PLEASE READ CAREFULLY – THESE DOCUMENTS REQUIRE YOUR URGENT ATTENTION.

Dear Student:

You are embarking on an exciting education as a future healthcare professional! As with every career, there comes the need for health and safety for both the professional and the patient. One way in which you may protect yourself and the patient is by having up-to-date immunizations.

- Ontario legislation specifies certain surveillance requirements for those entering into a practice setting. The Health, Wellness and Sciences requirements were developed in accordance with the Public Hospitals Act and are based on the Canadian Immunization Guide, Evergreen Edition and Canadian TB Standards.
- The completion of this information is mandatory as per Academic Policy 4.2.4 "Practical experience placement registration requirements – work integrated learning (WIL)": http://cat.georgiancollege.ca/academic-regulations/registration/ and must be completed before you begin placement. The agencies and institutions where you will be completing placement require this information.
- This is *your* personal information and, as such, is confidential.
- There are costs associated with immunizations, lab tests and certifications. These costs are the responsibility of the student.
- Please download and print the ***Clinical Preparedness Permit***. You will need to take the permit AND this document to your physician/health care practitioner for completion of components and ordering of serology (lab tests/bloodwork).
- All supporting documents need to be submitted with your permit; copies of lab results (serology) for specified diseases, First Aid and CPR-HCP certificate, Mask Fit test card, Worker Health and Safety certificate, WHMIS certificate and Police Record Check with Vulnerable Sector Screen, etc.
- **It is your responsibility to keep this information up to date at all times**. Take a photo or scan of this permit and all supporting documents and again after each time they are revised or updated and store them in a safe place.
- Enter all of your identifying data where specified on your permit, including your Georgian College student number. You will have received this number in your acceptance package.

Once you have everything completed and uploaded to your profile on Synergy Gateway's Verified system, your **FINAL STEP** is to book an Electronic Requirements Verification (ERV) review online at https://verified.sgappserver.com/. It is mandatory that you submit all of the original documents and pay the Service Fees upon booking your scheduled appointment. **Synergy Gateway, a third party, will review your submissions.** There is a cost to the student to have these documents reviewed to ensure everything is in order. Please **DO NOT** book a review with INCOMPLETE forms, otherwise they will **charge you** a Follow-up Fee.

You must begin completion of this information **as soon as possible** as some of the components may take weeks, even months. Read through and familiarize yourself with all the components. If you have any questions, please contact your program coordinator or Synergy Gateway Help Desk: www.synergyhelps.com.

Clinical Permit Notes – These requirements may include a change from what is in the main permit pages. Refer to your specific program below to see if there are any exceptions.

PROGRAM	Permit Due (See Program Coordinator for exact Permit due date)	Mask Fit Test	Police Vulnerable Sector Check (PVSC)	Other Notes
Acupuncture	2nd Semester	Not required	See page 7	First Aid, CPR & Police Vulnerable Sector Check upon entry only, annual PVSC declaration thereafter. IPAC Core Competencies Certificates required.
Communicative Disorders Assistant	End of 1st Semester	See page 8	See page 7	CPR certification, TB testing and PVSC to have been completed no earlier than May 1 of the prior year so that it remains current within one year until the end of Semester 2 placement.
Dental Assisting				**See DNAS Clinical Preparedness Permit here.
Dental Hygiene	Middle of 1st Semester	Not required	PVSC required start of Semesters 4 & 6	Initial TB Skin Testing required by start of Semester 4. PVSC for semester 4, new PVSC required for start of semester 6.
Denturism				**See DNTM Clinical Preparedness Permit here
Diagnostic Medical Sonography	End of 4th Semester	See page 8	See page 7	
Esthetician-Spa Management				**See ESPA & MSCT Clinical Preparedness Permit here.
Honours Bachelor of Science -Nursing	Before 3rd Semester	See page 8	Every 6 months	First Aid training upon entry only.
Honours Bachelor of Science -Nursing RPN to BScN Bridge	Before of 4th semester	See page 8	Every 6 months	First Aid training is not required.
Massage Therapy	1st Semester	See page 8	New PVSC required start of Semester 4	First Aid – Emergency or Intermediate level training. IPAC Core Competencies Certificates required.
Medical Laboratory Assistant	End of 2nd semester	See page 8	See page 7	

PROGRAM	Permit Due (See Program Coordinator for exact Permit due date)	Mask Fit Test	Police Vulnerable Sector Check (PVSC)	Other Notes
Medical Laboratory Technology	End of 2nd semester	See page 8	See page 7	
Medical Skin Care Therapy				**See ESPA & MSCT Clinical Preparedness Permit here.
Mental Health – Graduate Certificate	End of 2nd Semester	See page 8	See page 7	
Occupational Therapist Assistant and Physiotherapist Assistant	End of 1st Semester	See page 8	Every 6 months	CPR recertification every 2 years
Paramedic	End of 1st Semester	See page 8	Every 6 months	**-Physician or Nurse Practitioner signature only (Clinical Permit pgs. 2-3)** -Serology required for MMR and Varicella -Second Year – Health Status Report-Communicable Diseases required
Paramedic—Advanced Care	End of 1st Semester	See page 8	Every 6 months	**-Physician or Nurse Practitioner signature only (Clinical Permit pgs. 2-3)** -Serology required for MMR and Varicella -AEMCA required in place of SFA -Health Status Report-Communicable Diseases required
Personal Support Worker, ALL CAMPUSES	End of 1st Semester	See page 8	Every 6 months	
Pharmacy Technician	Middle of 2nd Semester	4th Semester	2nd semester—Police Criminal Record Check 4th Semester—PVSC	First Aid & CPR required for 4th semester.
Practical Nursing ALL CAMPUSES	Middle of 1st Semester	See page 8	Every 6 months	First Aid training upon entry only.

****Dental Assisting, Esthetician-Spa Management, and Medical Skin Care Therapy programs have revised Clinical Preparedness Permits that can be found here.**

INTERNATIONAL STUDENTS

The Canadian Government requires all international students in a program with a placement component (e.g. Co-Op, Clinic, Clinical, etc.) to have a valid Study Permit with Work Authorization.

Your Study Permit must NOT contain any restrictions against working in a health care setting.

- It is critical that your Immigration Medical Exam (IME) is completed and linked to your study permit application before you arrive in Canada. This will help prevent permit restrictions which may stop you from participating in placements related to healthcare. Having such restrictions can severely impact your ability to fulfill your program requirements.

Key steps to avoid permit restrictions:

- Complete your Immigration Medical Exam (IME) before submitting your permit applications.
- Ensure your IME is linked to your permit application before the IRCC makes the final decision, to prevent permit restrictions.
- This proactive approach avoids permit conditions that restrict working in health services, childcare, or schools, supporting uninterrupted participation in your program's placement or co-op.

If you would like to contact the immigration support team, please book an assessment appointment through Navigate 360.

INVALID PERMIT STATUS

An "Invalid" permit status means you have not received a "Pass" or "Conditional Pass" status from Synergy Gateway for the review of your Clinical Preparedness Permit requirements. This may be due to the following reasons:

1. You have never completed an Electronic Requirements Verification with Synergy Gateway OR
2. You have expired items OR
3. You were issued a "Pending" or "Fail" status from your Electronic Requirements Verification due to incomplete forms or requirements (does not meet criteria as listed in Permit and Information Package), missing forms or requirements, or not submitted by the deadline.

IMPORTANT: Students are NOT eligible to attend clinical placement, including onsite orientation without a "Pass" or "Conditional Pass status."

Conditional Passes are for extenuating circumstances where a student cannot complete a requirement (e.g. not yet eligible for the next dose of a vaccine). This requires approval from the placement agency to attend without the missing requirement.

You can request a Conditional Pass by submitting an inquiry to the Clinical Placement office through MyGCLife after having completed an Electronic Requirements Verification with Synergy Gateway and being assigned to a placement agency.

"PLACEMENT"

In this document, you will see the term "Placement" used. This term is defined as any experiential learning activity that occurs either in the Georgian College Health & Wellness Clinics or at an off-site location – examples may include a hospital or long-term care facility. Other terms that may be used interchangeably with "placement" in this document are "Clinical", "Co-Op", "Praxis" or "Practicum".

MEDICAL REQUIREMENTS

RECORD OF IMMUNIZATION:
This section must be completed by your Health Care Provider (Medical Physician, Nurse Practitioner, Registered Nurse or Registered Practical Nurse). **Copies of lab results (serology) for specified diseases must be presented with your permit**.

1. TETANUS/DIPHTHERIA/PERTUSSIS - A Td or Tdap booster within the last 10 years is required.

Diphtheria is a bacterial infection that can cause breathing problems, heart failure, paralysis, and death.
Tetanus (Lockjaw) is caused by bacteria and spores in the soil, which can infect wounds and causes painful muscle spasms, breathing failure and death.
Pertussis (Whooping Cough) is a bacterial disease with whooping inspirations and coughing followed by vomiting. Adolescents and adults with untreated pertussis are the most common source of infection for young unimmunized or partially immunized infants.

Routine childhood immunizations include all three of these vaccines. If childhood vaccines were not received, refer to your Health Care Provider for the required schedule to receive the complete series.

Adults are eligible for a one-time pertussis-containing booster (Tdap). This is generally given 10 years after the adolescent booster, which is given at 14-16 yrs. of age. If you are due for a booster and have not had a pertussis-containing booster as an adult, you should receive Tdap vaccine in place of Td vaccine.

2. MMR (MEASLES, MUMPS AND RUBELLA)

Measles is a viral disease resulting in rash, high fever, cough, runny nose, and watery eyes. It also leads to middle ear infection, pneumonia (lung infection) and inflammation of the brain, hearing loss, brain damage and death.
Mumps is a viral disease resulting in fever, headache, earache, painful swelling of the glands in the mouth and neck and can cause inflammation of the brain. It can also cause temporary and permanent deafness, as well as swelling of the ovaries in women and testes in men, possibly leading to sterility.
Rubella (German Measles) is a viral disease resulting in fever, rash, and swelling of the neck glands and painful swelling of the joints. It can also cause bruising and bleeding. If a pregnant woman acquires rubella, it is very dangerous for the unborn baby.

Please provide evidence of vaccination with two doses of MMR (at least one month apart after one year of age) OR lab results (serology) showing immunity to measles, mumps, and rubella.

3. VARICELLA (CHICKEN POX)

Varicella is a viral disease resulting in scarring of the skin, skin infections, pneumonia, inflammation of the brain and death. It can also cause "shingles" a painful rash later in life.

Please provide evidence of Varicella vaccination (2 doses at least 6 weeks apart) OR, if no documentation of vaccination, serology lab results showing immunity.

4. POLIO (POLIOMYELITIS)

Polio is a viral disease affecting nerve cells in the spinal cord and causes paralysis, inflammation of the brain and death.

Routine childhood immunizations include Polio vaccine. If childhood vaccines were not received, refer to your Health Care Provider for the required schedule to receive the complete series.

5. SEASONAL FLU SHOT (INFLUENZA VACCINE), required annually

Influenza is a viral infection of the nose, throat and lungs and causes cough, high fever chills, headaches, and muscle pain. Influenza is highly contagious and can be life threatening. The severity of this infection varies from year to year depending on the strain.

The Influenza vaccine is only available during Flu Season, beginning in November. An increasing number of Health Care Facilities have adopted the Influenza vaccine as mandatory, whether there is an outbreak or not. If the vaccine was not received, you may be denied access to the facility, thus jeopardizing the successful completion of your placement.

Influenza virus vaccine is available free of charge from health services in the fall or can be obtained from local pharmacies or some health care providers. Submit evidence of the vaccination through your profile on Synergy Gateway's Verified system.

6. COVID-19 (Coronavirus 2019) – Evidence of up-to-date immunization is required.

Coronaviruses are a large family of viruses that originate in animals but are known to cause respiratory infections in humans. Novel coronaviruses include Severe Acute Respiratory Syndrome (SARS), Middle East Respiratory Syndrome (MERS-CoV) and coronavirus disease 2019 (**COVID-19**).

The COVID-19 vaccine is available annually in the fall, beginning in November. Some Health Care Facilities have adopted the COVID-19 vaccine as mandatory, whether there is an outbreak or not. If the vaccine was not received, you may be denied access to the facility, thus jeopardizing the successful completion of your placement.

COVID-19 virus vaccine is available free of charge from health services in the fall or can be obtained from local pharmacies or some health care providers. Submit evidence of the vaccination through your profile on Synergy Gateway's Verified system.

NOTE: *In lieu of a COVID-19 vaccine, some clinical agencies **may** accept a medical note exemption from your physician. Ask your health care provider for this if you are unable to be immunized for medical reasons and be prepared to share it with the clinical agency.*

7. HEPATITIS B (Hep. B)

Hepatitis B is a viral disease that can cause serious liver problems such as liver failure and liver cancer.

Serology is MANDATORY and lab results **must** be included with this Permit.

If you have not received the full primary series of vaccine, please submit an inquiry to the Clinical Placement Office team on MyGCLife for instructions.

The vaccine is free to Grade 7 students in Ontario and, since 2000, has been a two-dose schedule. Adults require a three-dose schedule.

For non-responders, additional doses up to another complete series of three can be done, with testing for response after each dose. Persons who fail to respond to three additional doses of vaccine are unlikely to benefit from further immunization.

If your serology indicates you are a Carrier, please ATTACH to your permit a copy of the most recent "Antigen Positive" blood test and notify the medical officer of health. It is the responsibility of Synergy Gateway to notify the Placement Office of these results. The Placement Office will advise the Associate Dean who will then work in collaboration with experts in the field, the relevant professional college and other individuals at Georgian College who are deemed necessary in the consultation process to determine available options. Every effort will be taken to protect the privacy of the student. **THIS MAY RESULT IN A FAILED PERMIT**.

8. TUBERCULOSIS SCREENING, required annually, process can take 6-8 weeks to complete

Tuberculosis (TB) is an infectious disease spread through air by coughing, sneezing or spitting. Classic symptoms are a chronic cough with blood-tinged sputum, fever, night sweats and weight loss. Some living, travel or work history may mean you are at risk for tuberculosis.

1. **Documentation of a Base-line Two Step Mantoux skin test is required for all students.**
   a) Students who have never completed TB testing must complete a Base-line Two Step Mantoux skin test.
   b) Students who have a previously documented negative Two Step test must complete a One Step test.

2. **Students who have previously documented positive Mantoux skin test** do not require further Mantoux skin testing.
   a) If a student has a previously documented positive Mantoux skin test and has received investigation (a chest x-ray) – a copy of the chest x-ray completed after the positive skin test must be included with the medical documents submitted to Synergy Gateway.
   b) A medical note must be provided indicating the "student is currently free from signs and symptoms of active tuberculosis" and must be included with the medical documents submitted to Synergy Gateway.
   c) A new chest x-ray is required if the student has signs and symptoms of active tuberculosis, such as a prolonged cough.

ADDITIONAL REQUIREMENTS (Mandatory)

9. POLICE VULNERABLE SECTOR CHECK (PVSC) – Valid for 12 months unless otherwise stated on Pages 2-3 of this document for YOUR program.

Notice: *Health Sciences students are required by host agencies/employers to provide a current Police Vulnerable Sector Check (PVSC) from a recognized police service before they start their clinical placement.* ***Individuals who have been charged or, convicted criminally and not pardoned, will be prohibited from proceeding to a clinical or work placement*** *as per Georgian College Academic Policy 2.10.1: http://cat.georgiancollege.ca/academic-regulations/admissions/ and Policy 4.2.4: http://cat.georgiancollege.ca/academic-regulations/registration/ .*

Please check the Program Outline for more information. These checks are required prior to the placement start.

Accordingly, if a student is registering in a program with a clinical placement component, it is the ***student's responsibility to ensure that they are eligible to participate****. Further, Georgian College assumes no responsibility for these matters and students should be aware that tuition and related fees would not be refunded in the event that access to a clinical or placement course is denied. Students should also be aware that some professions and licensing boards also have a criminal record check provision to ensure suitability to practice in the profession. Accordingly, it is recommended that students who have a criminal record contact the appropriate professional association or licensing agency prior to starting their college studies. The costs associated with the provision of the criminal record check are to be borne by the student.*

This must be renewed every twelve months, unless otherwise stated on Pages 2-3 of this Guideline. Our Long Term Care and Paramedic Service partners require that students' PVSC be current within 6 months. **Please check Pages 2-3 of this document to see if this is a requirement of your program.**

***Students are required to carry their PVSC to the clinical area. A representative in the agency may ask to see that you have a valid Police Vulnerable Sector Check at any time. ***

Please note: depending on the police service this process may take 12 weeks or more, so be sure to apply early.

For students who currently reside in Barrie:

- To apply or renew your Barrie Police vulnerable sector check, please find all instructions on their website.

For students who currently reside in South Simcoe or Toronto region:

- To apply or renew your South Simcoe Police or Toronto Police check, please submit an inquiry to the Clinical Placement Office team on MyGCLife for instructions.

For students who currently reside in an area serviced by the Ontario Provincial Police:

- If you live in an area serviced by the Ontario Provincial Police, you will require a letter stating that you are a Georgian College student for your request to be processed. This letter can be found under "Important Forms" in Synergy Gateway's Verified system.
- If you are a new student, and do not yet have access to Synergy Gateway's Verified system, please submit an inquiry to the Clinical Placement Office team on MyGCLife.
- All checks are currently being completed in a central department. Please visit the Ontario Provincial Police website for specific instructions.

For students in ACUPUNCTURE: required annually in lieu of a new record check: Students are required to sign the Clinical Placement Criminal Record/Vulnerable Sector Check Declaration Form (found under Important Forms in Synergy Gateway's Verified system) and upload to your profile in Verified.

10. **INTERMEDIATE FIRST AID**, **refer to card for expiry date -** Intermediate First Aid from a Canadian training agency is required upon entry into the program. *Required only upon entry for some programs – please check your specific program requirements on pages 2-3 of this document.*

11. **CPR – LEVEL HCP (For Health Care Providers) or BLS (Basic Life Support), required annually**
CPR from a Canadian training agency at the Health Care Provider Level (HCP) is **required yearly, regardless of the expiry date on the card.** It is the ***student's responsibility*** to ensure that the certificate is current throughout the program. Blended (online + in-person) courses are accepted. Those that are ONLY online are NOT accepted.

12. **RESPIRATOR MASK FIT TESTING, required every two years**
Students attending off-campus placements are required to be fit tested for a 3M N95 respirator prior to their 1st clinical placement and at least every two years thereafter. This is an agency specific requirement.

Mask Fit Tests are a student expense that is not included in other fees. Georgian College will arrange for on-campus mask fit testing if the service is available. At other times, students may be directed to obtain testing at an agency or third party. Mask Fit requirements are subject to more frequent change than would be typical as a result of the COVID-19 pandemic.

Please note: You are unable to complete the Fit Testing if you have facial hair, injury or piercings that interfere with respirator use. If you lose/gain a significant amount of facial weight or experience changes in your facial shape, i.e., trauma, surgery or pregnancy, fit testing should be repeated earlier than two years.

13. **WHMIS CERTIFICATE**
The WHMIS module is available through this link:
Http://portal.mycampus.ca/mycampusfiles/dc/fieldplacement/WHMIS/story.html

Students require a minimum grade of 80% to pass. Please print your certificate following completion of the module, remembering to select Georgian College so it appears on the certificate.

14. **MINISTRY OF LABOUR – WORKER HEALTH AND SAFETY AWARENESS CERTIFICATE**

This certification is available on the Ministry of Labour website, via a free eLearning module. Students must access the eLearning module from any computer, complete the training and print the certificate of completion.

It is crucial you print your own certificate at the time of completion because the Ministry does not maintain a database. You need to complete the module in a single sitting, it is not possible to stop part way through and resume at a later time/date. The website indicates that the module takes 45-60 minutes to complete.

To access the eLearning module:

1. Use a computer with audio and a printer.
2. Visit this website: https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php
3. Click the link titled "Access the eLearning Module".
4. Complete the eLearning module.
5. Print your certificate of completion.
6. Keep your printed certificate of completion with your permit and upload to your profile on Synergy Gateway's Verified system.

15. **WSIB STUDENT DECLARATION**

The WSIB Student Declaration form is available in the Important Forms tab on Synergy Gateway's Verified system. By signing the form, students acknowledge they have read and understand that WSIB or private insurance coverage will be provided through the Ministry of Colleges and Universities while they are in their unpaid clinical placement that is required by their program of study. They also agree to immediately report any workplace related injury or disease to their placement agency as well as my Georgian College Monitor/Placement Supervisor.

16. COMBINED ACKNOWLEDGEMENT FORM
The combined form is available in the Important Forms tab on Synergy Gateway's Verified system.

17. <u>For Acupuncture and Massage Therapy students ONLY – IPAC Competencies:</u>
Massage Therapy students are required to complete the IPAC for Health Care Workers modules for Infection Prevention and Control for Public Health Ontario. (1. Introduction to IPAC and Routine Practices, 2. Foundational Elements in Routine Practices, 3. Additional Precautions in IPAC, 4E: Applying IPAC Principles in Primary Care Settings)

Once all modules are complete, please print the certificate as proof of completion. *Please be prepared to take a screenshot or print-screen in case there is any issue with the website, and you are unable to print.*

You will need to register for a free account to access the modules. You can access the modules here.

18. <u>For *second* year Primary Care Paramedic (PCP) Students and *first* year Advanced Care (ACP) students ONLY – Health Status Communicable Diseases Declaration</u>
The Health Status Report-Communicable Diseases form is available in the Important Forms tab on Synergy Gateway's Verified system. The declaration is requested to comply with clause 6(1)(g) of Ontario Regulation 257/00 under the Ambulance Act that requires that emergency medical attendants (EMAs) and paramedics in a land ambulance service be free from communicable diseases set out in Table 1 to the document entitled, "Ambulance Service Communicable Disease Standards," published by the Ministry of Health and Long-Term Care, and as may be amended from time to time.

19. <u>For INTERNATIONAL students ONLY – Study Permit:</u>
The Canadian Government requires that International students in a program with a placement component have a valid Study Permit. The Study Permit must contain work authorization and must NOT contain any restrictions against working in a health care setting. Please see page 4 of this document for more information.

Synergy Gateway Information:

To assist you in completing and verifying you have met Georgian College's Clinical Preparedness Permit requirements, you will be provided access to Verified- a software platform by Synergy Gateway, via a secure username and password. You will receive your username and password via your student email one to two days after you register for first semester classes.

You will use Verified to book your Electronic Requirements Verification appointments, upload this form along with supporting documentation requirements and check your clinical placement eligibility status.

To access Verified: https://verified.sgappserver.com/

Need help? Open a ticket through Synergy Gateway's Help Desk by visiting: www.synergyhelps.com