

Your choice of career path requires you to meet specific health and safety standards as outlined by Ontario law. The Ontario government and the organizations offering you clinical placements have mandated specific medical and non-medical requirements that must be met by you, before you can begin any clinical placements. These measures are there to protect you, your colleagues and those that you will serve in your placement Toronto Metropolitan University (TMU) is committed to meeting standards of practice by ensuring that students attain and maintain required certifications and meet recommended immunization standards.

What's the rush?

This is a time-consuming task, particularly for "entering" students. You should start the process of completing your requirements 3 - 4 months prior to the due date required.

How does this affect me?

If you do not complete your requirements, you will not be permitted to begin any clinical experiences, including clinical observer ships. If you don't attend required clinical placements (or complete enough hours), you will not progress in the program.

Failure to adhere to the requirements deadline will result in a hold on your academic progress.

Have questions?

We understand that you may have questions about what you are required to do in order to meet requirements for your future clinical placements. To help you, we've collected some commonly asked questions:

Q. How do I find out what pre-clinical placement requirements I need to complete?

Please refer to your ESPC package forms to see what is required. These forms are located under the important forms section of your Verified profile.

Q. What are my responsibilities?

You must complete the following:

- Thoroughly review your requirements.
- Plan ahead! Complete all medical requirements in time for your Electronic Student Permit Checking (ESPC) appointment. Ensure you upload a completed Medical Requirements pages of the PRR along with the rest of your required documents to your Verified profile ahead scheduled appointment date and time.
- Book your appointment well in advance of the deadline.

- Upload all documentation in advance of your scheduled appointment. You do not need to attend your appointment. You are scheduling a time and date for your documentation to be reviewed.
- Keep all of your original documents and your electronic copies in a safe place as the School or other clinical sites may request to see them in the future.
- Ensure your requirements are valid throughout the duration of your placement(s).
- When your documentation has been reviewed and you have been cleared, you will be notified via email to your TMU student email account.

Q. Do I need to make an appointment with my health care professional?

You need to obtain documentation of all previous vaccinations and bloodwork, so you may need to book an appointment with your health care provider. This should be done in advance of your clearance appointment

Q. Who do I submit my Practice Requirements Record (PRR) to?

Students are to upload all their requirements including an approved TMU Medical Requirements pages of the PRR to their profile using the Verified platform, a cloud based electronic platform that digitally collects placement requirements and documentation for verification. Login details for Verified will be sent to your TMU email. Appointments will be booked through this online platform. Verified acts as the school's agent in clearing students on their school PRRs. You will only be cleared on what you have completed and must make a follow-up appointment to submit any outstanding requirements or documentation. Your clearance status is registered in Verified's database. At the end of the appointment, you will be able to see your status as will the school.

Q. When do I need to have my ESPC Appointment completed by?

Please log into your Verified profile and proceed to the Important Forms section. There you will be able to see your program specific ESPC package that will outline your due dates.

Note: Demand for appointment times is highest the week leading up to a deadline. Students are encouraged to plan ahead and book appointments well in advance in order to make the deadline. Students also need to be flexible with their schedule when booking an appointment.

Q. What if I am out of the country or working full-time all summer?

School requirements and submission deadlines are communicated to students in advance of the deadline to give students adequate time to prepare and plan ahead. The Electronic Student Permit Checking appointment is completely virtual and documentation can be uploaded 24 hours a day, 7 days a week. Completion and submission of School requirements is *mandatory* and the *deadline is not negotiable*.

The deadline is set to provide the School adequate time to verify and follow-up on students' clearance status, and complete all other requirements practice sites may have of the School and students.

Q. What if I don't have all requirements completed before the deadline?

Failure to adhere to the mandatory requirement deadline will result in a hold on clinical opportunities until this is resolved. Students will not be cleared for placement until *all* requirements are submitted.

Q. Who pays for the costs associated with obtaining my School requirements?

Students are responsible for all costs related to placement. Costs are dependent upon each student's needs. Doctor's notes, laboratory blood work reports, x-rays, and immunizations may or may not be free of charge.

Q. How long will it take me to gather all of my placement requirements?

It may take several weeks (or months) to obtain all of your requirements. Plan ahead!

Start the criminal record check process well in advance of the due date. Register for and attend certification courses in advance of your deadline.

Depending on your personal immunization status, it can take weeks or months to determine your level of immunity and complete all vaccination series. If you have proof of immunization or an immunization record (e.g. yellow card), take it with you to your medical appointment. If laboratory reports are required, or if immunizations are not complete, delays may occur.

Q. Where should I go to obtain a Standard First Aid certification and CPR - C certification?

First Aid courses and CPR courses are widely available. You must complete a in class course or a blended (online and in class combination).

Q. Why is the influenza (flu) immunization mandatory?

Influenza is needed for your program you can submit this to Verified at a later time. No additional fees are required to submit this item. To find out how to update your Flu shot you can visit the important forms section of your Verified profile.

Q. How do I cancel an appointment with Verified?

Students are able to reschedule an appointment using their secure login to Verified. Please ensure you cancel *at least 24 hours prior* to your appointment.

Q. I'm not quite sure if I have everything I need for my clearance appointment. Who can help me?

Please consult your ESPC package information for your checklist. You may wish to book an appointment with your physician to ensure you have everything you need.

Q. What do I need to gather for my ESPC appointment?

- Medical Requirements pages of the PRR Completed by a HCP
- Blood Test
- Vaccination Records
- All the requirements listed in your program specific ESPC package

Q. What happens at an appointment?

The ESPC appointment is a designated date and time when your documentation will be reviewed. It is NOT an appointment that you need to attend. Your requirement is to have all documentation submitted in advance of the ESPC service date you have scheduled.

A Synergy representative will review all your documents and determine if you can be cleared for placement. Students are to retain all original documentation. You will be notified once the review has taken place. The turn around time for each appointment status update is 2 business days. This means if you book on a Friday you may not hear back until end of day Monday.

Q. What are the possible outcomes from my initial clearance appointment?

Pass – you met all your requirements.

Fail – a requirement has not been met or supporting documentation has not been received. You will be required to book a follow up appointment at additional fees.

Pending – Synergy requires further information from you and has sent you an email indicating what your next steps are

Q. I've been cleared on all requirements, however one (or more) will expire before the end of the school year. Is this OK?

No. It is the student's responsibility to ensure that all requirements are valid *throughout the duration of all clinical placements*. If a requirement will expire during the school year, the student must renew it (before it expires) and submit the updated documentation. Each time you book an appointment to update your documents it will require a full appointment at full-service fees. It is advised that students renew everything, so your documents are valid for all your clinical placements in that academic year.

Note: Students must also be aware of when they had their last tetanus/diphtheria/pertussis vaccination. This vaccination must be completed every 10 years and students must ensure their immunizations are up to date.

Q. What if I'm given a status of Fail?

You will receive a list of requirements that you still need to complete. Once done, you must book another appointment (for an additional fee). *You will not be permitted to begin clinical placement until you have been cleared on all requirements.*

For more information

Contact Information regarding Verified platform, uploading documentation, ESPC:

www.synergyhelps.com

TMU Placement Office:

cpo@ryerson.ca