

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

Date: _____ Name: _____	Program: Bachelor of Science in Nursing Compressed ____ Collaborative ____ (check one)	Year Level: 2 3 4 (year going into - circle one)
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All documents must cover the academic year (Sep 3rd to Apr 6th (approx.))

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><u>Criminal Records Check with Vulnerable Sector Screening (CRC with VSS) [PVSC]</u></p> <ul style="list-style-type: none"> • Thunder Bay Police are on-line. They no longer offer walk-in service. info on CRC VSS, visit Nursing website. • Toronto Police Dept. has a specific form that is required. You must contact the Registration & Information Assistant to get a copy of that form (clinicaldocs.nurs@lakeheadu.ca). <p>Police Depts. require a "Nursing Records Check Letter" when applying for your CRC with VSS. Letter is on "MyInfo" under "Forms". https://erpwp.lakeheadu.ca/home/student</p>
2.	_____	<p><u>1 Step TB (Tuberculosis) Skin Test:</u> It is preferred that your test is recorded on the form found on the Nursing Website (under Forms). Your Health Care Provider may supply their own form as long as the following is shown: Date administered; Date read; Result; HCP name, HCP signature, Clinic name with address. <i>Results recorded on Immunization Record will not be accepted.</i> https://www.lakeheadu.ca/academics/departments/nursing/current-students/forms</p>
<u>DOCUMENTS THAT MAY EXPIRE: (submit only if renewed/recertified)</u>		
A.	_____	<p><u>CPR at Health Care Provider Level (HCP) or Basic Life Support (BLS); BLS Provider:</u></p> <p>Canadian Red Cross is changing from CPR (HCP level) to BLS and will only have a 1 year expiry. An existing certificate with a 2 or 3-year expiry will be honoured. For more Info visit: https://www.lakeheadu.ca/academics/departments/nursing/current-students/clinical-documentation/documents</p>
B.	_____	<p><u>Mask Fit Certificate:</u> (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.</p>
C.	_____	<p><u>Tetanus Vaccination:</u> (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 (IF PREVIOUSLY NOT SUBMITTED):</u>		
D.	_____	<p><u>Serology Reports:</u> 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><u>Varicella Vaccinations:</u> If your Varicella serology was non-reactive and you did not hand in your updated immunization record showing the 2 Varicella vaccinations required, 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 info on any of the above, please go to Nursing website under Clinical Documentation; Documents ****

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

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