



PRACTICE REQUIREMENTS RECORD (PRR)

Fall Due Date: June 25, 2026

Winter Due Date: November 5, 2026 (Vulnerable Sector Check & Annual Flu Vaccine)

This PRR package is for incoming Year 3 Nursing Students from Centennial College and George Brown College

NOTICE AND GENERAL INSTRUCTIONS TO STUDENTS

Welcome to the TMU Site Collaborative BScN Program Students Fall 2026 – 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 the end of April to early May OR before you are gone for the summer**, you will support the timely completion of the PRR before the due date. Specifically items 1 – 5 below as they may require you to locate your PRR package in Year 1. 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 Years 1 and 2**; to meet the immunity requirements of the PRR as a returning nursing student entering your clinical placement.

Phase 2: Students will receive an activation message from [Synergy Gateway](#) to their **TMU email address** during the summer. 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 (\$52+HST) on Synergy to have all their medical and non-medical documents of the PRRs reviewed. Any incomplete document after an ERV review is subject to a follow-up (\$10+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

UPLOAD ITEMS 1 – 5 FROM YOUR YEAR 1 PRR PACKAGE. ONLY UPLOAD NECESSARY DOCUMENTS TO SYNERGY GATEWAY.

- 1. COMMUNICABLE DISEASES – MEASLES, MUMPS, RUBELLA, VARICELLA:** Only the following is acceptable as evidence of immunity: Vaccination dates of your MMR-V vaccines (two doses) – **OR** – MMR-V blood work results proving your immunity. Blood work results are valid for 10 years.
If either of the above evidence of immunity is not available, the student must complete two doses of MMR-V.
- 2. HEPATITIS B:** Primary vaccination series of Hep B immunization (3 doses: 0, 1, and 6 months apart), including blood work result proving your immunity. 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 must have at least 2 doses of the Hep B series in order 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

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3. **TETANUS, DIPHTHERIA, 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: Upload your history of a Negative Baseline 2-Step TB Skin Test from Year 1, plus an updated negative Annual 1-Step Skin Test for Year 3.
Positive TB Skin Test: Upload your history of a Positive Skin Test from Year 1, plus renewed negative Chest X-Ray for Year 3. **Chest X-Ray result is valid for 2 years.**
5. **COVID-19 VACCINE:** COVID vaccination is highly recommended for all clinical placements. Students must upload the official receipt of COVID-19 vaccines (with QR code) downloaded from Health Canada. **Only vaccines approved by Health Canada will be accepted.**
6. **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.**
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)

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 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 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 immediately.
12. **WSIB CONSENT FORM:** Placement Hours found on HSPnet.

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Guidelines on Synergy Gateway Appointments

- All students from Centennial College are expected to create a **new** Synergy Gateway profile **associated with their TMU email addresses**. Do not upload your Year 3 PRR documents to your Synergy account associated with your CC email.
- All students from George Brown College are expected to create a Synergy Gateway profile associated with their TMU email addresses.
- Only necessary PRR pages from Year, its valid supporting documents (i.e. official proof of COVID-19 vaccine, all blood work results, all PRR pages completed by your HCP) and the TMU PRR pages below must be uploaded to Synergy prior to booking and paying for the ERV review (\$52+HST) for review.
- Any pending document after the ERV is subject to a follow-up review (\$10+HST)
- Do not upload unnecessary expired documents from Years 1 and 2 PRR package (i.e. expired BLS, expired mask fit, expired VSS, etc.)
- 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 review (\$52+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 review (\$52+HST)
- Flu vaccines administered in October, November and December (flu season) is processed for free.

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

MEDICAL REQUIREMENTS

ATTN Health Care Provider(s): All information must be written on 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.

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)** – Student must upload their history of a Baseline 2-Step TB Skin Test from their Year 1 PRR package to Synergy Gateway.

2. **Annual 1-Step TB Skin Test** (Valid only with a History of Baseline 2-Step).

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

-OR-

3. **Chest X-Ray** – Student must upload their history of a Positive TB Skin Test from their Year 1 PRR package 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	

6. COVID-19 VACCINE

COVID-19 vaccination is highly recommended for all clinical placements. Students must upload their Year 1 PRR form where their HCP documented their COVID-19 vaccines and **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.canada.ca/en/health-canada/services/vaccines-and-immunization/immunizations/immunization-vaccines-approved-health-canada.html) will be accepted.

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 will not be accepted.

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:

Students must upload this page to Synergy Gateway, along with their Year 1 PRRs and its supporting documents i.e. blood work results & official COVID-19 receipt downloaded from Health Canada.



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NON-MEDICAL REQUIREMENTS

8. 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 the accurate CPR level.

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

9. RENEWED 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.

10. 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

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.



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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: 168 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 must upload this page to Synergy Gateway & provide to their clinical placement when asked for proof of WSIB.