

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

Name: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	Program: Bachelor of Science in Nursing Compressed _____ Collaborative _____ <div style="text-align: center; font-size: small;">(check one)</div>	Date: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
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All documents must cover the full academic year to April 6th. 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 *****

1.	<div style="color: red; font-weight: bold;">✓ when complete</div> <div style="border-bottom: 1px solid black; width: 50px; margin-top: 5px;"></div>	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.	<div style="border-bottom: 1px solid black; width: 50px; margin-top: 5px;"></div>	WSIB Student Declaration Form (on Nursing website under “Forms”)
3.	<div style="border-bottom: 1px solid black; width: 50px; margin-top: 5px;"></div>	CPR at Health Care Provider Level (HCP) – Various providers, some offer 1, 2 & 3-year expiry. <u>On-line</u> certification <u>not</u> accepted – you must attend the course in person
4.	<div style="border-bottom: 1px solid black; width: 50px; margin-top: 5px;"></div>	WHMIS Certification (Under MyInfo, click boxes on top bar – choose Accessibility & Health & Safety Training and then click content and follow instructions provided. Print certificate once completed.
5.	<div style="border-bottom: 1px solid black; width: 50px; margin-top: 5px;"></div>	AODA Training – As above - print page that shows you completed all modules and also print certificate (sign & date).
6.	<div style="border-bottom: 1px solid black; width: 50px; margin-top: 5px;"></div>	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 <u>you must apply for your CRC with VSS on that date and submit photocopy when received.</u> Toronto Police Dept. has a specific form that is required. Contact Nursing 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 “”. https://erpwp.lakeheadu.ca/home/student
7.	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="margin-bottom: 5px;">____ on campus</div> <div style="margin-bottom: 5px;">____ off campus</div> </div>	Mask Fit Certificate – You can either find an agency that provides this service in your hometown (N95 Respirator – note 3M 1870 has been discontinued) or choose to have this done on campus during the Sept/Oct timeframe. Sessions will be held for students who need to be tested and you will be emailed in advance of the dates for testing. If your on-campus testing is after the deadline date hold your package until completed.
8.	<div style="border-bottom: 1px solid black; width: 50px; margin-top: 5px;"></div>	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.	<div style="border-bottom: 1px solid black; width: 50px; margin-top: 5px;"></div>	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 options with your healthcare provider.
10.	<div style="border-bottom: 1px solid black; width: 50px; margin-top: 5px;"></div>	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 can be provided but you must also have a current 1-step TB Skin test done that covers you for the academic year.
11.	<div style="border-bottom: 1px solid black; width: 50px; margin-top: 5px;"></div>	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 *****