

Pre-Placement Requirement Clearance Information (BScN COLLABORATIVE AND COMPRESSED PROGRAMS - YEAR 1 STUDENTS)

*In partnership with **Synergy Gateway Inc.***

Lakehead University has partnered with Synergy Gateway Inc. to provide support and clearance for pre-placement requirements. To have your documents validated you will be required to book an Electronic Student Permit Checking (ESPC) appointment through **Verified**, a proprietary platform that is used by students across Ontario for the purpose of digitally collecting placement requirements and documentation for verification. Log in details to [Verified](#) will be sent to your school email account once the system is up and running for our programs.

DEADLINES

Pre-Placement Requirements Due: LAST WEEK OF NOVEMBER

YOUR ESPC APPOINTMENT

Be sure to review the list of pre-placement requirements below and have a plan about when and how you will be completing them. It is important to remember that some requirements may take an extended time to complete.

Once your access is activated, book an ESPC appointment through your *Verified* account. For help on how to navigate *Verified*, please log in and go to Important Forms. There you will find user guides to assist you with the process.

You are encouraged to *book* your appointment early, even if you do not have all documentation in place. Do not wait until a week or two before the deadline to book your appointment; appointment times will fill.

Ensure all your pre-placement documents are uploaded to your account by 9:00 AM (EST) on the day of your ESPC appointment. You do not need to be “present” on the day of your appointment – this is the date that Synergy Gateway retrieves your documents for review.

To avoid paying additional appointment fees, ensure all your documentation has been uploaded *before* 9am (EST) of your ESPC appointment date. If documents are outstanding at this time, you will not be cleared for placement. If documentation is missing or a requirement is not complete, you will need to book a follow-up appointment for an additional fee.

You will receive a Pre-Placement Completion Certificate (stamped document) once your documents have been reviewed. *Keep this for your records.*

If you need to cancel an appointment, ensure you cancel **at least 24 hours** prior to your appointment, or *you will be charged for a missed appointment.*

Synergy Gateway Inc. is *not* the authority on School of Nursing policies and deadlines. Please check with clinicaldocs.nurs@lakeheadu.ca if you have questions about anything related to pre-placement requirements.

Please upload for your appointment:

- Blood work/lab reports (as required)
- Public health unit immunization record, yellow immunization card, or other proof of immunization
- Certification cards (as required)
- Originals of all documents

STUDENT FEES

Initial Clearance Appointment	\$ 49.50 +HST
Missed Appointment	\$ 49.50 +HST
Follow-up Appointment	\$ 22.60 +HST
Late Cancellation/Re-schedule	\$ 22.60 +HST

Synergy Gateway is here to help! Contact Synergy Gateway at www.Synergyhelps.com - Submit a Help Desk ticket and they will be in touch. Their Help Desk hours are Monday to Friday, 10am – 3pm (EST), excluding holidays.

**** Important Note****

Please ensure your documents are valid until the end of your placement period. Students with requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ESPC appointment at FULL service fees. To avoid multiple appointment fees, we suggest you update all expiring documents in one appointment.

PRE-PLACEMENT REQUIREMENTS CHECKLIST	
MEDICAL REQUIREMENTS	COMPLETED WITH DOCUMENTATION
Tuberculosis (Mantoux) – 2 Step TB Skin Test (+ 1-Step Test if required) Documented proof of a 2-step TB Skin Test (TST). If 2-Step TST was completed <i>more than</i> 12 months ago, a current 1-Step TST is required. A medical follow-up with chest x-ray is required if a person has EVER had a documented positive TB Skin Test. One chest x-ray report is required. Repeat chest –x-ray only if clinically indicated.	
Varicella Documented proof of two vaccinations or blood work results showing immunity.	
Measles, Mumps, Rubella (MMR) Documented proof of two vaccinations or blood work results showing immunity.	
Tetanus/Diphtheria/ Pertussis/Polio Documented proof of vaccination for tetanus/diphtheria in the last 10 years.	
Hepatitis B Surface Antibody Serology – Mandatory. You must submit proof of Hepatitis B Surface Antibody blood test results.	
Hepatitis B Vaccinations – Proof of primary series vaccinations is required. If your serology results show you are not immune, then a second series and new blood work results will be required. To obtain conditional clearance you will need to show proof that this has been started.	
NON-MEDICAL REQUIREMENTS * <i>* Students with requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ESPC appointment and there will be a charge for this appointment.</i>	COMPLETED WITH DOCUMENTATION
Police Check with Vulnerable Sector Check (VSC) Completed annually; must be valid for the entire duration of each placement.	
CPR Level HCP/BLS or equivalent Valid for 2 years (regardless of expiry date on the card); must be valid for the entire duration of each placement.	
Mask Fit Testing Completed every two years; must be valid for the entire duration of each placement. Students should be fitted for one of the following: 3M-1860; 1860s; 1870+ (note 1870 has been discontinued); & 8210	
COVID-19 Vaccination Receipts Documented proof of double vaccination status.	