

CHECKLIST FOR 1ST YEAR STUDENTS – BACHELOR OF SCIENCE IN NURSING PROGRAM
DOCUMENT PACKAGE DEADLINE DATE: OCTOBER 20TH

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|-------------|---|-------------|
| Name: _____ | Program: Bachelor of Science in Nursing Compressed _____ Collaborative _____ <small>(check one)</small> | Date: _____ |
|-------------|---|-------------|

All documents must cover the full academic year to April 9th. You may provide an existing document if it meets this criteria

****Provide photocopies of documents only – keep your originals in a safe and easily accessible location****

Suggestion: Scan & store all documents (each year) on your computer/memory stick ensuring they are secure but easily accessible at all times – they may be required by your placement agency when you are in your final year.

***** Do not submit an incomplete package – complete package must include the 10 items listed below and this page *****

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| 1. | ✓ when complete _____ | HSPnet Consent Form (on Nursing website under “Forms”) – Also see HSPnet Identified Purposes Summary for overview on collection/use & disclosure of personal health information. https://www.lakeheadu.ca/academics/departments/nursing/current-students |
| 2. | _____ | WSIB Student Declaration Form (on Nursing website under “Forms”) |
| 3. | _____ | CPR at Health Care Provider Level (HCP) – Various providers |
| 4. | _____ | WHMIS Certification (Under MyInfo – left hand side – myCourseLink, choose Accessibility & Health & Safety Training and follow instructions provided.) Print certificate once completed. |
| 5. | _____ | AODA Training – As above - print page that shows you completed all modules and also print certificate (sign & date). |
| 6. | _____ | Criminal Records Check with Vulnerable Sector Screening (CRC with VSS) <ul style="list-style-type: none"> If unable to get the CRC VSS done (under 18) you must complete the “Interim Criminal Offence Declaration” (under “Forms” on the Nursing Website) and submit. If you turn 18 during the academic year you must apply for your CRC with VSS on that date and submit photocopy when received. Toronto Police Dept. has a specific form that is required. You must contact the Registration & Information Assistant to get a copy of that form. All other Police Depts. require a “Nursing Records Check Letter” when applying for your CRC with VSS. That form is found on “MyInfo” under “Forms”. https://erpwp.lakeheadu.ca/home/student |
| 7. | _____ on campus _____ off campus | Mask Fit Certificate – You can either find an agency that provides this service in your hometown (N95 Respirator) or choose to have this done on campus during the Sept/Oct/Nov timeframe. Many sessions will be held for students who need to be tested and you will be emailed in advance of the dates for testing. This is the one document that may be handed in late (<i>1st year only</i>), if done on campus after the deadline date. Mask fit testing done off campus must be handed in by deadline date. |
| 8. | _____ | Official Immunization Record – Provide a photocopy of all required childhood immunizations up to present immunizations. Tetanus has a 10-year expiry date. If tetanus expires during the academic year you must have it done prior to deadline date. Suggest students get the Tdap vaccination. |
| 9. | _____ | Serology Report for Hepatitis B, Measles, Mumps, Rubella (MMR) & Varicella (Chickenpox) - All students must have blood work done to show immunity levels to those listed above. If non reactive (not immune) discuss with your healthcare provider. |
| 10. | _____ | 2 Step TB (Tuberculosis) Skin Test - This requires 4 visits to the healthcare provider to complete. The form to be completed by your health care provider is on the Nursing website (under “Forms”). A previous 2-step test document can be provided but you must also have a 1-step TB Skin test done. |
| 11. | _____ | FILL IN TOP PORTION OF THIS FORM AND ATTACH PAGE TO THE FRONT OF YOUR COMPLETED PACKAGE |

****** For more in-depth information on the above go to Nursing website under Clinical Documentation ******

****** Deposit package in the Clinical Document Drop box (down from SN 1021) or submit in person to SN 1021E ******