



RPN to BScN Blended Learning Program Initial Basic Clearance Forms 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 courses. Please read the following instructions carefully to ensure that all requirements are completed correctly.

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 to 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 make any needed corrections. The final deadline to submit is November 15, 2022.
- Documents must be scanned, saved in PDF format, and uploaded to the nursing clearance website no later than the final deadline.
- Photos will be accepted if the entire document is captured clearly and saved in PDF format.
- Multiple page documents must include all pages and be saved as a single, multiple page, PDF document.
- 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; 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 separately.
- All required documents must be uploaded prior to having the option to 'Submit' your clearance package online. When you have successfully uploaded each requirement, a 'Submit Application' button will appear at the bottom of the clearance website. Your clearance package is NOT complete until you have "submitted" your application to the Nursing Office through this button.
- Only clearance documents submitted through the nursing clearance site will be reviewed. Paper copies, emails 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 at the last minute 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 meet the clearance requirements by the due date will result in your removal from any clinical planning for the 2023 academic year.

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 Clinical Clearance at clinicalclearance@nipissingu.ca 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 School of Nursing Clearance Website**

1. **RPN to BScN Blended Learning Program Clinical Clearance Declaration and Consent form**
Read the declaration in its entirety. Sign and date the declaration acknowledging you understand and agree.**
2. **RPN to BScN Confidentiality of Information Form**
Read the form in its entirety. Sign and date acknowledging you understand and accept the condition outlined.**
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
Go to the link provided and complete the training. Upon completion of the training you will be awarded a certificate which you must save to include in your complete package submission.**

7. **WHMIS****

You must self-enroll in WHMIS. Please follow the link below for the WHMIS self-enrolment instructions. Go to the link provided in the instructions and complete the training. Upon successful completion of the training you will be awarded a certificate which you must save to include in your complete package submission

<https://www.nipissingu.ca/sites/default/files/2019-01/WHMIS-selfenroll.pdf>

8. **Communicable Disease Screening Form (CDSF)****

Please see CDSF on the Clearance Website for further information and instructions. **NOTE: Information is only to be submitted using the Communicable Disease Screening Form. All required documentation must be transcribed onto your CDSF and signed by a licensed Healthcare Provider.** Annual TB Skin Testing cannot be dated prior to September 1st.

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 you CDSF submission.

9. **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.