

On Campus BScN

Initial Clearance Forms Package Information and Checklist – First Year Students

Upon admission to the program, and on an annual basis, students must submit non-academic clinical placement requirements. Please use this checklist to ensure that you have all required documents submitted to the School of Nursing Clearance Website by the deadlines outlined below. We encourage you to work on completing as much of the requirements as possible in your home community. If, for some reason, you cannot access certain service providers in your area, there are various services offered in North Bay that you can access upon your arrival.

Note: This package is only to be completed if it is the **first time** you have submitted documentation to the School of Nursing. If you are re-entering the program, you must follow the Renewal Clearance Form Package

Initial Submission Deadline: September 29, 2025, for Year 1 BScN Students

Clearance forms cannot be dated prior to March 1st of the current year

Document Submission Guidelines:

- Documents must be scanned, saved in PDF, and uploaded to the clearance website. All documents must be saved in PDF for submission.
- You must scan each complete document separately (both sides if applicable) and ensure the image is clear and the information is legible. For example, many Police Vulnerable Sector Check (PVSC) documents are legal sized; therefore, you must scan the full document as one complete legal sized file and not as two separate files. It is not acceptable to scan the top and bottom of the documents separately. Each page must be scanned in full and submitted in one complete file. PVSC cannot be password protected, if they are you need to download it, and save it as a pdf document before submitting.
- All required documents must be uploaded into the clearance website prior to having the option to “Submit” your completed package online. Paper copies, emails and/or faxes of clearance documents will not be accepted.

Required Documentation

Please review the following instructions for each document required to complete your clearance package for clinical placement. Failure to complete the clearance requirements by the deadlines outlined will result in denial of access to the clinical setting. If you have additional questions or concerns, please contact our office as early as possible to request clarification.

Failure to submit the requirements by the deadlines outlined will restrict your ability to register for clinical courses, remove you from any clinical planning, and result in a \$75.00 late penalty to be charged to your student account.

Students are responsible for all costs associated with obtaining approved clearance documents.

The following forms can be found on the School of Nursing clearance website at the following link after July 2, 2025: <https://selfservice.nipissingu.ca/Student/Student/NursingApplication>

1. School of Nursing Clinical Clearance Declaration Form

Read the form in its entirety. Sign and date acknowledging you understand and accept the conditions outlined.

2. BScN Confidentiality of Information Form

Read the form in its entirety. Sign and date acknowledging you understand and accept the conditions outlined.

3. HSPnet Consent Form

Read the form in its entirety. Sign and date acknowledging you understand and agree.

4. WSIB Student Declaration of Understanding

Read the form in its entirety. Sign and date acknowledging you understand and agree.

5. Ministry of Labour Certificate

Available from www.labour.gov.on.ca/english/hs/elearn/worker/index.php

Upon completion of the training, you will be awarded a certificate which you must include in your package submission.

6. CPR - Level "C" or "HCP" or "BLS"

It is the responsibility of the student to obtain a valid CPR Level "C", "HCP" or "BLS" certificate or recertification on an **annual** basis to be cleared for clinical placement. CPR certification is only considered valid by the School of Nursing for one year from the date of issue, regardless of the expiry date provided on the card. **Your annual CPR certification cannot be dated prior to March 1, 2025.** The cost of this certification is the responsibility of the student. The School of Nursing **does not accept online certification** for CPR as the training must have a hands-on component delivered by a Canadian certified agency.

- 7. Police Vulnerable Sector Check (students aged 18 +) (PVSC) or Declaration of Intention of PVSC (students under 18 years)** Students are responsible for obtaining an annual PVSC which cannot be dated prior to March 1st of the current year. A personalized "Consent to Disclosure" letter will be prepared and sent to your Nipissing University email by the Clearance Office, if your police department requires additional information, please contact our office. Processing times vary depending on the volume of requests, contact your local police department **ASAP** to ensure you can meet the final clearance deadline. Students can also request Vulnerable Sector Screenings at the North Bay Police Services Department using their student card as a piece of identification. Students who are under the age of 18 are required to complete the "Declaration of Intention" for submission and must request a PVSC within one week of their 18th birthday. ***Your PVSC must have a request date within the first 30 days of the clearance period opening (i.e., July 1-30) or you will not be given special consideration due to delayed processing if your completed PVSC is not received by the final deadline.***

8. NBRHC Confidentiality and NBRHC Code of Conduct Forms

Read both forms in their entirety. Complete in full and sign and date acknowledging you understand and accept the conditions outlined.

9. N95 Mask Fit

Personal Protective Equipment (PPE) is a fundamental safety requirement of all health care provider professionals. As nursing students, you must have a valid N95 mask fitting to ensure your personal protection. **Mask Fit testing is valid for 2 years from the date of testing and cannot expire before the end of the upcoming Academic Year.** You must have a valid N95 mask fit to submit as part of your documentation.

10. WHMIS

Please follow the WHMIS directions included in the instructions on the clearance website. Upon successful completion of the training, you will need to print your certificate, **manually enter your name and date of completion** on the certificate, then save it as a pdf and include in your clearance package submission. Blank WHMIS certificates will be rejected.

12. Communicable Disease Screening Form (CDSF)

A full Communicable Disease Screening Form completion is required. Please see the Communicable Disease Screening Form for detailed instructions. A current two-step TB skin test is required in your first year and annual one step TB skin testing required annually. TB test date given cannot be dated before March 1 annually. If you have a history of past positive TB skin test, please have your primary healthcare provider complete Appendix A (TB Surveillance Letter) and include with a copy of a chest x-ray report less than 1 year old.

Please check your local public health unit's website for Immunization Connect Ontario to review any vaccines previously reported to your local public health. The North Bay Parry Sound District Health Unit's address for Immunization. Connect Ontario is <https://nbpsdhu.icon.ehealthontario.ca/#!/welcome>. If not reported to your local public health, please connect with your primary care provider to obtain a detailed record of past vaccination history as soon as possible.

13. Covid-19 Vaccine

All BScN students must receive full Covid-19 vaccination as it is a mandatory requirement of various placement agencies. Students are required to provide proof that they are fully vaccinated. A booster dose is not required. **Note:** There is a section on the Nursing Website for you to upload your enhanced Ontario Covid-19 vaccination record (with QR Code) see www.ontario.ca/page/proof-covid-19-vaccination

14. Proof of Flu Vaccination

All BScN students must receive annual influenza vaccination to maintain their 'cleared' status. Proof of vaccination must be provided to the School of Nursing office between **October 1 and December 1** annually.

Clearance Office Contact Info

clinicalclearance@nipissingu.ca

705-474-3450 ext 4579
