

## 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: **JUNE 1<sup>ST</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 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 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 2026-2027 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 of 2 vaccinations, including proof of both doses.

1<sup>st</sup> vaccination date: \_\_\_\_\_

2<sup>nd</sup> 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**

Completed every **2 years**; must be valid for each placement. Students should be fitted for one of the following: 3M-1870+, 3M-1860, 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.

**OPTIONAL**
**DATE COMPLETED**
**Flu Vaccine – non-mandatory – strongly recommended**

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.