



RPN to BScN Blended Learning Program Initial Clinical Clearance Package Instructions

Upon admission to the program, and on an annual basis, each student is required to submit their non-academic clinical placement requirements to obtain clearance for clinical. Please read the following instructions carefully to ensure that all requirements are completed accurately.

KEEP YOUR ORIGINALS! Some agencies may require original documents and it is your responsibility to supply them.

You will have access to all forms through the **Nursing Student Clearance Website**. You must upload each completed document in PDF format into the website for review. The clearance period is held annually from September 1 to November 15.

Document Submission Guidelines:

- We strongly recommend submitting your package by October 15, 2021, to ensure time to review and fix any errors. The final deadline to submit is November 15, 2021.
- Documents must be scanned and saved as a PDF and uploaded to the clearance website no later than the final deadline.
- Photos will be accepted if the entire document is captured clearly and saved as a PDF for submission.
- Multiple page documents must include all pages and be saved as a single, multiple page, PDF document.
- You must scan each complete document (both sides if applicable) and ensure the image is clear and the information is legible. For example, Police Vulnerable Sector Checks (PVSC) that are legal sized must be scanned in full. It is not acceptable to scan the top and bottom of documents separately.
- When you have successfully uploaded each requirement, a **Submit Application** button will appear at the bottom of the clearance website. Clearance applications must be “submitted” to be reviewed. If you have not received a response in five business days, please go back and ensure you have “submitted” your clearance package.
- Only clearance documents submitted through the clearance website will be reviewed. Paper copies, email and/or faxes will not be accepted.

You are strongly encouraged to submit your clearance package a minimum of 30 days prior to the final submission deadline. Submitting documentation early will allow time for the School of Nursing to review your submission prior to the deadline. Documentation submitted less than 30 days prior to the deadline, that is incomplete, out of date, or missing will not allow sufficient time for your revision. Any documentation received after the final deadline will NOT be accepted nor will additional time be granted. Failure to submit your clearance documents by the deadlines outlined will result in removal from any clinical planning for the January 2022, Spring/Summer 2022 and Fall 2022.

Required Documentation

Please review the following pages for specific instructions on each item required to complete your clearance package for clinical placement. If you have additional questions or concerns, please contact our office as early as possible to request clarification.

Non-academic Clinical Placement Requirements Instructions and Additional Information

****All Forms can be found in the online system available through the School of Nursing Clearance Website**

- 1. RPN to BScN Blended Learning Program Clinical Clearance Declaration and Contact Form****
Read the declaration in its entirety. Sign and date the declaration acknowledging you understand and agree. You must also update any address changes in WebAdvisor directly if necessary.
- 2. RPN to BScN Confidentiality of Information Form****
Read the form in its entirety. Sign and date acknowledging you understand and agree.
- 3. HSPnet Consent Form****
Read the form in its entirety. Sign and date acknowledging you understand and agree.
- 4. WSIB Student Declaration of Understanding****
Read the form in its entirety. Sign and date acknowledging you understand and agree.
- 5. Consent to Release Personal Information Form****
Read the form in its entirety. Complete the required information, sign and date acknowledging you understand and agree.
- 6. Ministry of Labour Certificate****
Available from www.labour.gov.on.ca/english/hs/elearn/worker/index.php
Go to the link provided and complete the training. Upon completion of the training, you will be awarded a certificate which you must save as a PDF and upload as part of your clearance package.
- 7. CPR level C, Health Care Provider (HCP) or Basic Life Support (BLS)**
It is the responsibility of the student to obtain a valid annual CPR Level “C”, “HCP” or “BLS” certificate to be cleared for clinical placement. The cost of this certification and recertification is the responsibility of the student. The School of Nursing **does not** accept online certification for CPR, as the training session must include an in person component delivered by an approved health care training agency. CPR certificates are only considered valid by the School of Nursing for one year from the date of issue, regardless of the expiry date provided on the card or the policy at your place of employment. **CPR recertification is required on an annual basis and must not expire before September 1 of the following year. Accepted submissions of CPR certifications must document your name, the training agency, CPR classification and date of issue.**

8. N95 Mask Fit

It is the responsibility of the student to be Mask Fit tested upon admission to the program. The scheduling and cost (if any) of fitting is the responsibility of the student. Mask Fit testing is valid for 2 years and cannot expiry before September 1 of the following year, regardless of the policy at your place of employment. **Accepted submission of Mask fit card/certificates must include your full name, mask fit size result and date of issue. Copies of workplace name badges are not accepted.**

9. Police Vulnerable Sector Check (PVSC)

Your PVSC must have a request date within the first 30 days of the clearance period (i.e. September 1-30) or you will not be given special consideration due to delayed processing if your completed PVSC is not received by the final deadline. Processing times vary depending on region so you must contact your local police department ASAP to inquire about turnaround time to ensure you are able to meet the clearance deadline. PVSCs are only considered valid by the School of Nursing for one year from the date of issue. Some placement agencies have different "dates of validity", and students may be required to request and submit a second PVSC if required. Your local police authority may require a representative of the School of Nursing to complete a "Consent to Disclosure" form or letter. A personalized letter will be prepared and sent to your Nipissing University email by the Clearance Office, if the police department requires additional information, please contact our office.

10. WHMIS

Go to the link provided in the instructions and complete the training via BlackBoard. Upon successful completion of the training, you will be awarded a certificate which you must save as a PDF to include in your clearance package submission.

11. Communicable Disease Screening Form (CDSF)**

Please see CDSF on the Clearance Website for further information and instructions. **NOTE: Information is only to be submitted using the CDSF All required documentation must be transcribed onto your CDSF and verified by a licensed healthcare provider.**

12. TB Surveillance Letter (only to be submitted if a past positive TST)

The TB Surveillance Letter is only to be completed by those students who have a history of **positive** TST testing. A TB surveillance letter and chest x-ray (less than one year old) must be scanned as a PDF and included with your CDSF submission.