



BScN Scholar Practitioner Program Initial Clearance Forms Package Instructions and Checklist

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

KEEP YOUR ORIGINALS!

Some agencies require original documents, and it is the students' responsibility to supply them.

All documents can only be accessed through the clearance website online.

Initial Submission Deadline:

September 2 is the final deadline for clearance documents submissions. Clearance documents cannot be dated prior to July 1.

Document Submission Guidelines:

- Documents must be scanned, saved, and uploaded to the clearance website in PDF format. Photos 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.
- All required documents must be uploaded prior to having the option to submit your documents online by selecting the 'Submit Application' button on the bottom of the clearance website page.
- You must scan each complete document separately (both sides if applicable) and ensure the image is clear and the information is legible. For example, most Police Vulnerable Sector Check (PVSC) documents are legal sized, you must scan the full document (both double sized pages if applicable). It must be saved as one complete legal sized file and not as two separate documents. It is not acceptable to scan the top and bottom of documents.
- All documents must be uploaded into the Nursing Clearance Website, we do not accept paper copies, emails and/or faxes. You must use your WebAdvisor username and password to gain access to the Clearance Website.

Required Documentation:

It is recommended that all required documentation be submitted a minimum of 30 days prior to the final submission deadline to allow sufficient time for the School of Nursing to review documentation. Failure to meet the clearance requirements by the due date will result in a \$75.00 administration fee to be charged to your student account, you may also be de-registered from courses and lose course time.

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

Students are responsible for all costs and scheduling associated with obtaining clearance documents.

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 in the first week of July through the following link:

<https://selfservice.nipissingu.ca/Student/Student/NursingApplication>

- 1. Scholar Practitioner Program Clinical Clearance Declaration**
Read the declaration in its entirety. Sign and date the declaration acknowledging you understand and agree.
- 2. School of Nursing Contact Form**
Fill in all information required on the form. You must also update any address changes in WebAdvisor directly.
- 3. Scholar Practitioner Program Confidentiality of Information Form**
Read the form in its entirety. Sign and date acknowledging you understand and accept the condition outlined.
- 4. HSPnet Consent Form**
Read the form in its entirety. Sign and date acknowledging you understand and agree.
- 5. WSIB Student Declaration of Understanding**
Read the form in its entirety. Sign and date acknowledging you understand and agree.
- 6. Consent to Release Personal Information Form**
Read the form in its entirety. Complete the required information, sign and date acknowledging you understand and agree.
- 7. Ministry of Labour Certificate**
Available from www.labour.gov.on.ca/english/hs/elearn/worker/index.php
Upon completion of the training, you will be awarded a certificate which you must print and include in your submission.
- 8. CPR - Level "HCP"**
It is the responsibility of the student to obtain a valid annual CPR Level "HCP" 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 have a hands on component delivered by an approved health care training agency. **Recertification of CPR is required on an annual basis and must not be dated before July 1 annually.** 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.
- 9. N95 MaskFit**
It is the responsibility of the student to be Mask Fit tested upon admission to the program. The scheduling and cost (if any) of this testing is the responsibility of the student. Failure to present a valid mask fit card/ certificate will result in denial of access to practicum placement. Mask Fit testing is valid for 2 years from the date of testing, regardless of the expiry date provided on the card or the policy at your place of employment. **Mask fit testing must not expire prior to the next clearance period.**
- 10. Police Vulnerable Sector Check (PVSC)**
Your PVSC must have a request date within the first 30 days of the clearance period (i.e. July 1-30). Requests dated outside of this time frame will not be given special consideration due to delayed processing if 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. Police Vulnerable Sector Checks 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 student may be required to request and submit a second PVSC if required by the agency. A personalized "Consent to Disclosure" form or 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.
- 11. WHMIS**
You must self-enroll in WHMIS. Please follow the WHMIS directions included in the clearance website.
- 12. Communicable Disease Screening Form(CDSF)**
Please see CDSF on the Clearance Website for further information and instructions. **NOTE: Information is only to be documented and submitted using the CDSF.** No additional forms (i.e. medical documentation, lab results, etc.) will be accepted.

13. Covid-19 Vaccine

All Scholar Practitioner nursing students must receive full Covid-19 vaccination. There is one area on the clearance website to upload all Covid19 vaccinations that you have received.

14. Proof of Flu Vaccination

It is highly recommended all Scholar Practitioner nursing students receive an annual influenza vaccination. Proof of vaccination must be provided to the School of Nursing office by **December 1** annually.