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.

Returning Students Deadline (including RPN's): JUNE 1ST

❗No Synergy PASS by deadline **= No Clinical Placement**❗

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

⛔If you miss the deadline, you will not be eligible for clinical placements.

❗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 will be removed from clinical and may not meet clinical objectives.

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)

All required clinical documentation must remain valid for the entire academic year. Students are responsible for monitoring expiry dates and completing renewals, uploads, and ERV reviews before a requirement expires.
If your Synergy PASS expires while you are attending clinical, you will be removed from clinical and may be unable to return to that placement.

PLEASE NOTE: It is the student's responsibility to ensure all requirements are met;

healthcare providers are not responsible for reviewing the checklist.

SYNERGY 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 – RETURNING STUDENTS

MEDICAL REQUIREMENTS	DATE COMPLETED
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. **Test #1: given on (date)** _____ **Result** (after 48-72 hrs) **(mm of induration):** _____ **Please print out TB Skin Test Form** (Student Health and Wellness will not print this for you and may reschedule your appointment if you do not have the form) located on the School of Nursing Website under Forms to be filled out by your Health Care Provider. Prior history of BCG vaccination: No ☐ Yes ☐ Year: _____ Prior history of TB infection: No ☐ Yes ☐ Year: _____ **If yes – do not get a TST** 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 under Forms.	
Tuberculosis (Mantoux) – 2 Step TB Skin Test (TST): Please provide proof of a previously completed 2-Step TB skin test if it was not submitted in your first year. This test is typically completed upon entry into the Nursing Program.	
Tetanus: Documented proof of vaccination for tetanus within the last 10 years. Tetanus (due every 10 years) **Date of last immunization:** _____	
COVID-19 Vaccination Receipts: Documented proof a completed COVID-19 primary series. **1st vaccination date:** _____ **2nd vaccination date:** _____ (If part of a 2-dose series)	
NON-MEDICAL REQUIREMENTS	**DATE COMPLETED**
Criminal Records Check with Vulnerable Sector Screening (VSS) – Due every year: Must be completed annually and **valid for the entire academic year.** A proof-of-requirement letter is available on the School of Nursing website under Forms. If you are under the age of 18, please submit the Criminal Offence Declaration form from the School of Nursing website under Forms. *** 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.**	
CPR – Basic Life Support (BLS) Certificate: *Online certifications are not accepted.* Valid for 2 years (regardless of the expiry date on card) and must cover the entire academic year. **Certification must state BLS or HCP (Healthcare Provider) Level.**	
Mask Fit Testing Must be completed every 2 years and remain valid for the duration of each clinical placement. Students must be fitted for one of the following masks: 3M-1870+, 3M-1860, or 3M-1860s. Mask fit testing is offered on campus and is valid for 2 years. Students will receive an email with testing dates and booking information. Students choosing to complete testing off campus must ensure their provider supplies documentation that includes the date of testing and confirms validity for 2 years. Documentation showing only an expiry date may not meet the requirements. Students requiring a religious exemption must contact the School of Nursing for further information.	
OPTIONAL	**DATE COMPLETED**
Flu Vaccine – non-mandatory – strongly recommended **-Annual seasonal influenza vaccination is strongly recommended.** Students who are not immunized may be unable to attend clinical during a respiratory/influenza outbreak due to clinical agency requirements and/or may be required to take antiviral medication such as Tamiflu at their own expense. Students should keep proof of their current seasonal influenza vaccination available while attending clinical.	