



PRACTICE REQUIREMENTS RECORD (PRR) – RETURNING STUDENTS

Due Date: June 27, 2024

This PRR package is not for incoming Year 3 Nursing Students from the College homesites.

NOTICE AND GENERAL INSTRUCTIONS TO STUDENTS

Welcome Back Collaborative BScN Program Students Fall 2024 – Winter 2025 Academic Sessions

Ontario legislation specifies certain surveillance requirements (medical and non-medical) must be met, for those individuals entering healthcare practice settings, including nursing students. The completion of the PRR is not optional, all sections must be completed as outlined. **Students must receive clearance of all documents prior to attending clinical placement.**

NOTE: Prior to start of clinical placement, the Central Placement Office (CPO) will run a year-specific report and will notify Program / Course Leads of all unmet PRR documentation. Incomplete PRR's will jeopardize the student's clinical placement. Our placement partners have the right to refuse any student who has not met their specific placement requirements/policies, including the PRR.

Your clinical placement setting has the right to ask and review your complete PRR package at any time during placement. All students are responsible for retaining their PRR forms and supporting documentation for the full duration of their program and after the completion of their degree. The CPO does not keep copies of students' forms.

Phase 1: By arranging to see your Healthcare Provider (HCP) **in May or before you are gone for the summer**, you will support the timely completion of the PRR before the due date. Specifically, your Annual Step 1 TB Skin Test or an updated Chest X-Ray. You will also require the assistance of your HCP in arranging for the necessary laboratory evidence of immunity (blood work results) and re-administration of vaccines **if you have pending immunity requirements not completed in Year 1**; to meet the immunity requirements of the PRR as a returning nursing student entering your clinical placement.

Phase 2: Students are required to book and pay or an Electronic Requirements Verification (ERV) appointment (\$50+HST) on Synergy Gateway to have all their renewed medical and non-medical documents of the PRRs reviewed. Any incomplete document after an ERV appt is subject to a follow-up (\$10+HST) appointment on Synergy.

Any fees associated with the completion of this form are the responsibility of the student. Students are not allowed to complete their own forms.

Confirmed clinical placement will not be released to the student until their PRR is cleared by Synergy Gateway. Our placement partners have the right to refuse any student who has not met their specific placement requirements/policies, including the PRR.

As a Collaborative Nursing Degree student, you will be expected to complete nursing practice courses throughout the program. Nursing placement experiences take place in hospitals and long-term care settings within the Greater Toronto Area (GTA). The Collaborative Nursing Program protocol was developed in accordance with communicable diseases surveillance protocols, as specified under Public Hospitals Act, to demonstrate nursing students meet these requirements prior to entering clinical placement settings. This process is necessary to ensure that our students protect their health and safety and promote health & safety of others – such as patients, clients, residents, visitors, employees and other students in the clinical placement setting.

MEDICAL REQUIREMENTS

1. TUBERCULOSIS (TB) SCREENING:

Your history of Baseline 2-Step should already be uploaded on Synergy Gateway in Year 1.

No previous positive TB Skin Test: Annual 1-Step Skin Test, if 2-Step is more than a year.

Your history of a Positive Skin Test should already be uploaded on Synergy Gateway in Year 1.

Positive TB Skin Test: Negative chest x-ray subsequent to positive TB Skin Test, plus no symptoms of active TB disease. Chest x-rays are valid for 2 years.

2. COVID-19 VACCINE: COVID vaccination is mandatory for all clinical placements.

Your primary series of COVID-19 vaccine should already be uploaded to Synergy Gateway in Year 1.

Only vaccines [approved by Health Canada](#) will be accepted. Students must upload the official of COVID-19 booster receipt downloaded from Health Canada.

3. INFLUENZA VACCINE (For Winter Placements Only): Only flu vaccines **administered between October to December will be accepted for Winter Placement eligibility**, substantiated by pharmacy receipt or HCP documentation.

Stickers will not be accepted.

HCP documentation is required to support a medical exemption.

ATTENTION: Students are responsible in completing and uploading the necessary boosters and/or laboratory evidence of immunity (blood work results) **if they have not completed so in Year 1**, and the re-administration of vaccines i.e. Tdap (every 10 years)

Students should not upload this page to Synergy Gateway



NON-MEDICAL REQUIREMENTS

9. ANNUAL CPR-BASIC LIFE SUPPORT (BLS) RECERTIFICATION

ATTENTION: Basic Life Support (BLS) is exclusively the only acceptable CPR level for clinical placement. Level A, Level C, Level AED, etc. **are not accepted.** Ensure you certify for the accurate CPR level.

10. MASK FIT CARD

All students must be tested and fitted for a hospital-grade N95 mask (respirator). Mask Fit Cards must clearly state the mask type (model) and size as well as a specific issue and expiry date. Ensure you always carry your mask fit card clinical placement.

NOTE: Mask fit cards are valid for two years after the issue date and must be valid for the full academic year.

11. VULNERABLE SECTOR CHECK/SCREENING – RENEW EVERY SEMESTER

The VSS must be valid for the duration of placement and must be issued within six (6) months of the start date of placement. Students are expected to renew their VSS each semester to meet their clinical placement requirement.

The CPO will automatically email all students enrolled in a practice course the Toronto Police application information (M-postal code) or a Letter of Request (non-M postal code) to apply for a VSS each semester. Please do not email the CPO requesting this information. To avoid delays, ensure your postal code is updated on myServiceHub and HSPnet, this is how the CPO determines which document to send you.

If your VSS result is POSITIVE, please contact the CPO at cpo@torontomu.ca

NOTE: Our placement partners have the right to refuse any student who has not met their specific placement requirements/policies, especially the VSS.

12. WSIB CONSENT FORM

Placement Hours found on HSPnet.

Guidelines on Synergy Gateway Appointments

- All renewed PRR documents must be uploaded to Synergy prior to booking and paying for the ERV appt (\$50+HST) for review.
- Any pending document after the ERV is subject to a follow-up appt (\$10+HST)
- Any PRR document (apart from the annual flu vaccine) expiring, renewed and uploaded to Synergy during Fall and Winter semesters is subject to the ERV appt (\$50+HST). No document must expire in the middle of the academic year Fall-Winter.
- The CPO releases Winter VSS applications at the beginning of September.
 - The renewed Vulnerable Sector Check for Winter placement can be uploaded and reviewed for free* **if the result is uploaded to Synergy before its specific expiry date found on your Synergy dashboard.**
 - The renewed Vulnerable Sector Check for Winter placement will not be reviewed for free **if the result is uploaded to Synergy after its specific expiry date found on your Synergy dashboard.** This will be subject to the ERV appt (\$50+HST)
- Flu vaccines administered in October, November and December (flu season) is reviewed for free*

*Upload the renewed document to your Synergy account. You do not need to book nor pay for any appt. This will be reviewed for free.

Student Name: _____ TMU Student No.: _____ TMU Email: _____

MEDICAL REQUIREMENTS

ATTENTION Health Care Provider(s): Please note all information must be transcribed to this form, as supporting documents alone will not be accepted. Do not authorize the student's immunization record without evidence of immunity or written documentation as defined below. Any fees associated with the completion of this form are the responsibility of the student. Students are not allowed to complete their own forms.

1. TUBERCULOSIS (TB) SCREENING

NOTE: TB Skin Tests must be given **before** or at least four weeks **after** live vaccines (MMR, Varicella). Previous Bacillus Calmette-Geurin (BCG) vaccination and pregnancy are not contraindications to TB Skin Testing.

- History of Baseline 2-Step TB Skin Test (Mantoux)** – the history of Baseline 2-Step TB Skin Test should already be uploaded to Synergy Gateway in Year 1. **Do not re-upload.**
- Annual 1-Step TB Skin Test** (Valid only if the History of Baseline 2-Step is uploaded to Synergy Gateway).

TB Skin Test	Date Given YYYY-MM-DD	Date Read YYYY-MM-DD	Induration in MM	HCP Initials
Annual Step 1:				

-OR-

- Chest X-Ray** (Required only if the History of a Positive TB Skin Test is uploaded to Synergy Gateway. **Chest X-Ray must be renewed every 2 years** and be valid for the entire academic year. Any abnormalities on the chest x-ray report or physical exam are noted, documentation from the HCP explaining the findings is required. **Upload report only, not the image.**

Chest X-Ray Date YYYY-MM-DD	Chest X-Ray Result	HCP Assessment	HCP Initials
	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	<input type="checkbox"/> No signs and symptoms of active TB <input type="checkbox"/> See documentation	

2. COVID-19 VACCINE BOOSTERS

COVID-19 vaccination is mandatory for all clinical placements. Your primary series of COVID-19 vaccine should already be uploaded to Synergy Gateway in Year 1. Students must upload official proof of COVID-19 boosters.

NOTE: Only vaccines [approved by Health Canada](#) will be accepted.

	Date YYYY-MM-DD	Name of Vaccine	HCP Initials
1 st Dose			
2 nd Dose			
Booster (<i>highly recommended</i>)			

Note: Students who do not receive a booster vaccine may be delayed in starting placement, should this be a requirement of the placement agency.

3. ANNUAL INFLUENZA VACCINE (For Winter Placements Only)

Only flu vaccines administered between October to December will be accepted for Winter Placement eligibility, substantiated by pharmacy receipt or HCP documentation. Stickers will not be accepted.

Date YYYY-MM-DD	HCP Initials

SIGNATURE OF HEALTH CARE PROVIDER(S): To be completed by the HCP; students aren't allowed to complete their own forms

Health Care Provider (1)	Health Care Provider (2) optional
Provide the information where form was completed. Clinic/professional stamp is allowed.	Provide the information where form was completed. Clinic stamp is allowed.
Name & Signature:	Name & Signature:
Address:	Address:
Phone:	Phone:
Date	Date:

This PRR form is not for incoming Year 3 Nursing Students from the College homesites.



NON-MEDICAL REQUIREMENTS

4. ANNUAL CPR-BASIC LIFE SUPPORT (BLS)

IMPORTANT: Basic Life Support (BLS) is exclusively the only acceptable CPR level for clinical placement. Level A, Level C, Level AED, etc. are not acceptable. Ensure you certify for the accurate CPR level.

CPR-BLS re-certification is renewed on an annual basis AND must be valid for the entire academic year.

5. MASK FIT CARD

All students must be tested and fitted for a hospital-grade N95 mask (respirator). Mask Fit Cards must clearly state N-95, mask size, date of issue and/or expiry date. Ensure you always carry your mask fit card. Please refer to the [CPO website](#) for clinic dates or the [PRR FAQ](#) for agencies that provide mask fit testing.

Students are encouraged to complete their mask fit at any Canadian mask fit institutions in their area if none of the options presented are feasible.

NOTE: Mask fit cards are valid for **two years** after the date of issue.

6. VULNERABLE SECTOR CHECK/SCREENING – RENEW EVERY SEMESTER

The VSS must be valid for the duration of placement and must be issued within six (6) months of the start date of placement. Students are expected to renew their VSS each semester to meet their clinical placement requirement.

The CPO will automatically email all students enrolled in a practice course the Toronto Police application information (M-postal code) or a Letter of Request (non-M postal code) to apply for a VSS each semester. Please do not email the CPO requesting the application information or letter. To avoid delays, ensure your postal code is updated on myServiceHub and HSPnet, **this is how we determine which document to send you.** Please check your TMU email for the application information as per schedule:

Placement	Expect email from CPO:
Fall Placements	Beginning of May
Winter Placements	Beginning of September

If your VSS result is POSITIVE, please contact the CPO at cpo@torontomu.ca

NOTE: A STUDENT CANNOT ATTEND PLACEMENT WITHOUT A VALID VSS.

Our placement partners have the right to refuse any student who has not met their specific placement requirements/policies, especially the Vulnerable Sector Check.

IMPORTANT: If you are not 18 years old by the due date, you are not eligible to apply for a Vulnerable Sector Check. Do not attempt to apply, your application will be denied by the police services. Email us at cpo@torontomu.ca to let us know and we will discuss your next steps.



Student Declaration of Understanding - Workplace Safety and Insurance Board (WSIB) or Private Insurance Coverage for Students on Unpaid Placements

Student coverage while on unpaid placement:

The government of Ontario, through the Ministry of Colleges and Universities (MCU), reimburses WSIB for the cost of benefits it pays to Student Trainees enrolled in an approved program at a Training Agency (university). Students enrolled at an Ontario postsecondary institution are eligible for Workplace Safety Insurance Board (WSIB) coverage while on placements, either required or optional, that are part of an Approved Program. ([See the Guidelines](#) for details regarding eligibility for Ministry coverage.)

MCU also provides private insurance through Chubb Insurance (formerly ACE-INA) to students should their unpaid placement take place with an employer who is not covered under the Workplace Safety and Insurance Act and limited coverage where eligible placements take place outside of Ontario (international and other Canadian jurisdictions). However, students are advised to maintain insurance for extended health care benefits through the applicable student insurance plan or other insurance plan.

Please be advised that Toronto Metropolitan University (formerly Ryerson University) will be required to disclose personal information relating to the unpaid work placement and any WSIB claim or Chubb claim to MCU.

This Agreement must be completed and signed to indicate the Student Trainee's acceptance of the unpaid work placement conditions, and a copy provided to the Toronto Metropolitan University placement coordinator prior to the commencement of the work placement.

Declaration:

I have read and understand that WSIB or private insurance coverage will be provided through the Ministry of Colleges and Universities while I am on an unpaid placement as part of an Approved Program.

I agree that, over the course of my placement, I will participate in and implement all safety-related training and procedures obtained from the University and the Placement Employer. I will provide the University with written confirmation that I have received safety training.

I will promptly inform my Placement Employer of any safety concerns. If these concerns are not resolved, I will contact the University's placement coordinator within my faculty and notify them of any unresolved safety concerns.

I understand that all accidents sustained while participating in an unpaid work placement must be immediately reported to the Placement Employer and my Toronto Metropolitan University placement coordinator. A MCU Postsecondary Student Unpaid Work Placement Insurance Claim form must be completed and signed in the event of injury and submitted to the University placement coordinator.

In the event of an injury, I consent to the release of my personal information relating to the placement to my Placement Employer and MCU, including address, telephone number, date of birth and social insurance number.

I also agree to maintain regular contact with the University and to provide the University with information relating to any restrictions and my ability to return to the placement.

I understand the implications and have had any questions answered to my satisfaction.

Student Name:	Student Signature:
Program Name:	Date:
Organization: TORONTO METROPOLITAN UNIVERSITY (FORMERLY RYERSON UNIVERSITY)	
Total Placement Hours: <small>(See Placement History tab on your HSPnet profile)</small>	Visa Student? <input type="checkbox"/> YES <input type="checkbox"/> NO
Parent/Legal Guardian's Name (for student less than 18 years of age) <i>please print</i> :	
Parent Signature:	Date:

Collection Notice Regarding Personal Information

Toronto Metropolitan University protects your privacy and Personal Information. The Personal Information requested on this form is collected under the authority of the *Ryerson University Act, 1977*, in accordance with the *Freedom of Information and Protection of Privacy Act* ("FIPPA"). The information will be used to communicate with the Placement Employer – for example, to confirm eligibility for the Placement or in the event of a workplace accident. Direct any questions about this collection to the Risk & Insurance Officer of the Financial Services Department at Toronto Metropolitan University at insurance@ryerson.ca or visit the website at: <https://www.torontomu.ca/policies/policy-list/information-protection-access-policy/>

Students upload this page to Synergy Gateway AND print and present it at their clinical placement when asked for proof of WSIB.