

## School of Community and Health Studies



# CLINICAL PLACEMENT REQUIREMENTS STUDENT HANDBOOK

Please save the Student Handbook to your desktop

[www.centennialcollege.ca/schsclinicalandfieldplacements](http://www.centennialcollege.ca/schsclinicalandfieldplacements)

Dear Student:

We welcome you to Centennial College. The Clinical Placement Handbook includes the steps and documents (to download a series of forms) that must be completed in full, and reviewed by Synergy Gateway by or before **July 16<sup>th</sup>, 2025** in order to be cleared. Please note that we cannot place students with placement sites unless all non-academic requirements are obtained, submitted, and cleared by Synergy Gateway. We strongly recommend that students submit requirements prior to the deadline to avoid unforeseen challenges at the deadline.

These forms contain both medical and non-medical requirements that must be met by you, in order for you to start your program. These clinical pre-placement requirements have been developed under the guidelines of the Ontario Hospital Association (OHA), Canada's Immunization Guide and the Ontario Medical Association (OMA).

This complex task will take you anywhere from 6-8 weeks or longer to complete all of your requirements. **We urge you to begin immediately**, since the process for completing the medical requirements alone will have you at your doctor's (or other health practitioner's) office for a minimum of two visits, and could be up to 5 visits or more.

**You are responsible for ensuring** that your doctor or health care provider properly completes, **signs, and date stamps your Clinical Pre-Placement health form** in the designated areas. If you do not have a family doctor, you may visit any Walk-in Clinic available. The cost of all immunizations and non-medical requirements are paid for by you.

Should you come across a question that isn't easily answered via our web information, you may contact the Synergy Gateway Team. They can assist with medical questions, while the Clinical Placement Officer can assist with guidance and support with obtaining your requirements and placement clearance. Please ensure you read through the student handbook, clinical pre-placement health form for any questions within these materials.

### **\*\*Synergy Gateway Team Inquiries**

Please note, that you will receive your Synergy Gateway Verified profile login information in **January 2025** after you have started your program. It is your responsibility to keep an eye out for Synergy's email in your myCentennial Inbox including your spam folder. You will **not** be able to access your Synergy account, until you receive your login information in **January**.

The student may access online support in the following ways:

**1. At any time, the student may send a question or comment to the Synergy Gateway team by submitting an online help desk ticket at [www.synergyhelps.com](http://www.synergyhelps.com). Their business hours are Monday to Friday 10 am – 3pm.**

**Clinical Placement Information Office**  
[placementrequirements@centennialcollege.ca](mailto:placementrequirements@centennialcollege.ca)

# Step by Step Guide to Completing Mandatory Clinical Requirements

Please follow the Step by Step Guide Below in order to complete your Pre-Clinical Clearance Requirements.

## Step 1. Complete All of Your Medical Requirements

For information on your **medical requirements**. You will be required to print and complete the form with your health care provider (doctor, nurse practitioner, walk-in clinic)

Please ensure that your doctor completes all the required areas including signatures on your pre-placement health form that you received from us.

**Tuberculosis (TB):** If your first step indicates that you are negative (measurement below 10 mm), you will need to book an appointment to see your doctor within 7 - 21 days of your test to have your step two test done. Please ensure that your doctor writes in the dates given, dates read and results for both steps. If your 1-step or 2-step skin test indicates that you are positive (measurement above 10 mm), then you need to do a chest x-ray to check your lungs and chest to confirm you are cleared and free from the disease. If there are any issues with the X-ray, your doctor will advise and take the necessary steps. A copy of your chest x-ray report is mandatory to be submitted for all students who tested positive.

If you have done a two-step testing before with negative results, documentation is required as proof, and you will only need to do your annual one-step test. If you have previously tested positive, you do not need to redo the test; however, your doctor needs to indicate the dates this was completed, give you a copy of the chest x-ray done (valid for two years) along with a note stating that you have been **physically** examined and whether or not you have any signs or symptoms of TB and an updated chest X-ray if the one previously done is more than two years.

### **COVID 19 Vaccine:**

Please note: As recommended by the National Advisory Commission on Immunization (NACI) in an update published 28 September 2021, COVID-19 vaccines may be given at the same as, or any time before or after, other vaccines, including live, non-live, adjuvanted or unadjuvanted vaccines and TB testing.

Vaccines are developed to protect our communities, especially the most vulnerable such as LTC residents and patients. Once developed, a vaccine goes through rigorous scientific reviews for safety and efficacy before it is approved by Health Canada. Understanding that nursing students are an integral part of the healthcare system and are entrusted to provide safe care, we very strongly recommend that all students in the Nursing Program be vaccinated for COVID-19 prior to commencing a clinical experience. Students who choose not to vaccinate without a legitimate reason risk putting themselves and their care recipients in an unnecessary danger of contracting COVID-19. It is the placement agency's discretion to pause or cancel a student placement based on agency policies and protocols, which may risk a delay to the program of study in the case a student is unable to attend their clinical placements due to contracting COVID-19 or when the clinical agency requires learner vaccination.

The COVID-19 vaccination is mandatory as of September 7th, 2021, as it is a requirement of placement sites. The Government of Ontario issued a directive mandating hospitals, home and community care service providers as well as some private businesses to have a mandatory COVID-19 vaccination policy.

For more information about COVID-19 and vaccination, we encourage all students to review the following resources for additional information:

- [19 to Zero](#)
- [Public Health Ontario](#)

**MMR (Mumps, Measles and Rubella):** Students are to submit either proof of vaccination of 2 doses of MMR vaccine or a blood test report that states the student has full immunity- by stating “reactive” - if any of the measles, mumps or rubella test results say “indeterminant” or “non-reactive” they are not immune and the student will require MMR vaccines.

**Varicella (Chicken Pox):** Student are to submit either proof of vaccination of 2 doses of Varicella vaccine or blood test results that states the student has full immunity- by stating “reactive”- if test results say “indeterminant” or “non-reactive,” they are not immune and require varicella vaccines.

**Tetanus:** Students are to submit proof of vaccination of Tetanus/ Diphtheria vaccine (Td or Tdap) given in the last 10 years.

**Pertussis:** All students are required to provide proof of an adult dose of Tdap received on or after their 18th birthday

**Polio:** Student to submit proof of vaccination of at least 2 previous doses of polio- If the student has no records available, they will need to get an “adult series,” which consists of 3 doses – Synergy Gateway can give a temporary clearance after the 2nd dose with an expected completion in 6 months.

**Hepatitis B (HEP B):** To be cleared for this requirement student needs to submit a lab blood test which shows antibody immunity of 10IU/L or higher. Also, students will need to submit a vaccine record for any doses of Hep B vaccine they have received (for example- students receive in grade 7 or 8 in Canada) if the students who have received Hep B vaccine previously have blood results are lower than 10IU/L they need a booster dose, students who have never received Hep B vaccine need a full series of 3 doses- Requisite nurses can give a temporary clearance after the 2nd dose with an expected completion in 6 months.

**Influenza Vaccination (Flu Shot):** Vaccine Only Available During Flu Season (October to April). All Students are encouraged to protect themselves with annual influenza immunization. Should the vaccination not be available at the time of program clearance, you may submit all other requirements to clear with Synergy Gateway.

Once the vaccination is available in the Fall, students may submit the vaccination to Verified by Synergy Gateway at any time, at no additional fee. There is a how to upload your Influenza vaccination guide located in the important forms section of your Verified profile.

## Step 2. Complete All of Your Non-Medical Requirements

- A. **CPR – – HCP or BLS Level (Health Care Provider or Basic Life Support)::** CPR is valid for one (1) year. If your CPR expires during your upcoming placement term, you're required to renew it prior to your clearance deadline date to receive clearance for placement. The CPR certification must be Level HCP and must be valid for the duration of your placement - cannot expire during clinical placement term. \*Note: some certification providers use the term Basic Life Support (BLS), this is equivalent to HCP Level.

Only 100% in person or blended courses (online theory + in person) are accepted for clearance. 100% online courses will **not** be acceptable for clearance.

CPR certificates are only valid for **one year from the date of issue**, regardless of date of expiry mentioned on certificate.

CPR cannot expire during placement term. If CPR expires during upcoming placement, then it's the student's responsibility to renew CPR and submit it to Synergy before clearance deadline date.

*CPR validity dates for placement terms:*

**Fall Placement:** CPR must be valid from September to December 24

**Winter Placement:** CPR must be valid from January to April 30

**Spring/Summer Placement:** CPR must be valid from May to August 30

CPR **cannot** expire during placement term, for example:

*If you're going on placement in the Fall then your CPR cannot expire before December 24. If your CPR expires prior to December 24, then you're required to renew it **before** your clearance deadline date in order to receive clearance for Fall placement.*

- B. **Standard First Aid:** SFA is valid for three years from the date of issue placement - cannot expire during clinical placement term. Only 100% in person or blended courses (online theory + in person) are accepted for clearance. 100% online courses will **not** be acceptable for clearance

*Course prices vary between \$55 and \$165 in Ontario. Blended Courses (only theory, in-class practice) are accepted. Online-only courses are not valid.*

Centennial College	<a href="#">Centennial College</a>
Canadian Red Cross Society	<a href="http://www.redcross.ca">www.redcross.ca</a>
Heart and Stroke Foundation	<a href="http://www.heartandstroke.com">www.heartandstroke.com</a>
Lifesaver 101 First Aid & CPR Training Inc.	<a href="http://www.lifesaver101.com">www.lifesaver101.com</a>
St. John's Ambulance	<a href="http://www.sja.ca">www.sja.ca</a>
CPR Canada	<a href="http://www.cprcanada.com">www.cprcanada.com</a>

*\*A full list of valid providers affiliated with the WSIB (Workers Safety and Insurance Board) can be found here:*  
[Providers Approved to Deliver Standard First Aid and CPR](#)

*Blended option (online theory + in person) courses are valid, online only is not valid.*

- C. **Mask Fit Testing:** This is valid for one (2) years from the date of issue. Mask Fit Certification must be valid for the duration of your placement - cannot expire during your placement term. Your Mask fit can be booked online through your MyCentennial. The lab is located in room 258. *There is no cost for a Mask Fit as it is included in your program fees.*

Prior to your Mask Fit appointment, a questionnaire needs to be completed. Please complete this form and provide it to the Mask Fit Technician: [N95-mask-fit-questionnaire](#) upon your arrival. To gain access to the campus for your Mask Fit appointment you will need to bring either your MyCard or photo ID and provide this to security.

- D. **Vulnerable Sector Police Check: Must be issued within 6 months of your placement start date.** It must also be valid for the duration of your placement and cannot expire during your placement term. **Please note for future placements:** a new VSS is required prior to each placement, as it must always be issued within six months of each placement start date.

VSS valid issue dates for placement terms:

**Fall Placement:** VSS must be issued on or after March 1<sup>st</sup>

**Winter Placement:** VSS must be issued on or after July 1<sup>st</sup>

**Spring/Summer Placement:** VSS must be issued on or after November 1<sup>st</sup>

*If your current VSS was issued before the required date, then you will have to renew your VSS and submit it to Synergy, prior to your clearance deadline date, for example:*

*If you're going on placement in the Fall then your VSS must be issued on or after March 1<sup>st</sup>.*

*If your VSS police check was issued before March 1<sup>st</sup>, regardless of how close, you're responsible for renewing your VSS police check and submitting it to Synergy **before** your clearance deadline date to receive clearance for Fall placement.*

**\*\*\*Synergy will not accept VSS receipt as a substitution for a VSS police check.\*\*\***

**Toronto Area Students** (postal code starts typically with an "M"): The vulnerable sector police check can take up to 6-8 weeks or longer to process depending on findings and volume of applications. Please go to the link [Toronto VSS Police Check](#) and complete the online application process. Email Placement Requirements ([placementrequirements@centennialcollege.ca](mailto:placementrequirements@centennialcollege.ca)) for the requested additional information that is required (e.g. Unique code, Clientele duties, etc.)

All other regions other than Toronto may view the Frequently Visited Police Regions document (#1) for steps to apply online to your region. Letters from the college may be required with your application. I have included the commonly requested region letters. Students will download the form, complete the fields, save to your computer, and submit it with your application. If you cannot open the links, try using a different web browser. If the problem persists, you may contact [placementrequirements@centennialcollege.ca](mailto:placementrequirements@centennialcollege.ca) for a pdf version. Please include the police region you are requesting the letter within your email.

*Prices range from no charge - \$30.00 depending on your police region. Prices can be found on the Frequently Visited Police Department form (#3). Please note that the prices are subject to change, and a more accurate account can be found on your police region website.*

(Click +Ctrl to open the document.)

1. [Frequently Visited Police Departments](#)
2. [Durham Region Police Service Vulnerable Sector Screening Form](#)
3. [Ontario Provincial Police Service Vulnerable Sector Screening Form](#)
4. [York Region Police Service Vulnerable Sector Screening Form](#)
5. [Hamilton Region Police Service Vulnerable Sector Screening Form](#)
6. [London Region Police Service Vulnerable Sector Screening Form](#)
7. [South Simcoe Region Police Service Vulnerable Sector Screening Form](#)
8. [Bracebridge Region Police Service Vulnerable Sector Screening Form](#)
9. [Guelph Region Police Service Vulnerable Sector Screening Form](#)
10. [Halton Region Police Service Vulnerable Sector Screening Form](#)
11. [General Vulnerable Sector Screening Form](#)

If you receive a letter from the police department indicating that you will be required to do fingerprinting, please do this as soon as you get the notification. If your Vulnerable Sector Police Check is positive, you are required to obtain a pardon before you can attend your clinical/field placement which may take up to five (5) years. Please refer to Pardons Canada at [www.pardons.org](http://www.pardons.org). Should you have concerns, you may contact your Success Advisor.

### **Step 3. Upload Your Non-Academic Placement Requirements to Verified by Synergy Gateway**

Please note, that you will receive your Synergy Gateway Verified profile login information in **January 2025** after you have started your program. It is your responsibility to keep an eye out for Synergy's email in your myCentennial Inbox including your spam folder. You will **not** be able to access your Synergy account, until you receive your login information in **January**.

Scan each original requirement document and upload to your Synergy Gateway Verified profile. You will receive your log in details to your Centennial College Email account. Once logged in you can change your password.

Once logged into Verified, please spend some time in the Important forms section. There you will find all the relevant information on your program requirements as well as how to navigate through the portal.

#### **Synergy Gateway Fees:**

- Students pay the initial submission fee for the first submission of the program year, if an update is required within the same program year, the submission fee is full so please ensure your documents are valid for your entire clinical experience.
- For resubmissions due to illegible, incomplete or missing documents, there is a reduced follow up fee.
- Flu documentation can be submitted at any time without charge. If a student labels a document Flu or Covid in error, they will be asked to resubmit the documentation with the correct label.
- The College and Synergy can agree under special documented circumstances to reduce or waive the submission fee for specific programs/years.

Initial submission fee **51.50 Plus Tax**

Secondary/subsequent submission fee **10.00 Plus Tax**

Tip: submit all requirements at one time to avoid a subsequent document submission fee.

## Step 4. Complete the HSPNet Consent Form

The HSPNet Consent Form authorizes the School to send your student profile information to authorized staff of our partnering agencies through a portal called Health Sciences Placement Network for the purpose of coordinating placements. Please click on the link to submit your consent: [HSPNet Consent Form](#) to receive access.

**Please note:** Access will be provided by Clinical Placements after the clearance deadline, however, not all students will receive information about HSPnet, for some placement sites do not use the database. For questions about placement or HSPnet, you may contact: [clinicalplacements@centennialcollege.ca](mailto:clinicalplacements@centennialcollege.ca)

## Step 5. Submit your photo to MyCard

Students will be issued a placement card prior to the start of placement; therefore, you must ensure that you upload a photo with MyCard. If you do not have a photo on file a placement card will not be issued.

Placement cards are a requirement for placement. Upload a photo at the website below: [myphoto.centennialcollege.ca](http://myphoto.centennialcollege.ca)

Email [myCard@centennialcollege.ca](mailto:myCard@centennialcollege.ca) (include your student number) if there's any issues.

You will require a photo similar to the photo example provided below.

Solid light colour background with nothing behind you is required for your photo.



## Step 6. Ensure Your Current Address Is Updated on MyCentennial

For placing purposes, please ensure your address is correct on MyCentennial. If you require to update, you may find the steps here: [Steps to Update Address of MyCentennial](#)

### Clearance Deadline

Please ensure you are cleared for all pre-placement requirements by your deadline in order to secure placement. We highly recommend for students to clear prior to the deadline to avoid any challenges near the deadline. Our clinical placement sites have set deadlines for the Clinical Placement Liaison to submit the names of the students which they need to adhere to; therefore, students cleared after their deadline are in jeopardy of not being included in the placement list sent to the sites.

## International Students

Students who have immunization records from their home country may use these records, however, **they must be translated into English, if in another language.** Bring the immunization records with you to a Canadian doctor to complete the Clinical Pre-Placement Health form. If you do not have vaccination records but have been vaccinated for the required vaccinations, you may have a blood test completed when in Canada to determine immunity (for: Varicella, Hep B, MMR). You cannot show blood work lab results for TB, Tetanus, Polio, and Pertussis, therefore, the doses (series) would be required to be administered here in Canada.

International Students will be required to pay for their immunizations and doctors' visits. All registered international students at Centennial College are covered by a comprehensive health insurance plan offered through guard.me. This insurance is mandatory for all international students and is included within your fees. Students are covered up to \$150.00 for immunizations including TB. The costs for a visit to a walk-in clinic, without insurance is approximately \$60.00, however, doctors' visits are covered through guard.me. insurance. Students would be required to submit their receipts to guard.me. to be reimbursed. The final cost that students would incur for immunizations would be determinant on student immunization history and requirements, as this would vary for each student. [Guard Me Insurance Information](#)

### **COWP – Co-op Work Permits: what students need to know:**

**Approved CoWP is required before the start of the placement. Due to long processing times students should apply at least 1 semester before the start your placement start date (ex: apply in January to start a work term in May). Processing times fluctuate & can be verified here:**

[Immigration Application Processing Times](#)

CoWP may be already issued at Point of Entry (PoE) if applied with their initial Study permit (SP). Ex: Programs with mandatory work component when the Coop Letter as part of the Letter of Acceptance package. Students who didn't receive CoWP upon entry to Canada need to apply for CoWP in Canada

No cost, in-Canada online application, so students overseas can't apply (or need to speak to ISA\*)

Please note: The Co-op Work Permit is not required to submit to Synergy for placement clearance, however, it will be required prior to starting your placement.

Contact for International Student Inquires

Phone Advising Appointment (15 minutes): centenni.al/isa-booking

Email: [sage@centennialcollege.ca](mailto:sage@centennialcollege.ca)

## Notices

Please be advised that it is the students' responsibility to ensure that their placement requirements are updated/renewed prior to each placement semester. You will not be required to submit all your documents again, only ones that would expire or require a renewal. Placement Requirements must be valid for the duration of each placement and cannot expire during your placement term. Students should check their pre-placement document for their issue and expiry dates and their Verified account under the new placement term health form.

If you are a student who will not be proceeding to do your clinical placement due to academic reason or not getting cleared on time for placement, please note that it is your responsibility to contact your student success advisor **at least 4 months in advance of the term that you intend to do your clinical placement**. All information related to placement requirements and due dates will be provided by the **Placement Requirements**.

### Centennial College Support Contacts

**Clinical Placement Information Officer**  
(Provides clearance information and due dates and Synergy inquires)  
[placementrequirements@centennialcollege.ca](mailto:placementrequirements@centennialcollege.ca)

**Clinical Placement Coordinator**  
(HSPnet and clinical placement inquires)  
[clinicalplacements@centennialcollege.ca](mailto:clinicalplacements@centennialcollege.ca)



Your certifications for the above **requirements must be valid for your entire clinical or placement (documents should not expire before the end of your current semester)**. For example, should you have a current CPR certificate which expires part way through the term, you need to re-do your certification prior to the start of the semester. The only exception to this concerns immunizations where follow-up actions (such as a blood test or second stage vaccination) may be required after the placement has started.