

## Required Clinical Placement Documents for the BScN Program YEAR 1 STUDENTS

### Why is this important?

To be eligible to participate in clinical placements, you **must** submit all required documents before the deadline. Missing or incomplete documents can delay your program progression, meaning you won't be able to complete year one clinical requirements.

**Deadline: OCTOBER 20<sup>th</sup>**

Ensure you have all your documents ready and book your Electronic Requirements Verification (ERV) review through Synergy Gateway before this date. Please contact [www.Synergyhelps.com](http://www.Synergyhelps.com) if you have questions.

### Steps to Stay on Track:

#### 1. Know What You Need

- Medical documents (TB Skin Test, immunizations, bloodwork, proof of COVID-19 vaccination).
- Non-medical documents (Police record check, CPR certification, Mask fit test)
- **All documents must be valid through the entire academic year (October to end of April).**

#### 2. Plan Ahead

- Some requirements take time (e.g., vaccines, TB skin tests, police record checks, finding dates for CPR), so **do not wait** until the last minute.
- If your documents expire during placement, you will be removed from placement.

#### 3. Book your ERV Review Early

- Log in details to Synergy Gateway Verified will be sent to your school email account. Don't forget to check your Spam or Trash!
- Gather all your documents and upload to Synergy.
- Don't wait until the deadline – review spots fill up fast! Book early!
- Upload all documents before 9 AM (EST) on your review date to avoid extra fees.

#### 4. Avoid Extra Fees

- Initial Review: (2025-2026) \$52.00 + HST
- Missed Review: (2025-2026) \$52.00 + HST
- Follow-up Review (for missing documents): (2025-2026) \$10.00 + HST
- Need to cancel a review? Cancel **at least 24 hours** prior to your review, or *you will be charged for a missed review.*

#### 5. Need Help?

- Contact [www.Synergyhelps.com](http://www.Synergyhelps.com) if you have questions. Submit a Help Desk ticket and they will be in touch.

**REMEMBER:** If your documents are not submitted with a status of PASS on Synergy, **you will not be eligible to attend clinical placement.** Please work ahead and get everything in on time!

## Required Clinical Placement Documents for the BScN Program YEAR 1 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.

**Year 1 Students Deadline: OCTOBER 20<sup>th</sup>**

**! No documents = No Clinical Placement !**

**🚨 Failure to Submit on Time = No Clinical Placement**

**⊖ If you miss the deadline, you will not be eligible for N1512.**

**! Expired documents during the academic year = No Clinical Placement !**

### YOUR ERV REVIEW

**Review the list** of required clinical placement documents below and plan when and how to complete them. Some requirements may take time to complete. Ensure your documents are valid through the end of the academic year. If your documents expire during placement, you must renew them before expiry and submit updates to Synergy to remain eligible, as this will require a new **ERV review at full price**.

**Book your ERV review through your Verified account.** For help, visit [Synergy Help Desk](#) and submit a ticket. Book early, as review times fill up. You don't need to be present on the review date - this is when Synergy Gateway retrieves your documents.

To avoid extra fees, upload all documentation by 9 am (EST) on your review date. Missing or incomplete documents will require a follow-up review at an additional cost. Cancel at least 24 hours before your review to avoid charges.

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)

**PLEASE NOTE: It is the student's responsibility to ensure all requirements are met; healthcare providers are not responsible for reviewing the checklist.**

### SYNERGY 2025-2026 FEES

Clearance Review	\$ 52.00 +HST
Missed Review	\$ 52.00 +HST
Follow-up Review	\$ 10.00 +HST
Expired Doc Review	\$ 52.00 +HST

**REQUIRED DOCUMENTS CHECKLIST – YEAR 1 STUDENTS**

MEDICAL REQUIREMENTS	DATE COMPLETED
<p><b>Tuberculosis (Mantoux) – 2-Step TB Skin Test (TST):</b> One documented 2-Step TB skin test is required for all students attending clinical placements. Please print out TB Skin Test Form located on <a href="#">School of Nursing Website under Forms</a> to be filled out by your Health Care Provider.</p> <p><b>Test #1: given on (date)</b> _____ <b>Result (after 48-72 hrs) (mm of induration):</b> _____</p> <p style="text-align: center;"><i>Test #2 must be 1-4 weeks after Test #1.</i></p> <p><b>Test #2: given on (date)</b> _____ <b>Result (after 48-72 hrs) (mm of induration):</b> _____</p> <p style="text-align: center;"><i>A 1-Step TST is required if a 2-Step TST was completed in the past. Must upload previous 2-Step TST and new 1-Step TST.</i></p> <p>Prior history of BCG vaccination: No <input type="checkbox"/> Yes <input type="checkbox"/> Year: _____</p> <p>Prior history of TB infection: No <input type="checkbox"/> Yes <input type="checkbox"/> Year: _____ <b>If yes – do not get a TST</b></p> <p>If you test positive or have <b>EVER</b> had a documented positive TST or a history of TB infection, you are required to submit a recent chest X-ray showing no evidence of active TB. Please also submit a TB Status Declaration Form which is available on the <a href="#">School of Nursing Website under Forms</a>.</p>	
<p><b>Varicella (Chicken Pox):</b> Documented proof of 2 vaccinations <b>or</b> blood work results showing immunity.</p> <p><b>1<sup>st</sup> vaccination date:</b> _____ <b>2<sup>nd</sup> vaccination date:</b> _____</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Serology</b> (Laboratory evidence of immunity): Results: _____ Date: _____</p>	
<p><b>Measles, Mumps, Rubella (MMR):</b> Documented proof of 2 vaccinations <b>or</b> blood work results showing immunity.</p> <p><b>1<sup>st</sup> vaccination date:</b> _____ <b>2<sup>nd</sup> vaccination date:</b> _____</p> <p><b>Possible additional booster date:</b> _____</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Serology</b> (Laboratory evidence of immunity): Results: _____ Date: _____</p>	
<p><b>Tetanus/Diphtheria/ Pertussis and Polio:</b> Documented proof of childhood Tetanus/Diphtheria/Pertussis and Polio vaccination. <b>Note: If you have never been vaccinated for Polio this is a 3-dose series given at 0 months, 1-2 months, and 6 months following the second dose.</b></p> <p>Tetanus/Diphtheria (due every 10 years) <b>Date of last immunization:</b> _____</p> <p>Pertussis <b>Date of last immunization:</b> _____</p> <p>Polio <b>Date of last immunization:</b> _____</p>	
<p><b>Hepatitis B Vaccinations and Hepatitis B Antibody Serology</b> (Laboratory evidence of immunity): If you were vaccinated as a <b>child</b>, you need proof of 2 doses. If you were vaccinated as an <b>adult</b>, you need proof of 3 doses. If a blood test shows that you are not immune, you will need to get another round of vaccinations and provided updated bloodwork 4 weeks after.</p> <p><b>1<sup>st</sup> vaccination date:</b> _____</p> <p><b>2<sup>nd</sup> vaccination date:</b> _____</p> <p><b>3<sup>rd</sup> vaccination date:</b> _____</p> <p style="text-align: center;"><b>AND</b></p> <p><b>Serology</b> (Laboratory evidence of immunity): Results: _____ Date: _____</p> <p>If serology shows no immunity → <b>Possible additional booster date:</b> _____</p>	
<p><b>COVID-19 Vaccination Receipts:</b> Documented proof of full series of vaccinations.</p> <p><b>1<sup>st</sup> vaccination date:</b> _____</p> <p><b>2<sup>nd</sup> vaccination date:</b> _____</p> <p style="text-align: center;">(If part of a 2-dose series)</p>	

NON-MEDICAL REQUIREMENTS	DATE COMPLETED
<p><b>Police Check with Vulnerable Sector Screening (VSS):</b> Must be completed annually and <b>valid for the entire academic year.</b> A proof-of-requirement letter is available on the <a href="#">School of Nursing website under Forms.</a>            If you are under the age of 18, please submit the Criminal Offence Declaration form from the <a href="#">School of Nursing website under 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> <i>Online certifications are not accepted.</i>            Valid for 2 years (regardless of the expiry date on card) and must cover the entire academic year.  <b>Certification must state BLS or HCP (Healthcare Provider) Level.</b> Please see <a href="#">Google Doc</a> for possible CPR courses.</p>	
<p><b>Mask Fit Testing</b>            Completed every 2 years; must be valid for each placement. Students should be fitted for one of the following: 3M-1870+, 3M-1860, or 3M-1860s. Mask fit testing is offered on campus, please watch for emails to come. Students who require a religious exemption need to contact the School of Nursing for more information.</p>	
OPTIONAL	DATE COMPLETED
<p><b>Flu Vaccine – non-mandatory – <u>strongly recommended</u></b>            In the event of an outbreak during a clinical placement, non-immunized students may be prohibited from continuing, jeopardizing successful completion. The School of Nursing <u>strongly recommends</u> influenza immunization, as it may become mandatory at any time. Once the flu vaccine is available in the Fall Term, you can upload proof of vaccination to Synergy free of charge. Flu vaccines available through Healthcare Providers, TBDHU, and local pharmacies.</p>	