

## Pre-Placement Requirement Clearance Information Master of Nursing Programs

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

Lakehead University has partnered with Synergy Gateway Verified Inc. to provide support and clearance for pre-placement requirements. 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 once the system is up and running for our programs.

### DEADLINES

**Pre-Placement Requirements Due: Aug 15**

### YOUR ERV REVIEW

Be sure to review the list of pre-placement requirements below and plan when and how you will be completing them. It is important to remember that some requirements may take an extended time to complete.

Once your access is activated, book an ERV Review through your *Verified* account. For help on how to navigate *Verified*, please log in and go to Important Forms. There you will find user guides to assist you with the process.

You are encouraged to *book* your Review early, even if you do not have all documentation in place. Do not wait until a week or two before the deadline to book your Review; Review times will fill.

Ensure all your pre-placement documents are uploaded to your account by 9:00 AM (EST) on the day of your ERV Review. 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.

Once your documents have been reviewed you can download your Compliance Summary Document which will serve as a Completion Certificate. *Keep this for your records.*

Synergy Gateway Inc. is *not* the authority on Lakehead University policies and deadlines. Please check with the Professional Practice Lead <[alyssa.cicigoi@lakeheadu.ca](mailto:alyssa.cicigoi@lakeheadu.ca)> if you have questions about anything related to pre-placement requirements.



Please upload for your Review:

- Blood work/lab reports (as required)
- Vulnerable Sector Check (VSC)
- Originals of all documents

## STUDENT FEES

Initial Clearance Review	\$ 52.00 +TAX
Missed Review	\$ 52.00 +TAX
Follow-up Review	\$ 10.00 +TAX

**Synergy Gateway is here to help! Contact Synergy Gateway at [www.Synergyhelps.com](http://www.Synergyhelps.com)** - Submit a Help Desk ticket and they will be in touch. Their Help Desk hours are Monday to Friday, 10am – 3pm (EST), excluding holidays.

### **\*\* Important Note\*\***

***Please ensure your documents are valid until the end of your placement period. 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 at FULL service fees. To avoid multiple Review fees, we suggest you update all expiring documents in one Review.***

## PRE-PLACEMENT REQUIREMENTS CHECKLIST

### MEDICAL REQUIREMENTS

\* Students with certifications/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.

**COMPLETED WITH DOCUMENTATION**

#### Upload to Permit Form/Medical Documents Folder:

#### Tetanus/Diphtheria/Pertussis

- Documented proof of 3 vaccination for tetanus/diphtheria and the last dose within the last 10 years
- If you have not completed your primary series conditional clearance can be granted if you are within the dosing - *Please contact the Professional Practice Lead within the School of Nursing.*

#### Pertussis

- Document proof of 3 vaccinations
- If you have not completed your primary series conditional clearance can be granted if you are within the dosing - *Please contact the Professional Practice Lead within the School of Nursing.*

#### Polio

- Document proof of 3 vaccinations
- If you have not completed your primary series conditional clearance can be granted if you are within the dosing - *Please contact the Professional Practice Lead within the School of Nursing.*

#### Measles, Mumps, Rubella (MMR)

- Documented proof of two vaccinations **or** blood work results showing immunity
- If you have not completed your primary series conditional clearance can be granted if you are within the dosing - *Please contact the Professional Practice Lead within the School of Nursing.*

#### Varicella

- Documented proof of two vaccinations **or** blood work results showing immunity
- If you have not completed your primary series conditional clearance can be granted if you are within the dosing - *Please contact the Professional Practice Lead within the School of Nursing.*

#### Hepatitis B Vaccinations **AND** Surface Antibody Serology (HBsAB)

- Primary series of vaccinations are required + blood work results showing proof of immunity.
- *To obtain conditional clearance you must show proof that you have started your doses and are within the dosing schedule*
- If your serology results show you are not immune, then booster(s) will be required. You can have up to 3 additional boosters. Blood work can be completed after each booster.
- *To obtain conditional clearance you will need to show proof that a booster has been administered.*

#### Tuberculosis (Mantoux) – 1 Step TB Skin Test (TST)

- **Due every year:** One documented 1-Step TB skin test is required for all students attending clinical placements. *Note: IGRA blood test is also accepted.*
- Please print out TB Skin Test Form located on the [School of Nursing Website](#) to be filled out by your Health Care Provider.
- If you test positive or have EVER 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 [School of Nursing Website](#).

#### Upload to Annual Vaccinations Folder:

<p><b>COVID-19 Vaccination Receipts</b></p> <ul style="list-style-type: none"> <li>- Documented proof of a completed primary series.</li> <li>- <i>Note: Vaccinations received before Oct 2023 require proof of 2 doses. Pfizer, Moderna or Jassen/Johnson &amp; Johnson doses after Oct 2023 are single dose series.</i></li> </ul>	
<p><b>Influenza – non-mandatory – <u>strongly recommended</u></b></p> <ul style="list-style-type: none"> <li>- 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 strongly recommends 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.</li> </ul>	
<p><b>NON-MEDICAL REQUIREMENTS</b></p> <p><i>* Students with certifications/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>	
<p><b>Upload to VSS/ Criminal Record Check Folder:</b></p>	
<p><b>Police Check with Vulnerable Sector Screening (VSS)</b></p> <ul style="list-style-type: none"> <li>- <b>Due every year:</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</a>.</li> </ul> <p><b>* If a student receives a criminal charge within the academic year, they must report this to the School of Nursing immediately, i.e., within 48 hours.</b></p>	
<p><b>Upload to Mask Fit Folder:</b></p>	
<p><b>Mask Fit Testing</b></p> <ul style="list-style-type: none"> <li>- Completed every 2 years; must be valid for each placement.</li> <li>- <i>Students should be fitted for one of the following N95 models: 3M-1870+, 3M-1860, 3M-1860s, 3M-1804 (special order mask), 3M-1804s (special order mask).</i></li> <li>- Students who require a religious exemption need to contact the School of Nursing for more information.</li> </ul>	