Clearance Card. Alternatively, you can set up an appointment with Campus Health, bring your current immunizations with you, and they will assist you with the process. Please visit this link for more information on the [Canadore Health Clinic Process](#). **This “Clearance Card” counts as your “medical permit” on Verified.****
- Also apply for your Vulnerable Sector Check early. It can take 6 to 12 weeks to receive your Vulnerable Sector Check.
- Upload all required documentation (listed in the table below) to the Verified Platform before 9:00 am (Eastern Daylight Time) on your ESPC service date. Ensure that ***all requirements have been met and proof of completion has been received BEFORE*** you book your scheduled appointment. You will not be cleared until *all* requirements have been submitted.
- Please note that you do not need to “show up” for an appointment with Verified. When you book an appointment, you are reserving a time for your documents to be reviewed. Once your documents have been reviewed you will receive electronic notice of the outcome within 2 business days of the booked appointment.
- You will receive a Stamp Document once your documents have been reviewed and deemed complete. *Keep this for your records*
- If you need to cancel or reschedule an appointment, ensure you do so **at least 24 hours** prior to your appointment, or *you will be charged for a missed appointment*

- If documentation is missing or a requirement is not complete, you will need to book a follow-up appointment for an additional fee.
- Please ensure your documents are valid for your entire clinical year – If you need to update an expired document you will be required to book a new ESPC appointment at full-service fees.
- Synergy Gateway Inc. is *not* the authority on Canadore College's policies and deadlines.

STUDENT FEES

Initial Clearance Appointment	\$ 50.00 +HST
Missed Appointment	\$ 50.00 +HST
Follow-up Appointment	\$ 10.00 +HST
Late Cancelation/Re-schedule	\$ 0.00 +HST

We're here to help! Contact us at <https://www.synergyhelps.com/portal/en/kb> - Submit a Help Desk ticket and we will be in touch. Our Help Desk hours are Monday to Friday, 10am – 3pm, Eastern Daylight Time excluding holidays.

For program specific questions please email:

Clearance/Placement Questions: alexandria.cooper@canadorecollege.ca

Additional Clearance Requirements: clinical.clearances@canadorecollege.ca

Campus Health: CampusHealthCentre@canadorecollege.ca

BScN Program Specific Questions Cyndy.MacPhail@canadorecollege.ca

Behaviour Science Program Specific Questions Brenda.Greaves@canadorecollege.ca

Dental Hygiene Program Specific Questions: Terra.Bourre@canadorecollege.ca

International Nursing License Prep Program Specific Questions Susan.Robinson@canadorecollege.ca

OTA/PTA Program Specific Questions: Brenna.B Beard@canadorecollege.ca

Practical Nursing Program Specific Questions: Glenda.Stoyanovski@canadorecollege.ca

PSW Program Specific Questions: Nancy.Bush@canadorecollege.ca

Respiratory Therapy Program Specific Questions: Sandra.Walsh@canadorecollege.ca

Clearance Requirements

	Program				
	PSW	Practical Nursing	BScN	International Nursing License Prep	Dental Hygiene
Fall Intake Due Date (Semester 1)	December 1	November 1	November 1	October 1	September 30
Winter Intake Due Date (Semester 1)	April 1	June 1	Not Applicable	February 1	Not Applicable
Returning Students	Not Applicable	June 1	June 1	Not Applicable	June 1
Requirements					
Standard First Aid – Valid until date listed on certificate	Required	Not Required	Not Required	Not Required	Required
CPR – Valid for 1 year – In-person CPR only	Required – BLS/HCP	Required – BLS/HCP	Required – BLS/HCP	Required – BLS/HCP	Required – BLS/HCP
3M N95 Mask Fit Test Certificate – Valid for 2 Years (Please try to be fit for 3M 1870+, 1860, 1860s, and 1804 if possible)	Required	Required	Required	Required	Required – DIFFERENT MASK SIZES - WILL BE ORGANIZED BY COLLEGE
Vulnerable Sector Search – Valid for 1 year	Required	Required	Required	Required	Not Required
Campus Health Center Clearance Card – Valid for 1 year	Required	Required	Required	Required	Required
WHMIS Certificate – Valid for 1 year (Link)	Required	Required	Required	Required	Required
Worker Health and Safety Awareness in 4 Steps Certificate (Link) – Valid for 1 year	Required	Required	Required	Required	Required
Flu Vaccine – No later than December 1 (You can upload this separately, with no charge)	Required	Required	Required	Required	Required
COVID Vaccine x 2 (You can upload boosters separately, with no charge)	Required – 3 Covid Vaccines Required for LTC	Required – 3 Covid Vaccines Required for LTC	Required – 3 Covid Vaccines Required for LTC	Required – 3 Covid Vaccines Required for LTC	Required for Placement in Yr 3
Consent for Release of Information	Send to Clinical Coordinator	Send to Clinical Coordinator	Send to Clinical Coordinator	Send to Clinical Coordinator	Send to Clinical Coordinator

	Program				
	OTA/PTA	OTA/PTA (Intensive)	Behaviour Science (Semester 3)	Respiratory Therapy (Going into Year 3)	
Fall Intake Due Date (Semester 1)	November 1	October 1	Not Applicable	Not Applicable	
Winter Intake Due Date (Semester 1)	Not Applicable	Not Applicable	Not Applicable	Not Applicable	
Returning Students	June 1	Not Applicable	December 1	June 1	
Requirements					
Standard First Aid – Valid until date listed on certificate	Required	Required	Required	Not Required	
CPR – Valid for 1 year – In-Person CPR only	Required – BLS/HCP	Required – BLS/HCP	Required – BLS/HCP	Required – BLS/HCP	
3M N95 Mask Fit Test Certificate – Valid for 2 Years (Please try to be fit for 3M 1870+, 1860, 1860s, and 1804 if possible)	Required	Required	Required	Required	
Vulnerable Sector Search – Valid for 1 year	Required	Required	Required	Required	
Campus Health Center Clearance Card – Valid for 1 year	Required	Required	Required	Required	
WHMIS Certificate – Valid for 1 year (Link)	Required	Required	Required	Required	
Worker Health and Safety Awareness in 4 Steps Certificate (Link) – Valid for 1 year	Required	Required	Required	Required	
Flu Vaccine – No later than December 1, 2022 (You can upload this separately, with no charge)	Required	Required	Required	Required	
COVID Vaccine x 2 (You can upload boosters separately, with no charge)	Required – 3 Covid Vaccines Required for LTC	Required – 3 Covid Vaccines Required for LTC	Required – 3 Covid Vaccines Required for LTC	Required – 3 Covid Vaccines Required for LTC	
Consent for Release of Information	Send to Clinical Coordinator	Send to Clinical Coordinator	Send to Clinical Coordinator	Send to Clinical Coordinator	

Your choice of career path requires you to meet specific health and safety standards as outlined by Ontario law. The Ontario government and the organizations offering you professional placements have mandated specific medical and non-medical requirements that must be met by you, before you can begin any professional placements. These measures are there to protect you, your colleagues and those that you will serve in your placement. Canadore College is committed to meeting standards of practice by ensuring that students attain and maintain required certifications and meet recommended immunization standards.

What's the rush?

This can be a time consuming task. You should start the process of completing your requirements 3 - 4 months prior to the due date required.

How does this affect me?

If you do not complete your medical and non-medical requirements, you will not be permitted to attend placement. Failure to adhere to the requirements deadline will result in a hold on your academic progress.

Have questions?

We understand that you may have questions about what you are required to do in order to meet requirements for your future clinical placements. To help you, we've collected some commonly asked questions:

Q. How do I find out what pre-clinical placement requirements I need to complete?

Please refer to your Canadore College program placement requirements table to see what is required. These forms are located under the important forms section of your Verified profile.

Q. What are my responsibilities?

You must complete the following:

- ❑ Thoroughly review your requirements.
- ❑ Plan ahead! Complete all medical requirements in time for your Electronic Student Permit Checking (ESPC) appointment. Ensure you upload a Canadore College Campus Health Center Clearance Card along with the rest of your required documents to your Verified profile ahead scheduled appointment date and time.
- ❑ Book your appointment well in advance of the deadline.
- ❑ Upload all documentation in advance of your scheduled appointment. You do not need to attend

your appointment. You are scheduling a time and date for your documentation to be reviewed.

- ❑ ***Keep all of your original documents and your electronic copies in a safe place as the School or Agency may request to see them in the future.***
- ❑ Ensure your requirements are valid throughout the duration of your placement(s).
- ❑ When your documentation has been reviewed and you have been cleared, you will be notified via email to your Canadore College Email account.

Q. Do I need to make an appointment with my health care professional?

You are responsible for completing the immunization requirements through the Campus Health Center. You will receive a Clearance Card that you will need to upload to Verified.

You will need to have your physician complete a Communicable Disease Screening Form prior to the school year starting, and submit them to Campus Health at CampusHealthCentre@canadorecollege.ca along with the eCommunication Consent Form before requesting a Campus Health Clearance Card. Alternatively you can book an appointment with Campus Health and bring your immunizations (complete or incomplete) for them to review. They will assist you with this process. Please visit this [link](#) for more information on the Canadore Health Clinic Process .

Q. Who do I submit my pre-placement requirements to?

Students are to upload all their requirements to their profile using the Verified platform, a cloud based electronic platform that digitally collects placement requirements and documentation for verification. Login details for Verified will be sent to your Canadore College email. Appointments will be booked through this online platform. Verified acts as the School's agent in clearing students on their School pre-placement requirements. You will only be cleared on what you have completed and must make a follow-up appointment to submit any outstanding requirements or documentation. Your clearance status is registered in Verified's database. At the end of the appointment, you will be able to see your status as will the School.

Q. When do I need to have completed by Clearance Appointment?

Please refer to your program placement requirements table to see when your documents are due.

Note: Demand for appointment times is highest the week leading up to a deadline. Students are encouraged to plan ahead and book appointments well in advance in order to

make the deadline. Students also need to be flexible with their schedule when booking an appointment.

Q. What if I am out of the country or working full-time all summer?

School requirements and submission deadlines are communicated to students in advance of the deadline to give students adequate time to prepare and plan ahead. The Electronic Student Permit Checking appointment is completely virtual and documentation can be uploaded 24 hours a day, 7 days a week. Completion and submission of School requirements is *mandatory* and the *deadline is not negotiable*.

Q. What if I don't have all requirements completed before the deadline?

Failure to adhere to the mandatory requirement deadline will result in a hold on clinical opportunities until this is resolved. Students will not be cleared for placement until *all* requirements are submitted.

Q. Who pays for the costs associated with obtaining my School requirements?

Students are responsible for all costs related to placement. Costs are dependent upon each student's needs. Doctor's notes, laboratory blood work reports, x-rays, and immunizations may or may not be free of charge.

Q. How long will it take me to gather all of my placement requirements?

It may take several weeks (or months) to obtain all of your requirements. Plan ahead!

Start the Police Vulnerable Sector Check (PVSC) process well in advance of the due date. Register for and attend certification courses in advance of your deadline. Depending on your personal immunization status, it can take weeks or months to determine your level of immunity and complete all vaccination series. If you have proof of immunization or an immunization record (e.g. yellow card), take it with you to your medical appointment. If laboratory reports are required, or if immunizations are not complete, delays may occur.

Q. Is the influenza (flu) immunization mandatory?

If Influenza is needed for your program, you can submit this to Verified at a later time. No additional fees are required to submit this item. To find out how to update your Flu shot you can visit the important forms section of your Verified profile.

Q. How do I cancel an appointment with Verified?

Students are able to reschedule an appointment using their secure login to Verified. Please ensure you cancel *at least 24 hours prior* to your appointment. Failure to provide 24-hours' notice will result in a missed appointment fee. Cancelling less than 24 hours prior to your appointment date will result in a late cancellation fee.

Q. I'm not quite sure if I have everything I need for my clearance appointment. Who can help me?

Please consult your Program Placement Requirements Table for your checklist.

Q. What do I need to gather for my ESPC appointment?

- Canadore College Campus Health Centre Clearance Card
- All the requirements listed in your Program placement requirements table

Q. What happens at an appointment?

The ESPC appointment is a designated date and time when your documentation will be reviewed. It is NOT an appointment that you need to attend. Your requirement is to have all documentation submitted in advance of the ESPC service date you have scheduled.

A Synergy representative will review all your documents and determine if you can be cleared for placement. Students are to retain all original documentation. You will be notified once the review has taken place. The turn around time for each appointment status update is 2 business days. This means if you book on a Friday you may not hear back until end of day Monday.

Q. What are the possible outcomes from my initial clearance appointment?

Pass – you met all your requirements.

Fail – a requirement has not been met or supporting documentation has not been received. You will be required to book a follow up appointment at additional fees.

Pending – Synergy requires further information from you and has sent you an email indicating what your next steps are

Q. I've been cleared on all requirements, however one (or more) will expire before the end of the school year. Is this OK?

No. It is the student's responsibility to ensure that all requirements are valid *throughout the duration of all clinical placements*. If a requirement will expire during the school year, the student must renew it (before it expires) and submit the updated documentation. Each time you book an appointment to update your documents it will require a full appointment at full-service fees. It is advised that students renew everything, so your documents are valid for all your clinical placements in that academic year.

Q. What if I'm given a status of Fail?

You will receive a list of requirements that you still need to complete. Once done, you must book another appointment (for an additional fee). *You will not be permitted to begin clinical placement until you have been cleared on all requirements.*

For more information

Contact Information regarding Verified platform, uploading documentation, ESPC:

www.synergyhelps.com

Canadore College Assistance:

Clinical Placement Coordinator for the School of Health Science:

Alexandria Cooper RPN

Alexandria.cooper@canadorecollege.ca

705-474-7600 ext 5877

Communicable Disease Screening

Campus Health Centre

100 College Drive, North Bay ON P1B 8K9

Campushealthcentre@canadorecollege.ca

Ph: 705-474-7600 ext. 5261

Fax: 705-495-7909

Please Read This Page Carefully**Instructions:**

- Please have your health care provider complete the medical section and sign/stamp this form
- Attach copies of immunization records and blood test results
- Check your specific program due date for submission
- Mail, fax or email (in PDF format only) your completed form to the Campus Health Centre
- There is a \$35.00 annual administrative fee payable prior to issuing the clearance card

Before sending forms please confirm:

- Student information section 1. is fully completed. Forms **will not be accepted** if this section is incomplete.
- Consent to share immunization status is signed
- Consent to communicate electronically is signed
- Immunization screening section is complete and signed by a health care provider
- Immunization records and blood test results are attached

Frequently Asked Questions:**Where to I find my Immunization records?**

If you have an Ontario Health Card your immunization records can be obtained online at your local Health's Unit Website.

What if I do not have an Ontario Health Card or access to my previous immunization records?

A simple blood test can be done to determine if you require any vaccines.

What if I do not have a family doctor?

You can book an appointment with your local Public Health Unit's vaccine department. Make sure to bring this form with you.

Can this form be completed at the Campus Health Centre?

The Campus Health Centre can perform any immunizations or TB testing if you are studying locally. Appointments are booked by calling us at the number above.

For any other questions, please contact us at the above phone number.

CONSENT TO ELECTRONIC COMMUNICATION

The Campus Health Centre has offered to communicate using the following means of electronic communication services: Email, Telephone consultation, Videoconferencing

Potential risks of using electronic communication.

The Campus Health Centre will use reasonable means to protect the security and confidentiality of information sent and received using the Services ("Services" is defined in the attached Consent to use electronic communications). However, because of some the risks outlined below, the Physician/Campus Health Centre cannot guarantee the security and confidentiality of electronic communications:

- Use of electronic communications to discuss sensitive information can increase the risk of such information being disclosed to third parties.
- Despite reasonable efforts to protect the privacy and security of electronic communication, it is not possible to completely secure the information.
- Employers and online services may have a legal right to inspect and keep electronic communications that pass through their system.
- Electronic communications can be forwarded, intercepted, circulated, stored, or even changed without the knowledge or permission of the Physician or the patient.
- Even after the sender and recipient have deleted copies of electronic communications, back-up copies may exist on a computer system.
- Additional risks not listed

**Communicable Disease Screening Form
Campus Health Centre
705-474-7600 ext. 5261**

Section 1

Name: _____ DOB (DD/MM/YY): _____
 Phone Number: _____ Health Card Number: _____
 Gender on Health Card: Male Female Student Number: _____
 Permanent Address: _____
 Email address: _____
 School Program (i.e. ECE, SSW, PSW, RPN, RT, DH etc.): _____

Check all that apply:

- Out of town Online In North Bay On Campus

Section 2

Please sign below if you consent to share immunization status with program coordinator.

Signature: _____ Date: _____

Please sign below if you have read the attached Electronic Communications Policy and consent to the use of electronic communication.

Signature: _____ Date: _____

This form will not be processed if section one is incomplete

Tuberculosis Skin Testing (TST)

- New students involved in community academic placement require documentation of a two-step.
- If a valid two step TST has been done greater than one year ago and documented on this form a recent one step TB test is required
- Do not give live virus vaccine with step one of TST
- If TST is positive, past or present **please have your physician also complete the section below:**

Positive TB Surveillance (circle one)

Discussed LTBI treatment?	Y	N
Reported to public Health?	Y	N
New or prolonged cough?	Y	N
Hemoptysis?	Y	N
Unexplained weight loss?	Y	N
Night sweats or fever?	Y	N

I have examined the above named student on: _____ (date)
and find them clear of any signs or symptoms of active Tuberculosis.

Completed by: _____

Office Stamp:

Signature: _____ (MD/NP)

Date: _____

Two Step TST:

Date given: _____

Date read: _____

Result: _____

Date given: _____

Date read: _____

Result: _____

Recent one-step TST if required:

Date given: _____

Date read: _____

Result: _____

If positive TST (past or present)

BCG vaccine: _____

Chest x-ray date: _____

Chest x-ray results: _____

Please attach chest x-ray

**Communicable Disease Screening Form
Campus Health Centre
705-474-7600 ext. 5261**

Name: _____ DOB(DD/MM/YY): _____

Tetanus Diphtheria and Pertussis – Booster dose if 18 years of age or older is required

- According to the Ontario Hospital Association: “All adult (18 and older) health care workers, regardless of age, should receive a single dose of tetanus diphtheria acellular pertussis (Tdap/Adacel/Boostrix) for pertussis protection if not previously received in adulthood. **The adult dose is in addition to the routine adolescent booster dose... The interval between the last tetanus-diphtheria booster and the Tdap vaccine does not matter”.**
- **Students will not be eligible for placement without the booster**

Tdap

Adacel

Boostrix

Date: _____

Age: _____

Measles Mumps and Rubella

- Students must have either proof of two MMR vaccines at least 4 weeks apart **OR** blood work indicating immunity to all three and results attached.

MMR #1: _____

MMR #2: _____

Titre results: _____

- Varivax II Varilrix

Varicella #1: _____

Varicella #2: _____

Titre results: _____

Varicella

- Students must have either proof of two Varicella vaccines at least 4 weeks apart **OR** blood work indicating immunity to all three and results attached.

Hep B #1: _____

Hep B #2: _____

Hep B #3: _____

(if 3 dose series)

Titre results: _____

If not immune:

Booster #1: _____

Titre results: _____

If not immune:

Booster #2: _____

Booster #3: _____

Titre results: _____

Hepatitis B

- Students will need proof of the two dose or three dose series of Hepatitis B vaccine.
- Blood work confirming immunity is also required at least one month after the last dose of Hepatitis B vaccine.
- Student’s can be temporarily cleared with placement with only two doses if the remainder of the form is complete.
- Hepatitis vaccine is not required for ECE students although highly recommended.

Health Care Provider Information:

Completed by: _____

Office Stamp:

Signature: _____

Date: _____