



## 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 Clearance Website**. You must upload each completed document in PDF format into the website for review. The clearance period for September intakes is from September 1, 2022 to November 15, 2022.

### Document Submission Guidelines:

- We strongly recommend submitting your package by October 15, 2022 to ensure time to review and fix any errors. The final deadline to submit is November 15, 2022.
- Documents must be scanned and saved as a PDF and uploaded to the nursing clearance site 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”** button will appear at the bottom of the nursing clearance site. Your clearance package is NOT complete until you 'Submit' your application to the Nursing Office through this button. 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 nursing clearance site 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 Documentation submitted less than 30 days prior to the deadline, that is incomplete, out of date, or missing will not allow sufficient time for your revision.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 Spring/Summer 2023 and Fall 2023 semesters.

## 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 Nursing Clearance Site**

**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](http://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 1st. 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 expire before September 1st 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 prior to September 30<sup>st</sup> of the clearance period (i.e. September 1-30, or January 1-30 for January clearance cycle) 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

Download the form on the nursing clearance site and follow 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.

[https://www.nipissingu.ca/sites/default/files/2022-06/WHMIS\\_Nursing\\_Instructions\\_July\\_2022.pdf](https://www.nipissingu.ca/sites/default/files/2022-06/WHMIS_Nursing_Instructions_July_2022.pdf)

## 11. Communicable Disease Screening Form (CDSF)\*\*

Please see CDSF on the nursing clearance site 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.**

### Appendix A - TB Surveillance Letter (positive TB skin test only)

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, saved in the PDF format and included with your CDSF submission.

### Appendix B – Polio Vaccination Attestation Letter (only to be submitted if no proof of vaccination has been submitted)

The Polio vaccination attestation letter is only to be completed by those students who do not have proof of the polio vaccination child or adult series. Additional information on your Polio vaccination status must be completed by your primary healthcare provider. The completed letter must be included with your CDSF submission.

## **12. COVID19 Proof of Vaccination**

The COVID-19 vaccine is mandatory. Clinical placement is considered high risk as per Nipissing University's COVID-19 Policy, Nipissing University School of Nursing Policy and our affiliated placement agency policies. You are required to upload your vaccine certificate that includes the QR code, name and date of each dose received to the designated area on the nursing clearance site as one PDF document.