

**PLEASE READ CAREFULLY – THESE DOCUMENTS REQUIRE YOUR URGENT ATTENTION.**

Dear Student:

You are embarking on an exciting education as a future healthcare professional! As with every career, there comes the need for health and safety for both the professional and the patient. One way in which you may protect yourself and the patient is by having up-to-date immunizations.

- Ontario legislation specifies certain surveillance requirements for those entering into a practice setting. The Health, Wellness and Sciences Standards were developed in accordance with the Public Hospitals Act and are based on the Canadian Immunization Guide, Evergreen Edition and Canadian TB Standards
- The completion of this information is mandatory as per Academic Policy 3.2.2.2 “Immunization and Placements: <http://cat.georgiancollege.ca/academic-regulations/registration/> and must be completed before you begin placement. The agencies and institutions where you will be completing placement require this information.
- This is *your* personal information and, as such, is confidential.
- There are costs associated with immunizations, lab tests and certifications. We recommend keeping your receipts.
- Please download and print the ***Clinical Preparedness Permit***. You will need to take the permit AND this document to your physician/health care practitioner for completion of components and ordering of serology (lab tests/bloodwork).
- All supporting documents need to be submitted with your permit; copies of lab results (serology) for specified diseases, First Aid and CPR-HCP certificate, Mask Fit test card, Worker Health and Safety certificate, WHMIS certificate and Police Record Check with Vulnerable Sector Screen.
- **It is your responsibility to keep this information up-to-date and safe at all times.** Make a photocopy of this permit and all supporting documents after each time it is revised or updated and store in a safe place.
- Enter all of your identifying data where specified on your permit, including your Georgian College student number. You will have received this number in your acceptance package.
- Once you have everything completed, your **FINAL STEP** is to book an appointment with Synergy Gateway online at <http://www.synergygateway.com/georgiancollege>. It is mandatory that you submit all of the original documents and pay the Service Fees at your scheduled appointment. **Synergy Gateway, a third party, will review your submissions.** There is a cost to the student to have these documents reviewed so ensure everything is in order. Please **DO NOT** book a Synergy Permit Checking Appointment with INCOMPLETE forms, otherwise they will **charge you** a Follow up Appointment Fee.

You must begin completion of this information **as soon as possible** as some of the components may take weeks, even months. Read through and familiarize yourself with all of the components. If you have any questions please contact your program coordinator or Synergy Gateway Help Desk: [www.synergyhelps.com](http://www.synergyhelps.com).



Information Package and Detailed Guidelines: Clinical Preparedness Permit

**Clinical Permit Notes – These requirements may include a change from what is in the main permit pages. Refer to your specific program below to see if there are any exceptions.**

<b>PROGRAM</b>	<b>Permit Due</b> <small>(See Program Coordinator for exact Permit due date)</small>	<b>Mask Fit Test</b>	<b>Police Vulnerable Sector Check</b>	<b>Other Notes</b>
<b>ACCA</b>	Middle of 1 <sup>st</sup> Semester	See page 7	Every 6 months	Work Permit required
<b>Acupuncture</b>	2 <sup>nd</sup> Semester	Not required	See page 6	
<b>Communicative Disorders Assistant</b>	1 <sup>st</sup> Semester – end of Week 4	See page 7	See page 6	
<b>Denturism</b>	End of 2 <sup>nd</sup> Semester	Not required	See page 6	
<b>Dental Assisting</b>	Beginning of 1 <sup>st</sup> Semester	Not required	Required for Semester 1	
<b>Dental Hygiene</b>	Middle of 1 <sup>st</sup> Semester	Not required	Required end of Semester 2 & 4	
<b>Esthetician</b>	End of 1 <sup>st</sup> semester	Not required	Criminal Record Check only	First Aid Only, CPR not required
<b>Medical Skin Care Therapy</b>	Beginning 1 <sup>st</sup> Semester	Not required	Criminal Record Check only	First Aid Only, CPR not required
<b>Massage Therapy</b>	End 2 <sup>nd</sup> Semester	See page 7	Required end of Semester 2 & 4	IPAC Core Competencies Certificates required
<b>Occupational Therapist Assistant and Physiotherapist Assistant</b>	End of 1 <sup>st</sup> Semester	See page 7	Every 6 months	CPR recertification every 2 years
<b>Paramedic</b>	End of 1 <sup>st</sup> Semester	See page 7	Every 6 months	<b>Physician signature only (Clinical Permit pgs. 2-3)</b> -Serology required for MMR and Varicella
<b>Paramedic—Advanced Care</b>	End of 1 <sup>st</sup> Semester	See page 7	Every 6 months	<b>Physician signature only (Clinical Permit pgs. 2-3)</b> -Serology required for MMR and Varicella -AEMCA required in place of SFA
<b>Personal Support Worker</b>	End of 1 <sup>st</sup> Semester	See page 7	Every 6 months	
<b>Pharmacy Technician</b>	Middle of 2 <sup>nd</sup> Semester	4 <sup>th</sup> Semester	2 <sup>nd</sup> semester— Criminal Record Check 4 <sup>th</sup> Semester—VSC	
<b>Practical Nursing</b>	Middle of 1 <sup>st</sup> Semester	See page 7	Every 6 months	
<b>Traditional Chinese Medicine</b>	1 <sup>st</sup> Semester	Not required	See page 6	

## **INTERNATIONAL STUDENTS**

- ▶ The Canadian Government requires all international students in a program with a placement component (e.g. Co-Op, Clinic, Clinical, etc.) to have a valid International Student Co-op Work Permit, in addition to your Study Permit.
- ▶ If you are not sure what the Co-op Work Permit is or how to obtain it please visit our Immigration Support page on the [student portal](#). If you are on the Barrie Campus you can visit International in C Building, 2nd Floor or call them at 705.728.1968 ext. 1218
- ▶ For students in other campuses, they can send an email to [IntlStudentAdvisor@GeorgianCollege.ca](mailto:IntlStudentAdvisor@GeorgianCollege.ca)

## **FAILED PERMIT**

A Clinical Preparedness Permit that has not received a “PASS” is called a “Failed Permit”. The reasons for a failed permit are, but not limited to, the following:

- Incomplete forms or requirements (does not meet criteria as listed in Permit and Information Package)
- Missing forms or requirements
- Not submitted or not submitted by deadline

## **“PLACEMENT”**

In this document, you will see the term “Placement” used. This term is defined as any experiential learning activity that occurs either in the Georgian College Health & Wellness Clinics or at an off-site location – examples may include a hospital or long-term care facility. Other terms that may be used interchangeably with “placement” in this document are “Clinical”, “Co-Op”, “Praxis” or “Practicum”.

**MEDICAL REQUIREMENTS****RECORD OF IMMUNIZATION:**

This section must be completed by your Health Care Provider (Medical Physician, Nurse Practitioner, or Registered Nurse). **Copies of lab results (serology) for specified diseases must be presented with your permit.**

**1. TETANUS/DIPHTHERIA/PERTUSSIS - A Td or Tdap booster within the last 10 years is required.**

**Diphtheria** is a bacterial infection that can cause breathing problems, heart failure, paralysis and death.

**Tetanus (Lockjaw)** is caused by bacteria and spores in the soil, which can infect wounds and causes painful muscle spasms, breathing failure and death.

**Pertussis (Whooping Cough)** is a bacterial disease with whooping inspirations and coughing followed by vomiting. Adolescents and adults with untreated pertussis are the most common source of infection for young unimmunized or partially immunized infants.

Routine childhood immunizations include all three of these vaccines. If childhood vaccines were not received, refer to your Health Care Provider for the required schedule to receive the complete series.

Adults are eligible for a one-time pertussis-containing booster (Tdap). This is generally given 10 years after the adolescent booster, which is given at 14-16 yrs of age. If you are due for a booster, and have not had a pertussis-containing booster as an adult, you should receive Tdap vaccine in place of Td vaccine.

**2. MMR (MEASLES, MUMPS AND RUBELLA)**

**Measles** is a viral disease resulting in rash, high fever, cough, runny nose and watery eyes. It also leads to middle ear infection, pneumonia (lung infection) and inflammation of the brain, hearing loss, brain damage and death.

**Mumps** is a viral disease resulting in fever, headache, earache, painful swelling of the glands in the mouth and neck and can cause inflammation of the brain. It can also cause temporary and permanent deafness, as well as swelling of the ovaries in women and testes in men, possibly leading to sterility.

**Rubella (German Measles)** is a viral disease resulting in fever, rash, and swelling of the neck glands and painful swelling of the joints. It can also cause bruising and bleeding. If a pregnant woman acquires rubella, it is very dangerous for the unborn baby.

Please provide evidence of vaccination with two doses of MMR (at least one month apart after one year of age) OR lab results (serology) showing immunity to measles, mumps and rubella.

Additional immunization can be discussed with your health care provider. If a booster is required due to having no immunity or indeterminate results for MMR, serology is not required after the booster.

**3. VARICELLA (CHICKEN POX)**

**Varicella** is a viral disease resulting in scarring of the skin, skin infections, pneumonia, inflammation of the brain and death. It can also cause "shingles" a painful rash later in life.

If a student has had varicella (chickenpox), they will have natural immunity. If you have not had varicella please provide evidence of Varicella vaccination (2 doses at least 6 weeks apart) OR, if no known history of having varicella and no documentation of vaccination, serology lab results are required.

**4. POLIO (POLIOMYELITIS)**

**Polio** is a viral disease affecting nerve cells in the spinal cord and causes paralysis, inflammation of the brain and death.

Routine childhood immunizations include Polio vaccine. If childhood vaccines were not received, refer to your Health Care Provider for the required schedule to receive the complete series.

**5. SEASONAL FLU SHOT (INFLUENZA VACCINE), required annually**

**Influenza** is a viral infection of the nose, throat and lungs and causes cough, high fever chills, headaches and muscle pain. Influenza is highly contagious and can be life threatening. The severity of this infection varies from year to year depending on the strain.

**The Influenza vaccine is only available during Flu Season, beginning in October/November.** An increasing number of Health Care Facilities have adopted the Influenza vaccine as mandatory, whether there is an outbreak or not. If the vaccine was not received, you may be denied access to the facility, thus jeopardizing the successful completion of your placement.

Influenza virus vaccine is available free of charge from health services in the fall or can be obtained from your Health Care Provider. Submit evidence of the vaccination to Synergy at no additional charge, through your profile and Synergy Help Desk.

## 6. HEPATITIS B (Hep. B)

Hepatitis B is a viral disease that can cause serious liver problems such as liver failure and liver cancer.

Serology is MANDATORY to inform response in cases of acute infection and lab results **must** be included with this Permit.

Students may enter clinical placements as long as they have had at least their 2<sup>nd</sup> Hepatitis B vaccine due to the 6-12 month wait for the 3<sup>rd</sup> vaccine. Additional serology (lab work) is required 4-6 weeks after the 3<sup>rd</sup> vaccination. If the 3<sup>rd</sup> vaccine was missed, please contact Synergy directly for next steps.

**The vaccine is free to Grade 7 students in Ontario and, since 2000, has been a two-dose schedule. Adults require a three-dose schedule.**

For non-responders, additional doses up to another complete series of three can be done, with testing for response after each dose. Persons who fail to respond to three additional doses of vaccine are unlikely to benefit from further immunization.

If your serology indicates you are a Carrier, please ATTACH to your permit a copy of the most recent "Antigen Positive" blood test and notify the medical officer of health. It is the responsibility of Synergy Gateway to notify the Placement Office of these results. The Placement Office will advise the Associate Dean who will then work in collaboration with experts in the field, the relevant professional college and other individuals at Georgian College who are deemed necessary in the consultation process to determine available options. Every effort will be taken to protect the privacy of the student. **THIS MAY RESULT IN A FAILED PERMIT.**

## 7. TUBERCULOSIS SCREENING, **required annually, process can take 6-8 weeks to complete**

**Tuberculosis** (TB) is an infectious disease spread through air by coughing, sneezing or spitting. Classic symptoms are a chronic cough with blood-tinged sputum, fever, night sweats and weight loss. Some living, travel or work history may mean you are at risk for tuberculosis.

### 1. Documentation of a Base-line Two Step Mantoux skin test is required for all students.

- a) Students who have never completed TB testing must complete a Base-line Two Step Mantoux skin test.
- b) Students who have a previously documented negative Two Step test must complete a One Step test.
- c) Students who have received a BCG vaccination **are not** exempt from Mantoux testing.

### 2. Students who have had a previously documented positive Mantoux test **should not** receive further Mantoux testing.

- a) If a student has a previously documented positive Mantoux Two-Step screening and has received investigation – a copy of chest x-ray report from this year and a note must be provided indicating that the "student is free from signs and symptoms of active tuberculosis" and must be included in this package.
- b) A chest x-ray every 2 years is required for positive Mantoux test.

For any student that tests positive for the first time:

- a) Include results of the positive Mantoux screening (mm of duration).
- b) A chest x-ray is required and the report must be enclosed in this package.
- c) The responsibility for follow-up lies with the physician as per OHA/OMA Communicable Disease Surveillance Protocols.

**ADDITIONAL REQUIREMENTS (Mandatory)****8. POLICE VULNERABLE SECTOR CHECK (PVSC) – Valid for 12 months unless otherwise stated on Page 2 of this document for YOUR program.**

**Notice:** Health Sciences students are required by host agencies/employers to provide a current Police Vulnerable Sector Check (PVSC) from a recognized police service before they start their clinical placement. **Individuals who have been charged or, convicted criminally and not pardoned, will be prohibited from proceeding to a clinical or work placement as per Georgian College Academic Policy 2.7: <http://cat.georgiancollege.ca/academic-regulations/admissions/> and Policy 3.2.2.1: <http://cat.georgiancollege.ca/academic-regulations/registration/>.**

Students should check their Program Outline for more information. These checks are required prior to the placement start.

Accordingly, if a student is registering in a program with a clinical placement component, it is the **student's responsibility to ensure that they are eligible to participate**. Further, Georgian College assumes no responsibility for these matters and students should be aware that tuition and related fees would not be refunded in the event that access to a clinical or placement course is denied. Students should also be aware that some professions and licensing boards also have a criminal record check provision to ensure suitability to practice in the profession. Accordingly, it is recommended that students who have a criminal record contact the appropriate professional association or licensing agency prior to starting their college studies. The costs associated with the provision of the criminal record check are to be borne by the student.

This must be renewed every twelve months, unless otherwise stated on Page 2 of this Guideline. However, our Hospital, Long Term Care and Paramedic Service partners require that students' PVSC be current within 6 months. **Please check Page 2 of this document to see if this is a requirement of your program.**

*\*\*Students are required to carry their PVSC to the clinical area. A representative in the agency may ask to see that you have a valid Police Vulnerable Sector Check at any time. \*\**

**Please note:** depending on the police service this process may take up to 12 weeks or more, so be sure to apply early.

**For students who currently reside in Barrie:**

- To apply or renew your Barrie Police vulnerable sector check, please find all instructions on their [website](#).

**For students who currently reside in South Simcoe or Toronto region:**

- To apply or renew your South Simcoe Police or Toronto Police check, please email [Suzana Wilmot](#), Administrative Clerk, Placement Office for instructions.
- It is mandatory that you bring your student card and a government issued photo ID card at your scheduled appointment.
- Please **do not** apply or pay at your **local** South Simcoe or Toronto Police Station or any **third party** agency, as it will **NOT** be a valid police check. You must follow the instructions above.

**For students who currently reside in an area serviced by the Ontario Provincial Police:**

- If you live in an area serviced by the Ontario Provincial Police, you will require a letter stating that you are a Georgian College student in order to pay the student rate. These can be found under Important Forms on your Synergy Gateway profile. If you are a new student, and do not yet have access to Synergy, please email [Suzana Wilmot](#), Administrative Clerk, Placement Office for the letter.
- All checks are currently being completed in a central department. Please visit the [Ontario Provincial Police website](#) for specific instructions.

- 9. STANDARD FIRST AID, refer to card for expiry date** - Standard First Aid is required upon entry into the program.
- 10. CPR – LEVEL HCP (For Health Care Providers) or BLS (Basic Life Support), required annually**  
CPR at the Health Care Provider Level (HCP) is **required yearly, regardless of the expiry date on the card**. It is the **student's responsibility** to ensure that the certificate is current throughout the program. Blended (online + in-person) courses are accepted. Those that are ONLY online are NOT accepted.
- 11. RESPIRATOR MASK FIT TESTING, required every two years**  
Students are required to be fit tested for an N95 respirator prior to their 1st clinical placement and at least every two years thereafter. This is an agency specific requirement.

Mask Fit Tests are a student expense that is not included in other fees. Georgian College will arrange for on-campus mask fit testing if the service is available. At other times, students may be directed to obtain testing at an agency or third party.

Please note: You are unable to complete the Fit Testing if you have facial hair, injury or piercings that interfere with respirator use. If you lose/gain a significant amount of facial weight or experience changes in your facial shape, i.e. trauma, surgery or pregnancy, fit testing should be repeated earlier than two years.

**12. WHMIS CERTIFICATE**

The WHMIS module is available through this link:

<http://portal.mycampus.ca/mycampusfiles/dc/fieldplacement/WHMIS/story.html>

**Students require a minimum grade of 80% to pass.** Please print your certificate following completion of the module, remembering to select Georgian College so it appears on the certificate.

**13. MINISTRY OF LABOUR – WORKER AND SAFETY AWARENESS CERTIFICATE**

This certification is available on the Ministry of Labour website, via a free eLearning module. Students must access the eLearning module from any computer, complete the training and print the certificate of completion.

It is crucial you print your own certificate at the time of completion because the Ministry does not maintain a database. You need to complete the module in a single sitting, it is not possible to stop part way through and resume at a later time/date. The website indicates that the module takes 45-60 minutes to complete.

To access the eLearning module:

1. Use a computer with audio and a printer.
2. Visit this website: <https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>
3. Click the link titled "Access the eLearning Module".
4. Complete the eLearning module.
5. Print your certificate of completion.
6. Keep your printed certificate of completion with your permit and upload to your Synergy profile

**14. WSIB STUDENT DECLARATION**

The WSIB Student Declaration form is available in the Important Forms tab on Synergy Gateway's Verified system. By signing the form, students acknowledge they have read and understand that WSIB or private insurance coverage will be provided through the Ministry of Colleges and Universities while they are in their unpaid clinical placement that is required by their program of study. They also agree to immediately report any workplace related injury or disease to their placement agency as well as my Georgian College Monitor/Placement Supervisor.

**15. COMBINED CONFIDENTIALITY, CONFLICT OF INTEREST, CLINICAL PERMIT FORM**

The combined form is available in the Important Forms tab on Synergy Gateway's Verified system.

**16. For Massage Therapy students ONLY – IPAC Competencies:**

Massage Therapy students are required to complete the six (6) Core Competency modules for Infection Prevention and Control for Public Health Ontario. (1. Occupational Health and Safety, 2. Chain of Transmission and Risk Assessment, 3. Healthcare Provider Controls, 4. Control of the Environment, 5. Administrative Controls, 6. Additional Precautions, 7. Personal Risk Assessment in Community-Clinic)

Once each module is complete, please print the certificate as proof of completion. *Please be prepared to take a screenshot or print-screen in case there is any issue with the website and you are unable to print.*

You will need to register for a free account to access the modules. You can access the modules here:

<https://www.publichealthontario.ca/en/LearningAndDevelopment/OnlineLearning/InfectiousDiseases/IPACCore/Pages/Course.aspx>

**17. For INTERNATIONAL students ONLY – Work Permit:**

The Canadian Government requires that International students in a program with a placement component have a valid International Student Co-op Work Permit. The Co-op Work Permit requirement is mandatory and must be completed before you begin placement. Please see page 3 of this document for more information.

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## Synergy Gateway Information:

To assist you in completing and verifying you have met Georgian College's Clinical Preparedness Permit requirements, you will be provided access to “**Verified**” - a software platform by Synergy Gateway, via a secure username and password (check your school email). You will use **Verified** to book your permit checking appointments, upload this form along with supporting documentation requirements and check your clinical placement eligibility status.

To access **Verified**: <https://www.synergygateway.com/georgiancollege>

Need help? Open a ticket through Synergy Gateway's Help Desk by visiting: [www.synergyhelps.com](http://www.synergyhelps.com)