



RPN to BScN Blended Learning Program Initial Basic Clinical 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 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 annual clearance period for runs from September 1, 2023, to November 15, 2023. No additional forms or corrections are accepted after November 15th.

Document Submission Guidelines:

- We strongly recommend submitting your package by October 15, 2023, to ensure time for us to review and allow you time to make any necessary corrections. The final deadline to submit is November 15, 2023.
- Documents must be submitted 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 one single, multiple-page PDF document.
- You must scan each complete document separately (both sides if applicable) and ensure the image is clear, complete, and the information is legible.
- When you have successfully uploaded each requirement, a **“Submit Application”** button will appear at the bottom of the clearance website. Clearance applications must be “submitted” to be reviewed. 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 clearance website 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 Documentation submitted less than 30 days prior to the deadline that is incomplete, out of date, or missing may not allow sufficient time for your revision.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 January 2024, Spring/Summer 2024, and Fall 2024 semesters.

Non-Academic Placement Requirements Instructions and Additional Information

Please review the following pages for specific requirements for each item to successfully complete our clearance package for clinical placement. If you have additional questions or concerns, please contact our office as early as possible to request clarification.

1. **RPN to BScN Blended Learning Program Clinical Clearance Declaration and Consent Form****
Read the declaration in its entirety. Complete in full and 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 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 and sign and date acknowledging you understand and agree.
6. **Ministry of Labour Certificate****
Available at 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 submission.
7. **WHMIS****
Complete the training via Blackboard using instructions from the clearance portal. Upon successful 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 submission.
8. **Communicable Disease Screening Form (CDSF)****
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 (RPN, RN, NP or MD) or it will not be accepted. Additional instructions are available directly on your CDSF. Please see below for additional information for Appendix A and B:

Appendix A – TB Surveillance Letter (Positive TB skin test only)

The TB surveillance letter is only to be completed by students who have a history of positive TST testing and is required annually. A chest x-ray report must be accompanied with your initial clearance package, if receiving a new positive result or a change in risk assessment. A TB surveillance letter and chest x-ray (if applicable) must be scanned, saved in PDF format, and included with your CDSF submission.

Appendix B – Polio Vaccination Attestation Letter (only to be submitted if proof of vaccination is unavailable or vaccination is insufficient)

The Polio vaccination attestation letter is only to be completed by students who do not have proof of the polio vaccination (full child or adult series) or if their Polio records are insufficient. 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.

9. **COVID-19 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. You can download a copy of your COVID-19 vaccine record at <https://www.ontario.ca/get-proof/>.

****Form available through the School of Nursing Clearance Website**