



## ON CAMPUS BSCN CLEARANCE FAST-TRACKING INFORMATION PACKAGE

This package is to be completed by all returning On Campus BScN Students. If you are entering Year 2, or 3, 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 17, 2025**

\*Forms cannot be dated before January 1, 2025

### Document Submission Guidelines:

**\*PLEASE BE SURE TO READ ALL INSTRUCTIONS CAREFULLY. It is your responsibility to ensure that all instructions are read and followed properly. \***

- 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 A107, 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 in order to be reviewed by the School of Nursing.**
- You will receive a confirmation email when your clearance package has been successfully submitted, documents rejected, and/or are complete package acceptance. If you do not receive a confirmation email within 5 business days of submitting your documents, please ensure that you have properly clicked the **"Submit Application"** button at the bottom of the clearance site page.

Failure to submit all requirements by the deadline outlined will result in both a registration restriction and \$150.00 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 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 Clinical Clearance Declaration Form**

Read the form in its entirety. Sign & Date acknowledging you understand and accept the conditions outlined.

**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 on an annual basis 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, 2025, for Yr 4 Spring/Summer Fast-Tracking Students.** The cost of this certification is the responsibility of the student. The School of Nursing **does not** accept online certification for CPR as the training must have a hands-on component delivered by a Canadian certified 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 January 1 of the current year 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 within 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.** PVSCs must not be password protected when uploaded. PVSCs must be opened, printed, scanned and then saved as a pdf document prior to submission to the clearance site. **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**  
Personal Protective Equipment (PPE) is 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. Mask Fit testing is valid for **2 years from the date of testing and cannot expire before March 1 the following Academic Year. N95 Mask Fit\*\*** You must have a valid N95 mask fit to submit as part of your documentation. **Note:** Students must be fitted for 3M 1870+, 3M 1860, 3M 1860 small and regular or 3M 1804 small, medium and large. The scheduling and cost (if any) of fitting is the responsibility of the student. **Accepted submission of mask fit card/certificates must include the Mask Fit tester name and signature, your name, mask fit size result, and date of issue.**
- 8. WHMIS**  
Please follow the WHMIS directions included in the instructions on the clearance website. Upon successful completion of the training, you will need to print your certificate, manually enter your name and date of completion on the certificate, then save it as a pdf and include in your clearance package submission.
- 9. Communicable Disease Screening Renewal Form**  
Please see the attached Communicable Disease Screening Renewal Form. A one-step TB skin test is required annually and cannot be dated before January 1, 2025, for Year 4 Spring/Summer fast tracking students. If you have a history of a past positive TB skin test, please have your primary healthcare provider complete Appendix A (TB Surveillance Letter). Please note that the Tuberculosis form must be signed and dated after your TB skin test has been read. \*Please note that whiteout for errors or changes made to the CDSF is not acceptable. CDSFs with whiteout will be rejected and you will be asked to re-complete your documents. \*
- 10. COVID-19 Vaccine**  
Full primary series vaccination for COVID-19 is mandatory for all 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 On Campus & 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. Failure to submit Proof of Flu vaccination by the deadline date of December 1, will result in a \$75.00 late penalty placed on your account.

**It is highly encouraged that documents are submitted well before the deadline to ensure enough time for any required corrections. If you have completed documents but others are still pending, it is acceptable to upload a blank page in place of your pending documents. This will allow you to 'submit' your clearance package and have your completed documents reviewed early.**



### On Campus BScN Clinical Clearance Declaration

I \_\_\_\_\_ have reviewed the information and instructions outlined on the Clearance Forms package in its entirety.

As a means of personal verification, I understand that all documents and correspondence must be sent to and received by my Nipissing University email account.

To the best of my knowledge, the package I am submitting is complete, all documents are authentic and have not been falsified or altered. I understand that if I submit false, misleading, misrepresented, altered, omitted, or forged documentation that I am knowingly committing academic dishonesty and will be subject to the consequences associated with this infraction. Consequences of academic dishonesty include but are not limited to; receiving a 0 or U in the course, suspension from the university, special conditions for readmission, expulsion from the program, and the incident may be reported to the College of Nurses of Ontario (for more information, please consult the Student Handbook and academic calendar).

I agree that I was given the opportunity to submit my documentation for review in advance and I understand that any documentation received after the deadline may affect my eligibility for Clinical courses

By signing below, I agree to the above information.

Sire: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_