

On Campus BScN

Initial Clearance Forms Package Information and Checklist – First Year Students

Upon admission to the program, and on an annual basis, students must submit non-academic clinical placement requirements. Please use this checklist to ensure that you have all required documents submitted to the School of Nursing Clearance Website by the deadlines outlined below.

Note: This package is only to be completed if it is the **first time** you have submitted documentation to the School of Nursing. If you are re-entering the program, you must follow the Renewal Clearance Form Package

All documents can be accessed through the School of Nursing Clearance Website.

The Clearance website will open on July 4th

Initial Submission Deadlines:

October 2, 2023, for Fall Year 1 BScN Students

Clearance forms cannot be dated prior to March 1st of the current year

Document Submission Guidelines:

- Documents must be scanned, saved in PDF, and uploaded to the clearance website. Photos will be accepted providing all information is clearly visible and the image is saved as a PDF for submission.
- You must scan each complete document separately (both sides if applicable) and ensure the image is clear and the information is legible. For example, many 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 files. It is not acceptable to scan the top and bottom of the documents separately. Each page must be scanned in full and submitted in one complete file.
- All required documents must be uploaded into the clearance website prior to having the option to 'Submit' your completed package online. Paper copies, emails and/or faxes of clearance documents will not be accepted.

Required Documentation

Please review the following instructions for each document required to complete your clearance package for clinical placement. Failure to complete the clearance requirements by the deadlines outlined will result in denial of access to the clinical setting. If you have additional questions or concerns, please contact our office as early as possible to request clarification.

Failure to submit the requirements by the deadlines outlined will restrict your ability to register for courses, remove you from any clinical planning and result in a \$75.00 late penalty to be charged to your student account.

Students are responsible for all costs associated with obtaining approved clearance documents.

The following forms can be found on the School of Nursing clearance website at the following link:

<https://selfservice.nipissingu.ca/Student/Student/NursingApplication>

Clinical Clearance website will open July 4th.

1. School of Nursing Contact Form

Fill in all information required on the form. You must also update any address changes in WebAdvisor directly.

2. BScN Confidentiality of Information Form

Read the form in its entirety. Sign and date acknowledging you understand and accept the conditions 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. Ministry of Labour Certificate

Available from www.labour.gov.on.ca/english/hs/elearn/worker/index.php

Upon completion of the training, you will be awarded a certificate which you must include in your package submission.

6. CPR - Level "C" or "HCP"

Students are responsible for obtaining a valid CPR Level "C", "BLS" or "HCP" certificate **annually** to meet this requirement. 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. Valid CPR certifications must not have a date of issue prior to March 1st of the current year. The School of Nursing does not accept online certification for CPR. CPR training must have a hands-on component delivered by an approved health care training agency.

7. Police Vulnerable Sector Check (PVSC) or Declaration of Intention for students under the age of 18

Students are responsible for obtaining an annual PVSC which cannot be dated prior to March 1st of the current year. A personalized "Consent to Disclosure" letter will be prepared and sent to your Nipissing University email by the Clearance Office, if your police department requires additional information, please contact our office. Processing times vary depending on the volume of requests, contact your local police department **ASAP** to ensure you can meet the final clearance deadline. Students can also request Vulnerable Sector Screenings at the North Bay Police Services Department using their student card as a piece of identification. Students who are under the age of 18 are required to complete the "Declaration of Intention" for submission by October 2 and must request a PVSC within six weeks of their 18th birthday. Your PVSC must have a request date within the first 30 days of the clearance period opening (i.e., July 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.

8. NBRHC Confidentiality and NBRHC Code of Conduct Forms

Read both forms in their entirety. Complete in full and sign and date acknowledging you understand and accept the conditions outlined.

9. N95 Mask Fit

As a nursing student, you must have a valid N95 mask fitting to ensure your personal protection and proper body substance precautions can be activated in the event of point of care requirement. Mask Fit testing is valid for 2 years from the date of testing. For clearance purposes, acceptable N95 Mask Fits cannot expire prior to March 1 of the following year. **Note:** Due to supply issues, students must be fitted for 3M 1870+, or if they do not fit this mask, the alternatives would be the 3M 1860 or 3M 1860s. We are not able to accept any other mask fit sizes currently.

10. WHMIS

Please follow the WHMIS directions included in the clearance website.

12. Clearance Card

The Campus Health Centre Communicable Disease Screening Form (CDSF) and eConsent Forms can be found by selecting 'View Form' on the nursing clearance site in the section labelled Clearance Card. NOTE: Once forms are completed in full, email directly to the Campus Health Centre campushealthcentre@canadorecollege.ca to process your Clearance Card. Annual Clearance Card processing is \$35.00 payable to the Campus Health Centre. Only upload your completed Clearance Card to the Clearance website. All CDSF and Clearance Card inquiries should be directed to the Campus Health Centre in person, by telephone **705-474-7600 ext.5261** or email campushealthcentre@canadorecollege.ca

13. Covid-19 Vaccine

All BScN students must receive full Covid-19 vaccination as it is mandatory as per the North Bay Regional Health Centre (NBRHC). Students are required to provide proof that they are fully vaccinated. A booster dose IS required. **Note:** There is a section on the Nursing Website for you to upload your enhanced Covid-19 vaccination record (with QR Code) see www.ontario.ca/page/proof-covid-19-vaccination

14. Proof of Flu Vaccination

All BScN students must receive annual influenza vaccination to maintain their 'cleared' status. Proof of vaccination must be provided to the School of Nursing office between October 1 and **December 1** annually.
