

## Required Clinical Placement Documents for the BScN Program Returning YEAR 2 - 4 STUDENTS

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

Lakehead University has partnered with Synergy Gateway Inc. to provide support for required clinical placement documents. To have your documents validated you will be required to book an Electronic Requirements Verification (ERV) review 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.

### DEADLINE

**Clinical Placement Documents are Due: June 1st**

### YOUR ERV REVIEW

Be sure to review the list of required clinical placement documents 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.

Please ensure your documents are valid until the end of the academic year. Students with requirements expiring during the placement period must renew (before expiry) and provide updated documentation to be eligible to continue in their placement. This will require another ERV review at full price.

Book an ERV review through your *Verified* account. For help on how to navigate the *Verified* platform, go to [www.Synergyhelps.com](http://www.Synergyhelps.com) - Submit a Help Desk ticket and they will be in touch.

You are encouraged to *book* your review early, for the earliest date you expect to have all your documentation in place. Do not wait until a week or two before the deadline to book your review; review times will fill. You do not need to be “present” on the day of your review – this is the date that Synergy Gateway retrieves your documents for review.

To avoid paying additional review fees, ensure all your documentation has been uploaded *before* 9am (EST) of your ERV review 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 review for an additional fee.

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

If you have questions about anything related to policies and/or deadlines, contact the School of Nursing.

Please upload for your review images or scans of:

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

### STUDENT FEES

Initial Clearance Review	\$ 49.50 +HST
Missed Review	\$ 49.50 +HST
Follow-up Review	\$ 10.00 +HST

REQUIRED DOCUMENTS CHECKLIST	
MEDICAL REQUIREMENTS	COMPLETED WITH DOCUMENTATION
<p><b>Tuberculosis (Mantoux) 1 Step TB Skin Test – Due every year.</b></p> <p>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 along with TB Status Declaration Form. The form can be found on the Lakehead University School of Nursing website.  <a href="https://www.lakeheadu.ca/programs/departments/nursing/current-students/forms">https://www.lakeheadu.ca/programs/departments/nursing/current-students/forms</a></p>	
<p><b>Tuberculosis (Mantoux) – 2 Step TB Skin Test</b></p> <p>Please provide proof of a previously completed 2-step TB test. This would have been completed upon entry to the Nursing program.</p>	
<p><b>Tetanus</b></p> <p>Documented proof of vaccination for tetanus within the last 10 years.</p>	
<p><b>COVID-19 Vaccination Receipts</b></p> <p>Documented proof of 2 vaccinations, including proof of both doses.</p>	
<p><b>NON-MEDICAL REQUIREMENTS *</b></p> <p><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 ERV review and there will be a charge for this review.</i></p>	<b>COMPLETED WITH DOCUMENTATION</b>
<p><b>Police Check with Vulnerable Sector Screening (VSS) - Due every year.</b></p> <p>Completed annually; must be valid for the entire duration of each placement. A letter to provide proof that you require a VSS can be found on Lakehead University School of Nursing website:  <a href="https://www.lakeheadu.ca/programs/departments/nursing/current-students/forms">https://www.lakeheadu.ca/programs/departments/nursing/current-students/forms</a></p> <p><b>* If a student receives a criminal charge within the academic year, they must report this to the School of Nursing immediately.</b></p>	
<p><b>CPR – Basic Life Support (BLS) Certificate</b></p> <p><b>Valid for 2 years</b> (regardless of expiry date on the card); must be valid for the entire duration of each placement. <b>*Certificate must state BLS or HCP (HealthCare Provider) Level</b></p>	
<p><b>Mask Fit Testing</b></p> <p><b>Completed every two years</b>; 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); &amp; 8210</p>	