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 20th

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 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 upload all of your documents to Synergy before booking your ERV appointment.
   - Don't wait until the deadline – review spots fill up fast! Book early!
   - You do not need to be present for the review
   - Upload all documents before 9 AM (EST) on your review date to avoid extra fees.
   - Allow approximately 2–5 business days following your ERV for your documentation and status to be reviewed.
4. **Avoid Extra Fees**
   - Initial Review: $52.00 + HST
   - Missed Review: $52.00 + HST
   - Follow-up Review (for missing documents): $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 https://www.synergyhelps.com/portal/en/kb 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 20th

No Synergy PASS **= No Clinical Placement**

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

Students must achieve a Synergy PASS by the applicable School of Nursing deadline to be eligible to attend clinical.

- 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 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)

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 – YEAR 1 STUDENTS

MEDICAL REQUIREMENTS	DATE COMPLETED
Tuberculosis (Mantoux) – 2-Step TB Skin Test (TST): One documented 2-Step TB skin test is required for all students attending clinical placements. **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 School of Nursing Website under Forms to be filled out by your Health Care Provider. **Test #1: given on (date)** _____ **Result** (after 48-72 hrs) **(mm of induration):** _____ *Test #2 must be 1-4 weeks after Test #1.* **Test #2: given on (date)** _____ **Result** (after 48-72 hrs) **(mm of induration):** _____ ***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.*** Prior history of BCG vaccination: No ☐ Yes ☐ Year: _____ Prior history of TB infection: No ☐ Yes ☐ Year: _____ **If yes – do not get a TST** **Previous Positive TB Skin Test** Students with a documented previous positive TB skin test must not repeat TB skin testing. ☐ Documentation of previous positive TB skin test ☐ Completed TB Status Declaration Form - School of Nursing Website under Forms. ☐ Chest X-ray report/assessment demonstrating no active TB, as required	
Varicella (Chicken Pox): Documented proof of 2 vaccinations **or** blood work results showing immunity. **1st vaccination date:** _____ **2nd vaccination date:** _____ **OR** **Serology** (Laboratory evidence of immunity)**:** Results: Date:	
Measles, Mumps, Rubella (MMR): Documented proof of 2 vaccinations **or** blood work results showing immunity. **1st vaccination date:** _____ **2nd vaccination date:** _____ **Possible additional booster date:** _____ **OR** **Serology** (Laboratory evidence of immunity)**:** Results: _____ Date: _____	
Tetanus/Diphtheria/ Pertussis and Polio: Documented proof of childhood Tetanus/Diphtheria/Pertussis and Polio vaccination. **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.** Tetanus/Diphtheria (due every 10 years) **Date of last immunization:** _____ Pertussis **Date of last immunization:** _____ Polio **Date of last immunization:** _____	
Hepatitis B Vaccinations and Hepatitis B Antibody Serology - Documented proof of a completed Hepatitis B vaccination series is required. - Hepatitis B serology (HBsAb/anti-HBs) demonstrating immunity is also required. If serology is non-reactive, additional vaccination and repeat serology may be required. Follow the vaccination schedule recommended by your healthcare provider and upload all vaccination and serology documentation to Synergy. If previous Hepatitis B vaccination records cannot be obtained, a new documented vaccination series is required. **1st vaccination date:** _____ **2nd vaccination date:** _____ **3rd vaccination date:** _____ **AND** **Serology** (Laboratory evidence of immunity)**:** Results: _____ Date: _____ If serology shows no immunity □ **Possible additional booster date:** _____	

COVID-19 Vaccination Receipts: ☐ Documented proof of a completed COVID-19 vaccination series is required. **1st vaccination date:** _____ **2nd vaccination date:** _____ (If part of a 2-dose series) For students who completed their COVID-19 primary vaccination series prior to Fall 2023, documentation of the previously required primary series is accepted. For students beginning a COVID-19 vaccination series after October 2023, one dose of an approved COVID-19 vaccine constitutes a completed initial series	

NON-MEDICAL REQUIREMENTS	DATE COMPLETED
Police Check with Vulnerable Sector Screening (VSS): Must be completed annually and be **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**
Influenza– non-mandatory – strongly recommended -Annual seasonal influenza vaccination is strongly recommended. - Students who are not immunized may be unable to attend ~~clinical during a respi~~ratory/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.	