

PRACTICE REQUIREMENTS RECORD (PRR) – YEAR 1

Due Date: November 5, 2026

NOTICE AND GENERAL INSTRUCTIONS TO STUDENTS

Welcome Collaborative Nursing BScN Degree Program Year 1 Students Admitted for Fall 2026 and Winter 2027 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.**

Phase 1: By arranging to see your Healthcare Provider (HCP) at least six months before the due date, you will support the timely completion of the PRR, specifically items 1 – 6 below as they may require you to locate your immunization records in your current home location. 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 to meet the immunity requirements of the PRR as a nursing student entering your clinical placement experience.

Phase 2: Students will receive an activation message from [Synergy Gateway](#) sent to their TMU email addresses few months before the due date of the PRR. Synergy Gateway is a records management system where students are expected to upload their completed PRR package and its supporting documents for review.

- Students are required to book and pay for an Electronic Requirements Verification (ERV) review (\$53+HST) on Synergy to have all their medical and non-medical documents of the PRRs reviewed. Any incomplete document after an ERV appt is subject to a follow-up (\$12+HST) review 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.

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. COMMUNICABLE DISEASES – MEASLES, MUMPS, RUBELLA (MMR), AND VARICELLA:** Only the following is acceptable as evidence of immunity: Documentation of the dates of receipt of vaccines (two doses) – **OR** – positive serology reports, also known as laboratory evidence of immunity (blood work results) with date. **Blood work results are valid for 10 years.**

If either of the above evidence of immunity is not available, the student must have (a) Mumps and/or Measles and/or Rubella and/or Varicella immunization(s) (if they had 0 doses, then two doses are required), in the form of a trivalent MMR or Varicella vaccine, unless the student is pregnant.

Administration of the second Varicella dose should be at least 6 weeks from the first.¹

Administration of a LIVE virus MAY interfere with TB Skin Testing, unless administered on the SAME day, or 4-6 weeks apart.

- 2. HEPATITIS B:** Primary vaccination series of Hep B immunization (3 doses: 0, 1, and 6 months apart), including lab evidence of immunity (blood work result) anti-bodies to HBsAg (AntiHBsAg over 10 IU/L = immune) must be provided at least one month after the primary vaccine series is complete. **Blood work results are valid for 10 years.**

Individuals who are non-immune must undergo a second COMPLETE vaccination series (3 doses) of Hep B immunization, and updated subsequent lab evidence of immunity. **Students actively completing the series must have at least 2 doses of Hep B vaccines to enter placement.**

If lab evidence of immunity (anti-HBs) does not demonstrate immunity after the second series ('non-responder'), student to verify awareness and education of non-responder status. Non-responders are not required to undergo a third series of Hep B immunization.

Immune: anti-HBs \geq 10 Non-Immune: anti-HBs $<$ 10

Non-Responder: anti-HB $<$ 10 after two series of vaccination, student is considered to be a vaccine non-responder. Must complete Appendix A: Hepatitis B Non-Responder Self-Declaration Form. Email cpo@torontomu.ca for this form.

¹ National Advisory Committee on Immunization (NACI). *Varicella Vaccination Two-Dose Recommendations*. Canada Communicable Disease Report Vol 36 ACS-8 Sept 2010. Public Health Agency of Canada (Available at: phac-aspc.gc.on.ca/publicat/ccdr-rmtc/10vol36/acs-8/index-eng.php)



Students should not upload this page to Synergy Gateway

3. **TETANUS, DIPHTHERIA AND PERTUSSIS (TDaP):** Immunization against **Tetanus, Diphtheria and Pertussis** is valid for 10 years. Maintenance of up-to-date immunization status is required.
4. **POLIO:** Primary immunization against **Polio** is sufficient. No repeat dose needed unless suggested by the student's HCP.
5. **TUBERCULOSIS (TB) SCREENING:**
No previous positive TB Skin Test: Negative Baseline 2-Step TB Skin Test, plus additional negative Annual 1-Step Skin Test, if 2-Step is more than a year.
Positive TB Skin Test: Negative chest x-ray subsequent to positive TB Skin Test, plus no symptoms of active TB disease, plus annual assessment verifying there is no symptoms of active TB disease.
6. **COVID-19 VACCINE:** COVID vaccination is strongly recommended for all clinical placements. Students must upload the official proof of COVID-19 vaccine. **Only vaccines [approved by Health Canada](#) will be accepted.**
7. **INFLUENZA VACCINE (For Winter Placements Only):** Only flu vaccines administered between October to December will be accepted for Winter Placement eligibility, **supported by pharmacy receipt or HCP documentation.** HCP documentation is required to support a medical exemption.

NON-MEDICAL REQUIREMENTS

8. **STANDARD FIRST AID** - You can register at any First Aid Trainers available in your area.
9. **ANNUAL CPR-BASIC LIFE SUPPORT (BLS) CERTIFICATE**
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.**
Advanced CPR certificates for healthcare providers are accepted if valid for the full academic year.
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**
The VSS must be valid for the duration of placement and must be issued within six (6) months of the start date of placement.
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
12. **WSIB CONSENT FORM**
13. **HSPNET CONSENT FORM**

Students should not upload this page to Synergy Gateway

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

MEDICAL REQUIREMENTS

ATTN Health Care Provider/s: All information must be transcribed to this form, supporting documents alone will not be accepted. 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. COMMUNICABLE DISEASES – MEASLES, MUMPS, RUBELLA (MMR), AND VARICELLA

NOTE: Tuberculin Skin Tests must be **given before or at least four weeks** after live vaccines (MMR, Varicella)

Document **one** of the following for the evidence of immunity for each communicable disease:

1. **MMR-V Primary Series Vaccination:** Transcribe two doses of live vaccine given 28 days or more apart, with the first dose after 12 months of age. One dose of live vaccine is acceptable for Rubella.

Immunization	1 st Dose Date YYYY-MM-DD	2 nd Dose Date YYYY-MM-DD	HCP Initials
Measles:			
Mumps:			
Rubella:			
Varicella:			

- OR -

Serology/Lab evidence of Immunity: Required only if above primary series is not available. Blood work results are valid for 10 years and must be uploaded to Synergy Gateway. HCP must transcribe blood work results below:

Immunization	Date YYYY-MM-DD	Blood Work Results (Please check one)			HCP Initials
Measles:		<input type="checkbox"/> Immune	<input type="checkbox"/> Non-Immune	<input type="checkbox"/> Indeterminate	
Mumps:		<input type="checkbox"/> Immune	<input type="checkbox"/> Non-Immune	<input type="checkbox"/> Indeterminate	
Rubella:		<input type="checkbox"/> Immune	<input type="checkbox"/> Non-Immune	<input type="checkbox"/> Indeterminate	
Varicella:		<input type="checkbox"/> Immune	<input type="checkbox"/> Non-Immune	<input type="checkbox"/> Indeterminate	

2. **If Applicable - Second Series Vaccination (if blood work above is non-immune or indeterminate):** Transcribe two doses of live vaccine given 28 days or more apart, with the first dose after 12 months of age. One dose of live vaccine is acceptable for Rubella.

Immunization	1 st Dose Date YYYY-MM-DD	2 nd Dose Date YYYY-MM-DD	HCP Initials
Measles:			
Mumps:			
Rubella:			
Varicella:			

2. HEPATITIS B

1. **Primary Series Vaccination:** Blood work result is valid for 10 years and must be uploaded to Synergy Gateway, along with the transcribed vaccination series dates.

(Lab results of immunity anti-bodies to HBsAg (AntiHBsAg over 10 IU/L = immune) will be completed one month after the primary vaccine series is complete.)

Hep B	Dose Date YYYY-MM-DD	HCP Initials
1 st Dose		
2 nd Dose		
3 rd Dose		

- AND -

Immunization	Date YYYY-MM-DD	Blood Work Result (Please check one)			HCP Initials
Hep B:		<input type="checkbox"/> Immune	<input type="checkbox"/> Non-Immune	<input type="checkbox"/> Indeterminate	

2. **Second Series Vaccination (if blood work above is non-immune or indeterminate):** 3 doses: 0, 1, and 6 months apart

Hep B	Dose Date YYYY-MM-DD	HCP Initials
1 st Dose		
2 nd Dose		
3 rd Dose		

- AND -

Immunization	Date YYYY-MM-DD	Blood Work Result (Please check one)			HCP Initials
Hep B:		<input type="checkbox"/> Immune	<input type="checkbox"/> Non-Immune	<input type="checkbox"/> Indeterminate	

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

MEDICAL REQUIREMENTS CONTINUED

ATTN Health Care Provider/s: All information must be transcribed to this form, supporting documents alone will not be accepted. Any fees associated with the completion of this form are the responsibility of the student. Students are not allowed to complete their own forms.

3. DIPHTHERIA, TETANUS AND PERTUSSIS (TDaP)

Document the last TDaP vaccinations within the last 10 years. **If this information is no longer available, repeat the vaccination.**

Date YYYY-MM-DD	HCP Initials

4. POLIO

Primary vaccination required. **If this information is no longer available, repeat the vaccination.**

Date YYYY-MM-DD	HCP Initials

5. 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.

1. History of Baseline 2-Step TB Skin Test (Mantoux)

This is mandatory. Each TB test to be read 48-72 hours after the date given. The 2nd step to be given 7-21 days after the 1st step. The TB Skin Test is valid for 1 year.

TB Skin Test	Date Given YYYY-MM-DD	Date Read YYYY-MM-DD	Induration in MM	HCP Initials
Baseline Step 1:				
Baseline Step 2:				

2. Annual 1-Step TB Skin Test (Valid only with proof of previous negative Baseline 2-Step Skin Test)

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

3. Chest X-Ray (Required only with a positive TB Skin Test. A chest x-ray report less than 2 years old must be attached) any abnormalities on the chest x-ray report or physical exam are noted, documentation from the HCP explaining the findings is required. **Upload chest x-ray report to Synergy Gateway.**

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	

6. COVID-19 VACCINE

COVID-19 vaccination is highly recommended for all clinical placements. Students must upload official proof of COVID-19 vaccine downloaded from www.ontario.ca/page/proof-covid-19-vaccination or equivalent if received outside of Ontario.

NOTE: Only vaccines [approved by Health Canada](https://www.healthcanada.ca) will be accepted.

	Date YYYY-MM-DD	Name of Vaccine	HCP Initials
1 st Dose			
2 nd Dose			
Booster			

7. ANNUAL INFLUENZA VACCINE (For Winter Placements Only)

Only flu vaccines administered between October to December will be accepted for Winter Placement eligibility, supported by pharmacy receipt or HCP documentation. Stickers on your nursing badge 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)

Clinic/professional stamp is allowed. HCP must sign and include date completed.

Name & Signature:

Address:

Phone:

Date:

Health Care Provider (2) optional

Clinic/professional stamp is allowed. HCP must sign and include date completed.

Name & Signature:

Address:

Phone:

Date:

NON-MEDICAL REQUIREMENTS

8. STANDARD FIRST AID CERTIFICATE – ONLY COMPLETED ONCE FOR THE ENTIRE DURATION OF YOUR PROGRAM

You can register at any First Aid Trainers available in your area.

9. 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.

10. 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

11. VULNERABLE SECTOR CHECK/SCREENING

The VSS must be valid for the duration of placement and must be issued within six (6) months of the start date of placement.

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:
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.



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 Workplace 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: COLLABORATIVE NURSING DEGREE PROGRAM (BScN)	Date:
Organization: TORONTO METROPOLITAN UNIVERSITY (FORMERLY RYERSON UNIVERSITY)	
Total Placement Hours: 48 HOURS	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/>

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

Consent Form for Use and Disclosure of Student Information

Student Number: _____ Educational Program: _____
 First Name: _____ Middle Initial: _____ Last Name: _____

1. Permission to Use and Disclose Your Student Related Personal Information and Personal Health Information

By signing this consent, you authorize your educational Program (Collaborative Nursing Degree Program) to:

- Collect, use and/or disclose your personal information (name and student profile information that is under the custody and control of your Program) to authorized staff of Receiving Agencies for the purpose of locating and coordinating an appropriate placement experience (e.g. clinical practica, fieldwork, or preceptorship) as required by your educational program;
- Use your student related personal information and personal health information relating to placement prerequisites, for the purpose of tracking your compliance against Receiving Agency safety and infection control prerequisites for accepting students. Placement prerequisites that may be tracked include personal information such as CPR certification or criminal records check status, and personal health information such as immunity/immunization status of vaccine-preventable diseases. Placement prerequisite information is used only by staff involved with your educational program, and is never disclosed to users external to your educational program.
- Disclose your personal information to the owner and administrator of the HSPnet system, namely Provincial Health Services Authority British Columbia (PHSA), to allow PHSA to indirectly collect your personal information to provide HSPnet student placement services.

2. Consent Period

This consent is effective immediately and shall remain valid for up to six years, or shall be voided upon your completion of the Program, your formal withdrawal from the Program, or upon written request as described below.

3. Your Rights With Respect to This Consent

- 3.1 Right to Refuse Consent** - You have the right to refuse to sign this consent, and if you refuse your placement will be processed manually at the earliest convenience of the Program and Receiving Agency.
- 3.2 Right to Review Privacy & Security Policies** - A copy of the document entitled *Identified Purposes and Handling of Personal Information in HSPnet*, which summarizes Privacy and Security policies relating to how we may use and disclose your personal information via HSPnet, is distributed with this Consent Form. You may wish to review the complete Privacy and Security Policies for HSPnet before signing this consent. The Privacy and Security policies may be amended from time to time, and you can obtain an updated copy by contacting privacy@hspcanada.net.
- 3.3 Right to Request Restrictions on Use/Disclosure** - You have the right to request that we restrict how we use and/or disclose your personal information or personal health information via HSPnet for the purpose of locating and coordinating a suitable placement experience. Such requests must be made in writing to the placement coordinator for your Program. If we agree to a restriction you have requested, we must restrict our use and/or disclosure of your personal information in the manner described in your request. If this restriction precludes our ability to coordinate your placement via HSPnet, then your placement will be processed manually at the earliest convenience of the placement coordinator and receiving agency.
- 3.4 Right to Revoke Consent** - You have the right to revoke this consent at any time. Your revocation of this consent must be in writing to the placement coordinator for your Program. Note that your revocation of this consent, or the voiding of this consent upon your completion or withdrawal from the Program, would not be retroactive and would not affect uses or disclosures we have already made according to your prior consent.
- 3.5 Right to Receive a Copy of This Consent Form** - You may request a copy of your signed consent form.

Collection of your personal information is done under the authority of the privacy legislation that applies to educational institutions in your province. For more information visit www.hspcanada.net/privacy-and-security/.

I hereby authorize my educational Program to use and/or disclose my personal information via HSPnet for the purpose of locating and coordinating appropriate student placement(s) as required by the curriculum.

Signature of Student

_____/_____/_____
Date MMM / DD / YYYY