



## RPN to BScN Blended Learning Program Clinical Clearance Package – Annual Renewal Instructions

Renewal of non-academic clinical placement requirements on an annual basis is mandatory for all students in the Blended Learning Program. Please read the following instructions carefully to ensure that all requirements are completed accurately before the final clearance deadline of November 15.

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

### Document Submission Guidelines:

- We strongly recommend submitting your package by October 15, 2023, to ensure time to review and fix any errors. The final deadline to submit is November 15, 2023.
- Documents must be scanned and saved as a PDF and uploaded to the clearance website 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 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 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, 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 Documentation submitted less than 30 days prior to the deadline that is incomplete, out of date, or missing will not allow sufficient time for your revision.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 and no additional time will be granted. Failure to submit clearance documents by the deadlines outlined will result in removal from any clinical planning for January 2024, Spring/Summer 2024, and Fall 2024 semesters.

## Required Documentation

Please review the following pages for specific requirements 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.

**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. Consent to Release Personal Information Form\*\***

Read the form in its entirety. Sign and date acknowledging you understand and agree.

**3. CPR Level C, Healthcare Provider (HCP) or Basic Life Support (BLS)\*\***

**CPR recertification is required on an annual basis and must not be dated before September 1. Accepted submission of CPR certifications must document your name, the training agency, CPR classification, and date of issue.** The cost of this certification is the responsibility of the student. The School of Nursing **does not** accept online certification for CPR, the training session must include an in-person component delivered by an approved healthcare 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.

**4. 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 1 of the following year, regardless of the policy at your place of employment. **Accepted submission of mask fit card/certificates must include your name, mask fit size result, and date of issue. Copies of workplace name badges are not accepted.**

**5. Police Vulnerable Sector Check (PVSC)\*\***

**Processing times vary depending on region, so you must contact your local police department ASAP to ensure you are able to meet the clearance deadline. Your PVSC must have a request date within the first 30 days of the clearance period (i.e., September 1-30) or you will not be given special consideration due to delayed processing if your completed PVSC is not received by the final 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.

**6. WHMIS\*\***

Download the form on the nursing clearance site and follow the instructions. Complete the training via Blackboard. Upon successful completion of the training, you will be awarded a certificate with you must save as a PDF to include in your clearance package submission.

**7. Communicable Disease Screening Renewal Form (CDSF)\*\***

Please see CDSF on the Clearance Website 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 students who have a history of positive TST testing and is required annually. A chest x-ray report is required to be submitted once during initial clearance or if there is a new positive result. A TB surveillance letter and chest x-ray (if applicable) must be scanned, saved in PDF format, and included with your CDSF submission.

**8. COVID-19 Vaccine 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/>.