

## Pre-Placement Requirement Clearance Information Midwifery Education Programs

*In partnership with **Synergy Gateway Inc.***

Toronto Metropolitan University has partnered with Synergy Gateway Inc. to provide support and clearance for pre-placement requirements. To have your documents validated you will be required to book an **Electronic Requirements Verification (ERV)** appointment 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 once the system is up and running for our programs.

### DEADLINES

#### Pre-Placement Requirements Due:

|        |             |
|--------|-------------|
| YEAR 1 | AUGUST 8    |
| YEAR 2 | NOVEMBER 15 |
| YEAR 3 | AUGUST 8    |
| YEAR 4 | AUGUST 8    |

### YOUR ESPC APPOINTMENT

Be sure to review the list of pre-placement requirements below and have a plan when and how you will be completing them. It is important to remember that some requirements may take an extended time to complete.

Once your access is activated, book an ERV appointment through your *Verified* account. For help on how to navigate *Verified*, please log in and go to Important Forms. There you will find user guides to assist you with the process.

You are encouraged to *book* your appointment early, even if you do not have all documentation in place. Do not wait until a week or two before the deadline to book your appointment; appointment times will fill.

Ensure all your pre-placement documents are uploaded to your account by 9:00 AM (EST) on the day of your ESPC appointment. You do not need to be “present” on the day of your appointment – this is the date that Synergy Gateway retrieves your documents for review.

To avoid paying additional appointment fees, ensure all your documentation has been uploaded *before* 9 am (EST) of your ERV appointment date. If documents are outstanding at this time, you will not be cleared for placement. If documentation is missing or a requirement is not complete, you will need to book a follow-up appointment for an additional fee.

You will receive a Pre-Placement Completion Certificate (stamped document) once your documents have been reviewed. *Keep this for your records.*

If you need to cancel an appointment, ensure you cancel **at least 24 hours** prior to your appointment, or *you will be charged for a missed appointment.*

Synergy Gateway Inc. is *not* the authority on the Midwifery Education program policies and deadlines. Please check with [martha.sharpe@ryerson.ca](mailto:martha.sharpe@ryerson.ca) if you have questions about anything related to pre-placement requirements.

Please upload for your appointment:

- School Immunization form completed by your HCP
- Blood work/lab reports – You will not be issued clearance without blood work results
- Yellow immunization card or other proof of immunization
- Certification cards (as required)
- Originals of all documents

## STUDENT FEES

|                               |               |
|-------------------------------|---------------|
| Initial Clearance Appointment | \$ 49.50 +HST |
| Missed Appointment            | \$ 49.50 +HST |
| Follow-up Appointment         | \$ 10.00 +HST |

**Synergy Gateway is here to help! Contact Synergy Gateway at [www.Synergyhelps.com](http://www.Synergyhelps.com)** - Submit a Help Desk ticket and they will be in touch. Their Help Desk hours are Monday to Friday, 10am – 3pm (EST), excluding holidays.

### **\*\* Important Note\*\***

***Please ensure your documents are valid until the end of your placement period. Students with requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ERV appointment at FULL service fees. To avoid multiple appointment fees, we suggest you update all expiring documents in one appointment.***

**PRE-PLACEMENT REQUIREMENTS CHECKLIST – YEAR 1 STUDENTS**

**MEDICAL REQUIREMENTS**

*\* Students with certifications/requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ERV appointment and there will be a charge for this appointment.*

**COMPLETED  
WITH  
DOCUMENTA  
TION**

**Health Screening Requirements form completed by an HCP** – Please have your HCP complete your school immunization form. Along with this form, you must submit blood work results and vaccination records as proof. The form alone will not be accepted.

**Tetanus/Diphtheria**

Documentation of a primary series or adult catch-up series is required. Students must provide proof of tetanus and diphtheria-containing vaccine (TDaP or TDaP-IPV) received within the last 10 years **and must be valid for the entire academic year. Health provider's signature required.**

**Pertussis**

Documented proof of a pertussis booster given after the age of **18 or older** is required **AND** health provider's signature on blood test results (public health serology blood work) indicating titres are at the level demonstrating immunity. **If this information is no longer available, repeat the vaccination.** Public health serology blood work indicate titres are at the level demonstrating immunity.

**Polio**

Documentation of a primary series or adult catch-up series is required

**Measles, Mumps, Rubella (MMR)**

Documented proof of two vaccinations or blood work results showing immunity. You must upload the actual serology report showing immunity if you do not have proof of two vaccinations.

**COVID-19 Vaccination Receipts**

Documented proof of double vaccination status. – Proof of both vaccinations must be uploaded. This means dose 1 and 2. Only vaccines approved by Health Canada, external link, opens in new window will be accepted.

**Hepatitis B Surface Antibody Blood work**

Mandatory. You must submit proof of Hepatitis B Surface Antibody blood test results and proof of vaccination.

**Hepatitis B Vaccinations –**

Proof of primary series of at least 2 vaccinations is required. By health care provider (HCP) documentation or by lab results signed by HCP. If your serology results show you are not immune, then a second series and new blood work results will be required. To obtain a conditional clearance you will need to show proof that this has been started.

**Tuberculosis (Mantoux) – 2 Step TB Skin Test (+ 1-Step Test if required)**

Documented proof of a 2-step TB Skin Test (TST). If the 2-Step TST was completed *more than* 12 months ago, a current 1-Step TST is required. A medical follow-up with a chest x-ray is required if a person has EVER had documented positive TB Skin Test. Chest x-rays **are good for 2 years, and you must include the chest x-ray report.**

**NON-MEDICAL REQUIREMENTS**

*\* Students with certifications/requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ESPC appointment and there will be a charge for this appointment.*

**Police Check with Vulnerable Sector Check (VSS)**

Valid for 1 Year. Synergy will allow you to update this document free of charge according to the terms outlined for you at the time of clearance.

**PRE-PLACEMENT REQUIREMENTS CHECKLIST – YEAR 2-5 STUDENTS**

| <p><b>MEDICAL REQUIREMENTS</b></p> <p><i>* Students with certifications/requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ESPC appointment and there will be a charge for this appointment.</i></p>  | <p><b>COMPLETED WITH DOCUMENTATION</b></p> |
|---|--|
| <p><b>Tuberculosis (Mantoux) – 2 Step TB Skin Test (+ 1-Step Test if required)</b><br/>                     Documented proof of a 2-step TB Skin Test (TST). If 2-Step TST was completed <i>more than 12</i> months ago, a current 1-Step TST is required.<br/>                     A medical follow-up with a chest x-ray is required if a person has EVER had a documented positive TB Skin Test. <b>Chest x-rays are good for two years, and you must include the chest x-ray report with providers interpretation.</b></p>  |  |
| <p><b>Conditional Pass Requirements</b><br/>                     Please check your instructions from your previous clearance and ensure if you have been given a conditional clearance you update any new information required</p>  |  |
| <p><b>NON-MEDICAL REQUIREMENTS</b></p> <p><i>* Students with certifications/requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ESPC appointment and there will be a charge for this appointment.</i></p>  |  |
| <p><b>Police Check with Vulnerable Sector Check (VSS)</b><br/>                     Valid for 1 Year. Synergy will allow you to update this document free of charge according to the terms outlined for you at the time of clearance.</p>  |  |
| <p><b>CPR Level HCP/BLS -</b><br/> <b>Accepted providers:</b><br/>                     BLS Provider Course (Heart and Stroke Foundation)</p> <ul style="list-style-type: none"> <li>o CPR BLS or CPR HCP (Canadian Red Cross or a Canadian Red Cross certified training partner)</li> <li>o CPR BLS or HCP (Lifesaving Society)</li> <li>o CPR BLS-HCP (St. John Ambulance)</li> <li>o CPR BLS-HCP (Canadian Ski Patrol)</li> <li>o CPR/AED-HCP (Lifesaver 101)</li> <li>o CPR BLS or CPR HCP (Action First Aid)</li> <li>o CPR HCP (Casualty Care First Aid Company)</li> </ul> <p>Valid for 2 Years (regardless of expiry date on the card); must be valid for the entire duration of each placement.</p> |  |
| <p><b>Mask Fit Testing</b><br/>                     Completed every two years</p>   |  |
| <p><b>Canadian Pediatric Society, Neonatal Resuscitation Program Certification</b><br/>                     Valid for 1-year</p>  |  |

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| <b>Environmental Health and Safety Awareness Certificate (EHS) – Does not expire.</b><br>Must be a Ryerson or a Laurentian Certificate – no other certificates will be accepted. |  |
| <b>Workplace Hazardous Material Information System 2015 (WHMIS)</b><br>Valid for 3 years   |  |