
COLLABORATIVE BSCN CLEARANCE RENEWAL INFORMATION PACKAGE

This package is to be completed by all returning Collaborative BScN and RPN to BScN Bridging Students. If you are entering Year 2, 3, or 4 or re-entering Year 1 you are required to complete this package in full by the deadlines outlined below to avoid any penalties.

Submission Due Dates:

Year 4 Spring/Summer Students – Deadline April 1, 2022 *forms cannot be dated prior to **December 1, 2021***
Fall Returning Students – Deadline May 1, 2022 *forms cannot be dated prior to February 1, 2022*

Document Submission Guidelines:

- KEEP ALL OF YOUR ORIGINALS
- Documents must be scanned, saved as pdf documents, and uploaded to the clearance website. Photos will not be accepted.
- Each document must be scanned completely (both sides if applicable) and ensure the image is clear and information is legible. For example, many Police Vulnerable Sector Check (PVSC) documents are legal sized (8.5" x 14"), therefore you must scan the full document as one complete legal sized file and not as two separate documents. It is not acceptable to scan the top and bottom of documents for submission, the entire page must be included in the image.
- All documents must be submitted through the online system, paper copies, emails and/or faxes will not be accepted. If you do not have access to a scanner you may go to a local printing shop (i.e. Staples) or local library to access one. Scanning services are also available through Print Plus room F103.
- All required documents must be uploaded prior to having the option to 'Submit' your documents online. Your package is not complete until you have submitted your clearance package online.

***Failure to submit the required documents by the deadline outlined will result in a registration restriction to be placed on your account as well as a late clinical document fee of \$75.00 will be applied. Returning students will not be able to register for classes until they have been cleared for clinical and registration restriction has been removed. Please note: Registration restrictions can take up to two business days to be removed from your student account.**

Required Documentation

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

The following forms can be found on the School of Nursing Clearance Website

1. **School of Nursing Contact Form**

2. **BScN Confidentiality of Information Form**

3. **HSPnet Consent Form**

4. **WSIB Student Declaration of Understanding**

5. **CPR - Level "C", "HCP" or "BLS"**

It is the responsibility of the student to obtain a valid CPR Level "C", "HCP" or "BLS" certificate or recertification annually to be cleared for clinical placement. CPR certification is 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. **Your annual CPR certification cannot be dated prior to December 1, 2021 for Year 4 Spring/Summer Fast-Tracking Students and February 1, 2022 for all other Fall returning students.** The cost of this certification is the responsibility of the student. Failure to submit a valid certificate will result in denial of access to the clinical setting. The School of Nursing **does not** accept online certification for CPR as the training must have a hands- on component delivered by an approved health care training agency.

6. **Police Vulnerable Sector Check (PVSC)**

It is the responsibility of the student to obtain an **annual PVSC and cannot be dated prior to February 1, 2022, for returning students.** Police Vulnerable Sector Checks are only considered valid by the School of Nursing for one year from the date of issue. 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 account by the Clearance Office, if the police department requires additional information, please contact our office. Processing times vary by region, and it is advised that you contact your local police department ASAP to ensure you can meet the final clearance deadline. **As a current resident of North Bay, students may apply for their PVSC online through the North Bay Police Department here:**
<https://www.northbaypolice.ca/services/record-checks>

7. **NBRHC Confidentiality Form**

8. **NBRHC Code of Conduct Form**

Please fill in all sections with exception of Department/floor of placement, Name of Supervisor, and dates of placement.

9. N95 Mask Fit

Body substance precautions (BSP) are a fundamental safety requirement of all health care provider professionals. As nursing students, you must have a valid N95 mask fitting to ensure your personal protection and proper body substance precautions can be activated in the event of point of care requirement. Mask Fit testing is valid for **2 years from the date of testing**. You must have a valid N95 mask fit to submit as part of your documentation. **Note:** Due to supply issues, students must be fitted for 3M 1870+, **or if they do not fit this mask, the alternatives would be the 3M 1860 or 3M 18060s**. We are not able to accept any other mask fit sizes at this time.

10. WHMIS

Please follow the WHMIS directions included in the instructions on the clearance website. Upon successful completion of the training, you will be awarded a certificate which you must save as a pdf and include in your clearance package submission.

11. Clearance Card

Your clearance card must be renewed online through the Campus Health Centre website. You must read the eCommunication Consent Form found here <https://www.canadorecollege.ca/experience/wellness/health-centre> and complete your Clearance Card Renewal Request form. The cost to renew your Clearance Card is \$35.00 and is payable to the Campus Health Centre. **Please Note:** you must wait two weeks after receiving any vaccine before receiving a Covid vaccine or one month after for TB testing and other vaccines if needed. Please plan accordingly to ensure you meet the clearance deadline.

12. COVID-19 Vaccine

COVID-19 vaccination is mandatory for all Collaborative and RPN to BScN Bridging nursing students. Students must be fully vaccinated with a Health Canada approved COVID-19 vaccine. Please see <https://covid-19.ontario.ca/proof-covid-19-vaccination> to view what is considered to be fully vaccinated. Students are required to upload proof of all COVID-19 vaccine doses in the section provided. **Note: Placements in Long Term Care currently require a third or booster COVID-19 vaccine dose before attending clinical.**

13. Proof of Flu Vaccination

All Collaborative and RPN to BScN Bridging nursing students must receive annual influenza vaccination to maintain their 'cleared' status. Proof of vaccination must be provided to the School of Nursing office by **December 1** annually.