

## Pre-Clinical Placement Requirements

Your choice of career path requires you to meet specific health and safety standards as outlined by Ontario law. The Ontario government and the organizations offering you professional placements have mandated specific medical and non-medical requirements that must be met by you, before you can begin any professional placements. These measures are there to protect you, your colleagues and those that you will serve in your placement. Lakehead University is committed to meeting standards of practice by ensuring that students attain and maintain required certifications and meet recommended immunization standards.

### What's the rush?

This can be a time consuming task. You should start the process of completing your requirements 3 - 4 months prior to the due date required.

### How does this affect me?

If you do not complete your medical and non-medical requirements, you will not be permitted to attend clinical placement. Failure to adhere to the requirements deadline will result in a hold on your academic progress.

### Have questions?

We understand that you may have questions about what you are required to do in order to meet requirements for your future clinical placements. To help you, we've collected some commonly asked questions:

#### ***Q. How do I find out what pre-clinical placement requirements I need to complete?***

Please refer to your Lakehead University program specific checklist(s) to see what is required. These checklist(s) are located under the important forms section of your Verified profile.

#### ***Q. Where do I submit my pre-clinical placement requirements?***

Students are to upload all their requirements to their profile using the Verified platform, a cloud based electronic platform that digitally collects placement requirements and documentation for verification. Login details for Verified will be sent to your Lakehead University email. Appointments will be booked through this online platform. Verified acts as the School's agent in clearing students on their School pre-placement requirements. You will only be cleared on what you have completed and must make a follow-up appointment to submit any outstanding requirements or documentation.

Your clearance status is registered in Verified's database. At the end of the appointment, you will be able to see your status as will the School.

#### ***Q. What are my responsibilities?***

You must complete the following:

- Thoroughly review your requirements.
- Plan ahead! Complete all medical requirements in time for your **Electronic Student Permit Checking (ESPC)** appointment. Ensure you upload proof of all your immunization requirements with the rest of your required documents to your Verified profile ahead of your scheduled appointment date and time.
- Book your appointment well in advance of the deadline.
- Upload all documentation in advance of your scheduled appointment. You do not need to attend your appointment. You are scheduling a time and date for your documentation to be reviewed.
- Keep all of your original documents and your electronic copies in a safe place as the School or Agency may request to see them in the future.
- Ensure your requirements are valid throughout the duration of your placement(s) each year.
- When your documentation has been reviewed and you have been cleared, you will be notified via email to your Lakehead University email account.

#### ***Q. Do I need to make an appointment with my health care professional?***

You are responsible for completing the Immunization requirements through your own health care provider.

#### ***Q. When do I need to complete my ESPC Appointment?***

*Please refer to your program specific checklist(s) to see when your documents are due.*

**Note:** Demand for appointment times is highest the week leading up to a deadline. Students are encouraged to plan ahead and book appointments well in advance in order to make the deadline. Students also need to be flexible with their schedule when booking an appointment.

**Q. What if I am out of the country or working full-time all summer?**

School requirements and submission deadlines are communicated to students in advance of the deadline to give students adequate time to prepare and plan ahead. The Electronic Student Permit Checking appointment is completely virtual and documentation can be uploaded 24 hours a day, 7 days a week. Completion and submission of School requirements is *mandatory* and the *deadline is not negotiable*.

**Q. What if I don't have all requirements completed before the deadline?**

Failure to adhere to the mandatory requirement deadline will result in a hold on clinical opportunities until this is resolved.

**Note:** Students will not be cleared for placement until *all* requirements are submitted.

**Q. Who pays for the costs associated with obtaining my pre-clinical placement requirements?**

Students are responsible for all costs related to pre-clinical placement requirements. Costs are dependent upon each student's needs. Health care provider notes, laboratory blood work reports, x-rays, and immunizations may have a cost.

**Q. How long will it take me to gather all of my pre-clinical placement requirements ?**

It may take several weeks (or months) to obtain all of your requirements. Plan ahead!

Start the Police Vulnerable Sector Check (PVSC) process well in advance of the due date. Register for and attend certification courses in advance of your deadline.

Depending on your personal immunization status, it can take weeks or months to determine your level of immunity and complete all vaccination series. If you have proof of immunization or an immunization record (e.g. yellow card), take it with you to your medical appointment. If laboratory reports are required, or if immunizations are not complete, delays may occur.

**Q. What do I need to gather for my ESPC appointment?**

- Blood work results
- Vaccination records
- All the requirements listed in your program specific checklist(s)

**Q. I'm not quite sure if I have everything I need for my ESPC appointment. Who can help me?**

Please consult your program specific checklist(s). You may wish to book an appointment with a health care provider to ensure you have everything you need.

**Q. What happens at an appointment?**

The ESPC appointment is a designated date and time when your documentation will be reviewed. It is NOT an appointment that you need to attend. Your requirement is to have all documentation submitted in advance of the ESPC service date you have scheduled.

A Synergy representative will review all your documents and determine if you can be cleared for placement. Students are to retain all original documentation. You will be notified once the review has taken place. The turn around time for each appointment status update is 2 business days. This means if you book on a Friday, you may not hear back until the beginning of the following week.

**Q. What are the possible outcomes from my initial clearance appointment?**

**Pass** – you met all your requirements.

**Conditional Pass** – You can attend placement however will need to update Synergy with the additional information they are requesting from you.

**Fail** – a requirement has not been met or supporting documentation has not been received. You will be required to book a follow up appointment at additional cost.

**Pending** – Synergy requires further information from you and has sent you an email indicating what your next steps are

**Q. How do I cancel an appointment with Verified?**

Students are able to reschedule an appointment using their secure login to Verified. Please ensure you cancel *at least 24 hours prior* to your appointment. Failure to provide 24-hours' notice will result in a missed appointment fee. Cancelling less than 24 hours prior to your appointment date will result in a late cancellation fee.

***Q. I've been cleared on all requirements, however one (or more) will expire before the end of the school year. Is this OK?***

No. It is the student's responsibility to ensure that all requirements are valid *throughout the duration of all clinical placements*. If a requirement will expire during the school year, the student must renew it (before it expires) and submit the updated documentation. Each time you book an appointment to update your documents it will require a full appointment (and the full associated cost). It is advised that students renew everything, so your documents are valid for all your clinical placements in that academic year.

**Note:** Students must also be aware of when they had their last tetanus/diphtheria/pertussis vaccination. This vaccination must be completed every 10 years and students must ensure their immunizations are up to date.

***Q. What if I'm given a status of Fail?***

You will receive a list of requirements that you still need to complete. Once done, you must book another appointment (for an additional cost). *You will not be permitted to begin clinical placement until you have been cleared on all requirements.*

### For more information

Contact Information regarding Verified platform, uploading documentation, ESPC:

[www.synergyhelps.com](http://www.synergyhelps.com)