# Clinical Pre-Placement Steps

## ☐ Step #1 Print Forms

* **Print** the PSW School of Nursing Clinical [Pre-Placement Form [PDF]](https://www.fanshawec.ca/sites/default/files/2024-08/Professional%20Practice%20Health%20Form%20-%20School%20of%20Nursing%20Year%201.pdf)
* **Print & Sign** the [Placement Agreement Form [PDF]](https://www.fanshawec.ca/sites/default/files/legacy/oldfanshawe/registration/placement.pdf)

## ☐ Step #2 Immunizations

* **Provide proof of current Immunizations**.

This process can take up to three months to complete and will require some planning. Arrange to have a medical professional complete the Professional Practice Health Form, verifying all current immunizations. Please ensure you have a copy of your immunization record and blood test results for your pre-placement clearance.

## ☐ Step #3 Police Vulnerable Sector Check

This requirement must be renewed *every 6 months* per the healthcare agency’s requirements.

You will receive the VSS from your local police department or Ontario Provincial Police detachment.

**Some police agencies can take up to 6 weeks to process PVSC requests; therefore, do not delay your request.**

*Note: Most agencies will not accept students with a criminal record. Students denied placement due to this screening may complete the program’s academic components. They will not, however, meet the requirements for graduation. Contact your Program Coordinator to discuss exceptions and concerns.*

Use this letter to bring to your local police department: [Vulnerable Sector Check for Placement [PDF]](https://www.fanshawec.ca/sites/default/files/2024-09/Police%20Vulnerable%20Screen%20Check%20Letter%20Woodstock%20Oxford%20Healthcare%20Programs.pdf)

*Your police vulnerable sector check will need to be current WITHIN the last 6 months; you may need to repeat the screening more than once during the program.*

## ☐ Step #4 Enroll in First Aid/CPR Course

* Make sure to enroll in a Standard First Aid and Cardiopulmonary Resuscitation (CPR) training.

**You will not pass your pre-placement clearance without incorrect CPR training.**

## ☐ Step #5 Synergy Appointment

* Once you have uploaded ALL requirement documentation to Synergy, BOOK your SYNERGY Appointment by clicking here: [Synergy Verified Login](https://verified.sgappserver.com/s_Login.jsp).

Your login and password were sent to your Fanshawe e-mail address

## Additional Questions

For more information, contact your [Pre-Placement Coordinator](https://www.fanshawec.ca/about-fanshawe/schools/health-sciences/placement-process).

Students are responsible for uploading all required documentation to Synergy by the deadlines and must monitor the platform for status updates or requests for further information. Failure to meet these requirements on time will prevent participation in clinical placement.

## Due dates:

December for Level 2 Winter starts  
April for Level 2 Spring starts  
August for Level 2 Fall starts