

## PRACTICE REQUIREMENTS RECORD (PRR) - POST-DIPLOMA STUDENTS

Fall Due Date: June 30, 2023  
Winter Due Date: November 3, 2023  
Spring Due Date: March 1, 2024

### NOTICE AND GENERAL INSTRUCTIONS TO STUDENTS

#### Welcome Post-Diploma Nursing BScN Degree Program Students Fall 2023 / Winter 2024 / Spring 2024 Academic Sessions

As a Post-Diploma Nursing Degree Student, you will be expected to complete nursing practice courses throughout the program. Nursing placement experiences begin in C/NCL 700 (full-time and part-time programs), in hospital and long-term care settings within and beyond the Greater Toronto Area (GTA). Ontario legislation specifies certain surveillance requirements must be met, for those individuals entering into healthcare practice settings, including students.

- I acknowledge that I have submitted a [Placement Information Record \(PIR\)](#) prior to the PIRs deadline date. Failure to do so will result in the placement being deferred to the subsequent semester.

The Post-Diploma 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 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 practice placement setting. The completion of this information is not optional, all sections must be completed as outlined.

#### Students must receive clearance of all documents prior to attending clinical activities.

By arranging to see your Healthcare Provider (HCP) as early as possible, you will be supporting the timely completion of the PRR and specifically elements 1 – 8 below as they may require you to locate your health & immunization records in your current home location. You may also require the assistance of your HCP in obtaining current health records, arranging for any necessary laboratory evidence of immunity (blood work results) and re-administration of vaccines to promote meeting the surveillance/safe immunity requirements of the PRR for you as a new nursing student to enter a clinical placement experience. *Any fees associated with the completion of this form are the responsibility of the student. Students are not allowed to complete their own forms.*

**If you are currently employed at a healthcare facility, you can obtain your Occupational Health and Safety report containing the elements below to submit.**

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

For further reference please see [Practice Requirement Record Standard](#).

All students should retain their PRR forms and supporting documentation for the full duration of their program and the completion of their degree. Your practice placement setting has the right to ask and review your complete PRR package.

**Confirmed placements will not be released on HSPnet until PRR clearance is confirmed by Synergy Verified.**

### **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.  
A history of chickenpox is **NO LONGER** sufficient evidence of immunity.  
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.<sup>1</sup>

<sup>1</sup> 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.ca/publicat/ccdr-rmtc/10vol36/acs-8/index-eng.php](http://phac-aspc.gc.ca/publicat/ccdr-rmtc/10vol36/acs-8/index-eng.php))

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.

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.

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 and should complete Appendix A: Hepatitis B Non-Responder Self-Declaration Form.

3. **TETANUS AND DIPHTHERIA:** Immunization against **Tetanus** and **Diphtheria** is generally valid for 10 years. Maintenance of up-to-date immunization status is required.
4. **PERTUSSIS:** Vaccination with **acellular Pertussis** as an adolescent or adult is recommended. A single dose of Pertussis vaccine in the form of a Tdap (Adacel vaccine) is recommended if not previously received as an adolescent or adult, in place of one Td booster. There is no contraindication in receiving Tdap in situations where the student has had a recent Td immunization
5. **POLIO:** Primary immunization against **Polio** is sufficient.
6. **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.
7. **INFLUENZA VACCINE (For Winter Placements Only):** The influenza vaccine is administered between October - December and must be submitted for Winter Placement eligibility. HCP documentation is required to support a medical exemption.
8. **COVID-19 VACCINE:** COVID vaccination is mandatory for all clinical placements. Students must submit proof of vaccination receipt. Only vaccines approved by Health Canada will be accepted.

## **NON-MEDICAL REQUIREMENTS**

9. **CPR-BASIC LIFE SUPPORT CERTIFICATE (RENEW EVERY YEAR)**

**NOTE:** Basic Life Support (CPR-BLS) re-certification is renewed on an annual basis AND must be valid for the entire academic school year. Advanced CPR certificates 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 carry your mask fit card at all times.

**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 form (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 for the form or letter. To avoid delays, please ensure your postal code is updated on 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](mailto:cpo@torontomu.ca)

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

12. **WSIB CONSENT FORM**

13. **HSPNET CONSENT FORM**

Student Name: \_\_\_\_\_ TMU Student Number: \_\_\_\_\_ TMU Email: \_\_\_\_\_

**MEDICAL REQUIREMENTS**

**To be completed by the Health Care Provider. Please note all information must be transcribed to this form, as supporting documents alone will not be accepted.** Do not authorize the applicant's immunization record without evidence of immunity or written documentation as defined below.

**NOTE:** 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:** 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 <sup>st</sup> Dose Date YYYY-MM-DD	2 <sup>nd</sup> Dose Date YYYY-MM-DD	HCP Initials
Measles:			
Mumps:			
Rubella:			
Varicella:			

**- OR -**

**Serology/Lab evidence of Immunity** (attach blood work reports): Required only if above primary series is not available. Blood work reports must be attached for serologic proof of immunity

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. **Second Series Vaccination (if blood work is non-immune or indeterminate)**

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

**2. HEPATITIS B**

1. **Primary Series Vaccination:** Lab immunity results must be provided with 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 <sup>st</sup> Dose		
2 <sup>nd</sup> Dose		
3 <sup>rd</sup> 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 is non-immune or indeterminate):** 3 doses: 0, 1, and 6 months apart

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

**3. DIPHTHERIA AND TETANUS**

Document the last Diphtheria and Tetanus vaccinations within the last 10 years. If this information is no longer available, repeat the vaccination.

Date YYYY-MM-DD	HCP Initials

**4. PERTUSSIS**

Document a one-time acellular pertussis vaccination (TDaP or TDaP-IPV) given at age 18 years or older. If this information is no longer available, repeat the vaccination.

Date YYYY-MM-DD	HCP Initials

**5. POLIO**

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

Date YYYY-MM-DD	HCP Initials

**6. 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 2<sup>nd</sup> step to be given 7-21 days after the 1<sup>st</sup> 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. Attach 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	

**7. ANNUAL INFLUENZA VACCINE (For Winter Placements Only)**

The vaccine is administered between October - December and must be submitted for Winter Placement eligibility. HCP documentation is required to support a medical exemption.

Date YYYY-MM-DD	HCP Initials

**8. COVID-19 VACCINE**

**COVID-19 vaccination is mandatory for all clinical placements. Students must submit proof of vaccination receipt.**

**NOTE:** Only vaccines approved by Health Canada will be accepted.

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

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

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

<u>Health Care Provider (1)</u>	<u>Health Care Provider (2)</u>
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:

## NON-MEDICAL REQUIREMENTS

### 9. ANNUAL CNO REGISTRATION LICENSE

Your CNO registration will be verified at [www.cno.org](http://www.cno.org)

**NOTE:** Any student with changes in status to their CNO registration status (example: status not in good standing; suspension; lapse and / or revoked) must disclose to the Daphne Cockwell School of Nursing. If you are an International Educated Nurse, write IEN on the blanks.

License Number: \_\_\_\_\_ Name as it appears on your license: \_\_\_\_\_

### 10. CPR-BASIC LIFE SUPPORT CERTIFICATE (RENEW EVERY YEAR)

**NOTE:** Basic Life Support (CPR-BLS) re-certification is renewed on an annual basis AND must be valid for the entire academic school year. Advanced CPR certificates are accepted if valid for the full academic year.

### 11. 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/or expiry date. Ensure you carry your mask fit card at all times. Please refer to the CPO website for clinic dates or agencies that provide mask fit testing.

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

### 12. 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 form (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 for the form or letter. To avoid delays, **please ensure your postal code is updated on HSPnet, this is how we determine which document to send you.** Please check your TMU email for the form or letter as per schedule:

Placement	Expect email from CPO:
Fall Placements	Beginning of April
Winter Placements	Beginning of September
Spring Placements	Mid-January

If your VSS result is POSITIVE, please contact the CPO at [cpo@torontomu.ca](mailto:cpo@torontomu.ca)

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

All students should retain their PRR forms and supporting documentation for the full duration of their program and the completion of their degree. Your practice placement setting has the right to ask and review your complete PRR package.

## Student Declaration of Understanding

### Workplace Safety and Insurance Board 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.

## Student Declaration of Understanding

### Workplace Safety and Insurance Board or Private Insurance Coverage for Students on Unpaid Placements

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

Student Name:	Student Signature:
Program Name:	Date:
Organization: <b>TORONTO METROPOLITAN UNIVERSITY (FORMERLY RYERSON UNIVERSITY)</b>	
Total Placement Hours: (See <i>Placement History</i> tab on your HSPnet profile)	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](mailto:insurance@ryerson.ca) or visit the website at: <https://www.torontomu.ca/policies/policy-list/information-protection-access-policy/>



## 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 (Post Diploma 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](mailto: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/](http://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