



COLLABORATIVE BScN CLEARANCE RENEWAL INFORMATION PACKAGE

This package is to be completed by all returning Collaborative BScN and RPN to BScN Bridging Students. If you are entering Year 3, or 4, you are required to complete this package in full by the deadlines outlined below to avoid any penalties.

Submission Due Dates:

Year 4 Spring/Summer Fast tracking Students – Deadline March 18, 2024

*Forms cannot be dated before January 1, 2024

Fall Returning Students – Deadline May 15, 2024

*Forms cannot be dated prior to March 1, 2024

Document Submission Guidelines:

- KEEP ALL OF YOUR ORIGINALS! If agencies require copies of your documents, it is your responsibility to provide them.
- Documents or images must be saved as pdf documents and uploaded to the clearance website.
- Each document must be scanned completely (both sides if applicable) and ensure the image is clear and legible. Some Police Vulnerable Sector Check (PVSC) documents are legal sized (8.5" x 14"), you must scan the full image (both sides if applicable) and save as one complete legal sized file for submission. It is not acceptable to scan the top and bottom of documents for submission, the entire page must be included in the image. In the instance of a multiple page document submission, each page must be scanned in full and saved as a single, multiple page pdf for upload.
- All documents must be submitted through the online system, paper copies, emails and/or faxes will not be accepted. There are many apps available to help scan documents if you do not have access to a personal scanner. Scanning services are also available in Print Plus, room F103, for a small fee.
- All documents must be uploaded through the clearance website prior to having the option to 'Submit' your clearance package in for review. Your clearance package must be submitted before reviewed.
- You will receive a confirmation email when your clearance package has been successfully submitted, documents rejected, and/or after complete package acceptance.

Failure to submit all requirements by the deadline outlined will result in both a registration restriction and \$75.00 late penalty placed on your account. Returning students will not be able to register for classes until they have been cleared for clinical and registration restriction has been removed.

Please note: Once applied, a registration restriction can take up to two business days to remove.

Required Documentation

Please review the following instructions for each item required to complete your clearance package. If you have additional questions or concerns, please contact our office as early as possible to request clarification.

**Per the Electronic Commerce Act of Ontario, an electronic signature has the same legal effect as a handwritten signature. Accordingly, electronic signatures on these documents confirm agreement with the information provided within.*

The following forms can be found on the School of Nursing Clearance Website

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. WSIB Student Declaration of Understanding

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

4. CPR - Level "C", "HCP" or "BLS"

It is the responsibility of the student to obtain a valid CPR Level "C", "HCP" or "BLS" certificate or recertification annually to be cleared for clinical placement. CPR certification is 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. **Your annual CPR certification cannot be dated prior to January 1, 2024, for Year 4 Spring/Summer Fast-Tracking Students and March 1, 2024, for all other Fall returning students.** The cost of this certification is the responsibility of the student. Failure to submit a valid certificate will result in denial of access to the clinical setting. The School of Nursing **does not** accept online certification for CPR as the training must have a hands-on component delivered by an approved health care training agency.

5. Police Vulnerable Sector Check (PVSC)

It is the responsibility of the student to obtain an **annual PVSC and cannot be dated prior to March 1 of the current year, for Fall returning students or January 1 for Fast Tracking Spring/Summer students.** Police Vulnerable Sector Checks are only considered valid by the School of Nursing for one year from the date of issue. 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 account by the Clearance Office, if the police department requires additional information, please contact our office. Processing times vary by region, and it is advised that you contact your local police department ASAP to ensure you can meet the final clearance deadline. **Please keep your receipt. PVSC requests made in the first 30 days of the clearance cycle will be given special consideration and receipts can be accepted temporarily until completed PVSCs are received and uploaded.**

As a current resident of North Bay, students may apply for their PVSC online through the North Bay Police Department here:

<https://www.northbaypolice.ca/services/record-checks>

6. **North Bay Regional Health Centre Confidentiality, Code of Conduct and Emergency Contact Forms**
Read forms in full, complete all required sections, then sign and date acknowledging you understand and accept.

7. **N95 Mask Fit**
Body substance precautions (BSP) are a fundamental safety requirement of all health care provider professionals. As nursing students, 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 and cannot expire before the end of the upcoming Academic Year**. You must have a valid N95 mask fit to submit as part of your documentation. **Note:** Due to supply issues, students must be fitted for 3M 1870+, **or if they do not fit this mask, the ONLY alternatives could be 3M 1860 or 3M 1860s.**

8. **WHMIS**
Please follow the WHMIS directions included in the instructions on the clearance website. Upon successful completion of the training, you will be awarded a certificate which you must save as a pdf and include in your clearance package submission.

9. **Communicable Disease Screening Renewal Form**
The Campus Health Centre is not completing annual clearance cards for the 2024/2025 academic year. We are asking you to complete a Communicable Disease Screening Form, attached, and upload your completed form to complete this requirement. Please see the attached Communicable Disease Screening Form. A one-step TB skin test is required annually and cannot be dated before March 1 for fall returning students or January 1 for Spring/Summer Fast Tracking students. Please have your primary healthcare provider complete Appendix A (TB Surveillance Letter) if you have a history of past positive TB skin test.

Please Note: you must wait two weeks after receiving any vaccine before receiving a COVID-19 vaccine or one month after for TB testing and other vaccines if needed. You must plan accordingly to ensure you meet the clearance deadline.

10. **COVID-19 Vaccine**
Full primary series vaccination for COVID-19 is mandatory for all Collaborative and RPN to BScN Bridging nursing students. Students must be **fully vaccinated** with a Health Canada approved COVID-19 vaccine. Please see <https://covid-19.ontario.ca/proofcovid-19-vaccination> to view approved vaccines and information related to Full Vaccination. Students must upload a copy of their enhanced COVID-19 vaccine certificate (with an official QR code) available here: <https://www.ontario.ca/get-proof/>

11. **Proof of Flu Vaccination**
All Collaborative and RPN to BScN Bridging nursing students must receive annual influenza vaccination to maintain their 'cleared' status through to the Winter term. Proof of vaccination must be provided to the Clinical Clearance office by **December 1** annually.