



BScN Scholar Practitioner Program Renewal Clearance Forms Package Instructions and Checklist

Upon admission to the program, and on an annual basis, each student is required to submit their nonacademic 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 must be accessed through the [School of Nursing Clearance Website](#).

Renewal Submission Deadline:

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

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 a 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 sides of the page 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 document separately.
- All documents must be uploaded into the Nursing Clearance Website; we will not accept paper copies, emails and/or faxes. You must use your WebAdvisor username and password to gain access to the 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 miss 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.

Nonacademic Clinical Placement Requirements Instructions and Additional Information

All Forms can be found in the online system available through the School of Nursing Clearance Website
<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. Consent to Release Personal Information Form

Read the form in its entirety. Complete the required information, sign and date acknowledging you understand and agree.

4. CPR - Level "C", "HCP" or "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 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 expire before the next clearance period.** 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.

5. 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 this testing is the responsibility of the student. Failure to present a valid mask fit card/certificate may 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 beginning of the next clearance period.**

6. Police Vulnerable Sector Check Self Reporting Form

At the time of admission, students were required to complete and submit a Police Vulnerable Sector Check which is on file at the School of Nursing office. As a returning student, you are required to annually complete, sign and return this self-reporting form indicating you are free from criminal charges.

7. WHMIS

Please follow the WHMIS directions included in the clearance website.

8. Communicable Disease Screening Form (CDSF)

Students must provide proof of an annual 1-step TST. Any student with a positive TST (1 or 2 step test) must provide proof of past positive test as well as submit a copy of a recent chest x-ray report and surveillance letter (x-ray report and surveillance letter must be less than 1 year old from current date) A surveillance letter is required annually. Please see CDSF on the Clearance Website for full information and instructions. NOTE: Information is only to be submitted using the CDSF. No additional forms (i.e. medical documentation, lab results, etc.) will be accepted in lieu of a completed Communicable Disease Screening Form.

9. Covid-19 Vaccine

All Scholar Practitioner nursing students must be fully vaccinated for Covid-19. Proof of full vaccination can be uploaded to the Clearance website.

10. 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.