

## Clinical Clearance FAQ for Blended Students

### General Information

#### **When do I need to submit my clearance documents?**

For the 2021-2022 academic year, we 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.

#### **What is the difference between uploading and submitting my documents?**

Uploading means you are uploading one of your documents or forms. Submitting after all your clearance package items are uploaded, that you click on the “submit” button for review.

#### **Do I have to wait to upload all my documents together at the same time or can I upload individual documents as I complete each of them?**

You can upload as you complete each document, but your clearance package will not be reviewed until all documents have been uploaded AND you click on the “submit” button on the bottom of the clearance website.

#### **Do I have to wait until the due date to upload and submit my documents?**

Absolutely not! Upload and submit as early as possible.

#### **Can I sign my forms electronically?**

No, electronic signatures by students or Healthcare Providers are not accepted. Please print documents, sign, and scan them.

#### **Where do I upload my clearance documents?**

You upload the documents to the clearance website only after you receive email communication that the website is open. The website link is <https://selfservice.nipissingu.ca/Student/Student/NursingApplication>.

#### **Do I have to submit the package through the website or can I just fax or email my documents?**

All documents are *only* accepted via the clearance website.

#### **How will I know if my package is received?**

You will receive an email confirmation when your clearance package has been submitted successfully. Ensure you click on the “submit” button on the bottom left of the clearance website.

#### **What if I did not receive an email confirmation that my submission has been received?**

Go back to the clearance website and ensure you clicked on “submit”.

#### **How long do I have to wait for my package to be reviewed?**

Please allow up to five business days for an email response. The closer to the deadline, the longer the response time will be.

**I am not enrolling in a clinical until Spring 2022 or Fall 2022, do I need to complete this clearance package this Fall?**

Yes, the clearance cycle runs each Fall and is intended to clear all students for clinical during the following year. If you have any intention on completing clinical in 2022, you must successfully complete a clearance package before the final deadline of November 15, 2021.

**I will be completing my final consolidation in December 2021; do I need to complete a clearance package?**

No, you are cleared until the end of the Fall 2021 semester. If you are currently cleared for this Fall semester (from the Fall 2020 clearance cycle) you have been cleared to attend Fall clinical during this time. Providing you have completed all your clinical hour requirements before the end of the semester, you do not need to complete a clearance package at this time. If your final consolidation is being completed over both the Fall 2021 and Winter 2022 semesters, you will need to complete an annual clearance package.

**I need my clearance documents I submitted last year; can you email them to me?**

No, it is up to the student to ensure they save their originals after they have been uploaded.

**What if I realized there is an error in one of my documents after I hit submit?**

Please wait for us to send a “rejection” email with a comment on what needs to be fixed to have the form approved.

**Who do I contact if I cannot find the answer to my question here?**

Please email [clinicalclearance@nipissingu.ca](mailto:clinicalclearance@nipissingu.ca)

**I am only waiting on a couple of things; can I upload what I have now and then submit the outstanding items when I get them?**

You can upload as you complete them, but your clearance package will not be reviewed until all forms have been uploaded and you have clicked the “submit” button on the clearance website.

**Police Check (Police Vulnerable Sector Check – PVSC)**

**Are all types of Police Checks accepted?**

No, we only accept Police “Vulnerable Sector” Checks (PVSC).

**I requested a PVSC and they asked me for a letter from the University, how do I obtain one?**

The letter is attached to the first clinical clearance email you received with the information about the clinical clearance process.

**How long will it take to get a police check completed?**

It can take weeks to months to receive your PVSC, we suggest you request one in early September after you receive your clearance email.

**My police check will not be ready before the deadline, can I submit my receipt instead?**

Yes, you can upload your receipt, but it will only be accepted if it is dated before September 30.

**I have received a police check for something else, can I use it instead?**

Yes, as long as it is a PVSC and is not dated prior to September 1.

**My PVSC is 8 ½ x 14 and I can only scan 8 ½ x 11. Can I just scan the top half and the bottom half and upload them?**

No, please scan as a legal sized document or even a continuous document to include both pages. Look under the technical section further down.

## **Ministry of Labour Certificate**

**Where do I find the Ministry of Labour training?**

To start the eLearning module, go to [Worker Health and Safety Awareness in 4 Steps | Ministry of Labour, Training and Skills Development \(gov.on.ca\)](https://www.gov.on.ca/workerhealthandsafety/4steps/)

**I have an old Ministry of Labour Certificate that was completed a few years ago, do I need to take this training again?**

No, we only require proof of completion at present or past, you may upload a copy of your past certificate of completion, and it will be accepted for clearance purposes.

## **CPR**

**I completed my CPR certification, and my certificate is valid for three years. Can I use this certificate for multiple years?**

No, acceptable CPR must be updated annually for clinical clearance.

**I just received my CPR certification in July 2021, can I use this for clearance?**

No, your CPR must not have an issue date prior to September 1, 2021,

**Are both CPR and First Aid required?**

No, first aid is not required.

**What levels of CPR are accepted?**

We accept CPR level C, Health Care Provider (HCP) or Basic Life Support (BLS). We *do not* accept CPR A (Adult)

**I renew my CPR annually through my employer, do I need to obtain a new one?**

If your employer offers CPR within our clearance timeline, after September 1, 2021, and before November 15, 2021, we will accept it.

### **Is a CPR re-certification acceptable?**

Yes, providing it is not dated prior to September 1, 2021.

### **Is online CPR certification/re-certification accepted?**

No, fully online certification is not accepted. The training session must have a face to face component delivered by an approved Canadian health care training agency. We do accept **Blended** delivery CPR certification that includes **both** online content as well as a face to face hands-on component.

### **There are no available courses that are convenient for me. Can I get an extension to take it later?**

No, extensions are not given for CPR. Additional travel may be required to find available courses.

### **Mask Fit**

#### **All the forms are updated annually, but my Mask Fit is valid for two years, do I need to get one each year?**

No, your mask fit is valid for two years, but is required to be uploaded annually to the clearance website. Your mask fit test cannot expire before September 2022.

#### **I am scheduled to redo my mask fit test through my employer before it expires, but it is after this due date, can I do it then and send it in later?**

No, you must meet the clearance deadline.

#### **What do I submit for my mask fit test?**

You can submit either your report from Occupational Health, or the mask fit card given. Please ensure if double-sided that both sides are submitted. Copies or photos of ID Badges are not accepted.

#### **Are only 3M N95 Mask Fittings accepted?**

Ordinarily yes, but we understand that many regions are experiencing supply issues due to the pandemic. It has been necessary to be fitted to other types of masks recently. We will accept other types of mask fittings such as KN95, P100 masks at this time with the understanding if the placement agency you are attending does not carry the mask fit size you have a fitting for, you will need to complete a new mask fit at your expense prior to clinical.

### **WHMIS Training**

#### **I do not have access to training, where can I find it?**

Please refer to the instructions in your email to complete it on Blackboard. If you still cannot access it, please email [clinicalclearance@nipissingu.ca](mailto:clinicalclearance@nipissingu.ca) to resolve the technical issue.

#### **Do I have to upload my certificate, or can I just upload my results?**

Your official certificate or a screenshot of your certificate are accepted. Your score results *will not* be accepted.

### **I completed this previously, do I need to redo it?**

Yes, you need to complete this training annually to clear for clinical.

### **There is an error in the quiz preventing me from going further and completing my certificate, how do I resolve this?**

Please create your own ticket with the Help Desk using the Self-Service Ticket Portal ([helpdesk.nipissingu.ca](http://helpdesk.nipissingu.ca)).

## **Communicable Disease Screening Form (CDSF)**

### **Who can sign off on my CDSFs?**

Any Licensed Healthcare Provider (HCP) can sign off, example: Physician, Registered Nurse, Registered Practical Nurse, Nurse Practitioner.

### **Some sections reference Healthcare Provider, and other sections reference a Primary Healthcare Provider, what is the difference?**

A Licensed Healthcare Provider (HCP) can be any of the following: Physician, Registered Nurse, Registered Practical Nurse, Nurse Practitioner.

A **Primary** Healthcare Provider is a Physician or Nurse Practitioner.

### **Can I just upload my lab report to show proof for all communicable disease vaccinations?**

No, a lab report is not accepted. But you can have the information from the lab report transcribed onto the CDSF and then have a licensed healthcare provider sign it.

### **How do I show proof of Polio vaccine?**

On the Polio page of the CDSF, provide proof of Primary Series Vaccination (Child), or Primary Series Vaccination (Adult).

### **What if I do not have record of my Polio vaccines?**

You can have the Licensed HCP complete section 3 on the Polio page on the CDSF.

### **What if I need an adult series for Polio vaccinations?**

As long as you can provide proof of starting the series and the upcoming/anticipated dates of future doses, this will be accepted.

### **If I made an error on one page, do I need to resubmit all the pages of my CDSF again?**

Yes, you must re-upload the entire document once the error has been corrected and the form has been re-signed.

### **Do I need to have my form signed again if I update information on the page?**

Yes, every change needs to be signed off by a Licensed Health Care Provider.

### **Do I need to have a flu shot?**

The flu shot is optional. Students who do not get the annual flu shot will be subject to agency policy, and it may impact your ability to complete clinical. If you have received the flu shot, you are encouraged to submit proof as part of your CDSF.

### **Do I need to have a COVID-19 Vaccine?**

The COVID-19 vaccine is **mandatory**. All Nipissing University Students are required to be fully vaccinated. Clinical is considered high risk as per Nipissing University's Covid Policy. You are required to upload your certificates/receipts. There are areas designated for this on the clearance website.

### **What if I have a Covid-19 Exemption from Student Accessibility Services (SAS)?**

Please upload your exemption email to the clearance website. It will be approved once the Manager of SAS sends an approval to the Program Manager, RPN to BScN Program.

### **I cannot receive my TB test since I just received my COVID-19 vaccine and need to wait 28 days. Can I still get cleared?**

Yes, as long as you upload a signed CDSF with a note from an HCP stating the above. Ensure it is noted the date of your first Covid dose and date second dose is scheduled for. Also, the anticipated date that you will be able to have your TB test completed.

### **What if I cannot get vaccinations/boosters because I am pregnant or breastfeeding? Does that mean I cannot get cleared?**

You can provide a note from your Primary Healthcare Provider indicating the anticipated date(s) of vaccination(s).

### **Is a past Titre accepted?**

Yes, we do not question the date the titre is done. It is up to the licensed HCP if they feel a booster would be beneficial.

## **TB Questions**

### **Can I get blood work drawn in lieu of tuberculin skin test (TST)?**

Yes, but you will need to include your serum testing results as an additional page. Also, in the skin testing section, please document positive or negative and write "see attached" so we will know to review your serum testing results in lieu of the TST.

### **I have a history of a positive TST and submitted a Chest x-ray last year. Do I need a new chest x-ray annually?**

Annual chest x-rays are not required, but a Surveillance Letter is. You only need an x-ray if your Primary Healthcare Provider has indicated that you are a moderate or high risk of TB. After an initial clearance package with a positive TST, only an updated TB Surveillance Letter is required with your Renewal Communicable Disease Screening form.

**I cannot receive my TB test since I just received my COVID-19 vaccine and need to wait 28 days. Can I still get cleared?**

Yes, as long as you upload a signed CDSF with a note from a HCP stating the above. Ensure it is noted the date of your first Covid dose and date second dose is scheduled for. Also, the anticipated date that you will be able to have your TB test completed.

**Technical Issues**

**I do not have a scanner; how do I upload my documents?**

There are many options for this, but your documents need to be saved as PDFs for uploading. On your PC, Mac, iPhone or Android phone, you can download “free” scanner apps. Ex. Adobe. There are also businesses such as Staples that provide scanning services.

**Can I take a picture with my phone and submit that?**

Yes, if it is converted to a pdf. The entire document must be clearly visible.

**My PVSC is 8 ½ x 14 and I can only scan 8 ½ x 11. Can I just scan the top half and the bottom half and send those in?**

No, it must be scanned as one legal sized document. The scanner apps will allow for legal sized document scanning.

**Can I upload file formats that are not PDFs?**

No, the file format must be PDF.

**Can I review the files that have been uploaded prior to submitting to make sure that the documents are readable/viewable in full?**

Yes, you can click on the button “view uploaded form.” If you need to re-upload, click on “re-upload form.” We encourage you to review all of your uploaded documents prior to submitting your completed package

**I'm receiving an error message that my files are too big, what do I do?**

Your files will need to be compressed, there are options for this. You can do this for free using the online Adobe app. If you are still having issues, please contact Technology Services by telephone to 705-474-3450 ext. 4342 or put in a ticket with UTS at <https://helpdesk.nipissingu.ca>.

**I am still receiving errors, what can I do?**

If you are certain that your document is already in PDF format and less than 10 MB, it is possible that your browser needs to refresh the clearance website page. Please use the sign-out button on the upper right-hand side of the screen to sign out completely. Now clear your browser’s cache for “all time” not just for the last day/hour. After clearing your cache, exit out of the browser completely before launching a new session and logging back in. If you receive the same error, please try using a different browser (i.e. Google Chrome, Safari, Firefox) before making another attempt.

For instructions on clearing your browser's cache, please contact Technology Services by telephone to 705-474-3450 ext. 4342 or put in a ticket with UTS at <https://helpdesk.nipissingu.ca>.

**Can I scan all my documents together and upload that document for each requirement?**

No, all documents need to be uploaded separately for review.