

CHECKLIST FOR CLINICAL DOCUMENTS
STUDENTS GOING INTO 2ND, 3RD, AND 4TH YEAR
DEADLINE DATE: JUNE 1ST

| | | |
|-------------|---|--|
| Date: _____ | Program: Bachelor of Science in Nursing | Year Level: |
| Name: _____ | Compressed ____ Collaborative ____ (check one) | 2 3 4 (going into - circle one) |

All documents must cover the academic year to September 1 to April 9th.

****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 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.

| | ✓ when complete | <u>YEARLY REQUIREMENTS:</u> |
|--|-------------------------|---|
| 1. | _____ _____ _____ | <p>Criminal Records Check with Vulnerable Sector Screening (CRC with VSS)</p> <ul style="list-style-type: none"> • Thunder Bay Police are on-line. They no longer offer walk-in service. • Toronto Police Dept. has a specific form that is required. You must contact the Registration & Information Assistant to get a copy of that form. <p>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</p> |
| 2. | _____ _____ _____ | <p>1 Step TB (Tuberculosis) Skin Test: You must have your test recorded on the form found on the Nursing website (under Forms) unless you have your test done at Student Health Centre @ LU or Confederation College. These are the only records that will be accepted. https://www.lakeheadu.ca/academics/departments/nursing/current-students</p> |
| <u>DOCUMENTS THAT MAY EXPIRE: (submit only if renewed/recertified)</u> | | |
| A. | _____ _____ _____ | <p>CPR at Health Care Provider Level (HCP): Various providers - some providers offer a 1-year expiry, others will offer a 2 or 3-year expiry date. If certificate does not show an expiry date, a 2-year rule is applied.</p> |
| B. | _____ _____ _____ | <p>Mask Fit Certificate: (2 year expiry) You can either find an agency that provides this service in your hometown (N95 Respirator) or choose to have this done on campus by an independent provider in the March/April timeframe. 3M has discontinued the 1870 mask but 1870+ has been added.</p> |
| C. | _____ _____ | <p>Tetanus Vaccination: (10 year expiry) If you require a vaccination it is recommended that you get the Tdap vaccination (tetanus, diphtheria and acellular pertussis). Tdap _____</p> |
| <u>MISSING DOCUMENTATION:</u> | | |
| D. | _____ _____ | <p>Serology Reports: If you have not handed in all of your serology reports due to vaccinations they must be turned in with this package. (HEP B, MEASLES, MUMPS, RUBELLA & VARICELLA) Hep B = _____ ; Date: _____ ; Measles = _____ ; Mumps = _____ ; Rubella = _____ ; Varicella = _____ ; Date: _____</p> |
| E. | _____ _____ | <p>Varicella Vaccinations: If your Varicella serology was non-reactive and you did not hand in your updated immunization record showing the 2 Varicella vaccinations, it needs to be handed in this year.</p> |
| ** | | ATTACH THIS PAGE TO THE FRONT OF YOUR COMPLETED PACKAGE |

***** Do not submit an incomplete package – incomplete packages are shredded *****

****** For more in-depth information please go to Nursing website under Clinical Documentation ******

Submit Package (ensuring each document is clear and fully visible or will not be accepted) by:

1. Email (pdf format preferred)
2. Hand deliver to SN 1021E or deposit in Clinical Document dropbox
3. Mail: School of Nursing/Clinical Docs, 955 Oliver Rd, Thunder Bay, ON P7B 5E1
4. Fax: 807-346-7898