

## Communicative Disorders Assistant Health and Safety Documentation

Ensuring you meet your school's health and safety documentation requirements is mandatory for you to fully participate in clinic practice and your field placement.

### Requirements Submission Due Dates

Program Intake	Clinical/Field Placement Semester	Due Date
Fall (September) Intake	3	April 1

What do I need to do:



Make an appointment with your health care provider or at the Campus Health Centre (905.721.3037) to begin the Entry Immunization Form process.



Order your criminal reference check with vulnerable sector screening (VSS) in February/March in your second semester (due April 1) must be within 6 months of issue date



Book your Standard First Aid and CPR- level C training



Once registered in classes, go to DC Connect and complete the online training modules



Ensure you have completed all required forms and upload them to Synergy Gateway



Book your online verification appointment (ERV) with Synergy

# Requirements Checklist

Review this checklist to ensure you have everything you need before booking your verification appointment. Please use this [link](#) to access the forms or for more information

- ✓ Entry Immunization Form (EIF)
- ✓ Standard First Aid & CPR Level C courses will only be accepted if the course is WSIB approved. CPR is valid for one year from date of issue, regardless of expiry date and must be recertified annually. Standard First Aid remains valid for 3 years
- ✓ Criminal Reference Check **with Vulnerable Sector Screening**. Must be within six months of the issue date. It must remain valid for the entire duration of your clinic and field placement
- ✓ Informed Consent for the Release of Personal Information
- ✓ Student Declaration of Understanding Form (WSIB)

Online Training Modules (Accessed via DC Connect after you have completed the required course registrations for your program)

- ✓ Workplace Hazardous Materials Information (WHMIS) Module Completion certificate
- ✓ Accessibility for Ontarians with Disabilities (AODA) Module Completion certificate
- ✓ Workplace Violence and Harassment Prevention Module Completion Certificate
- ✓ Worker Health & Safety Awareness in 4 Steps Module Completion Certificate
- ✓ Diversity Module Completion (please screen shot your last page to send into Synergy)



## Additional Information Clinic Practice Requirements

Don't forget to look in DC Connect for the ADVI-Health Sciences course to easily access all information and documents. You will only have access to this course **after** registering for your classes.

## Helpful tips

### Criminal Reference Check and Vulnerable Sector Screening (VSS)

- Obtain this through your local policing website (for example, if you live in Durham Region, visit the Durham Regional Police). International students must wait until they are in their Canadian residence to order their VSS.
- You will have access to the letters required for this once you have registered for your courses. It will be in your ADVI course on DC Connect.
- If you live in Toronto to obtain a letter specific to that region, the agency code you will need to provide is; **202309TPSON0D23E**
- VSS is valid for six months from the date of issue. It must remain valid for the entire duration of your clinic and field placement.
- This can take several weeks to arrive so do not delay ordering your document.

### Entry Immunization Form

- This process can take several weeks to complete so please begin completing this form **well before** the first day of classes
- Please view the form carefully. Supplying your yellow immunization tracking card is not sufficient documentation
- Bring the form to your health care provider for completion
- Support from the medical team at the Campus Health Centre is available by calling 905-721-3037

### First Aid and CPR-C

- This program requires Standard First Aid. Standard First Aid remains valid for 3 years.
- CPR-C certification is only valid for one year from the **date of issue** regardless of when it says it expires. Check your certification issue date.
- Training must be provided through a WSIB-approved trainer which mandates an in-person or blended version. Exclusively online training programs will not be accepted.
- There is training available throughout Durham Region several times a week.

### Training Modules

- Access to training modules can be through ADVI-Health Sciences course found in your DC Connect. You will only gain access to this once you have registered for courses.

# Synergy Gateway

## What is Synergy?

*Synergy Gateway* (Synergy) is a third-party system which eliminates the need for you to attend an in-person appointment to have your health and safety documentation reviewed. You submit all of your clinic/field placement required documentation from the comfort of your home to their website and book a virtual appointment. Always keep your original documents. You may be asked to present the original documentation at any time. Some field placement hosts like to have copies of these documents in their files.

## Required Documents For My Program

- Most of these documents are a requirement of the Occupational Health and Safety Act of Ontario to not only be able to participate in placement/clinical, but also for your future employment in the industry
- Ensuring you meet your requirements is mandatory for you to proceed in your chosen program
- Visit the [Faculty of Health Sciences](#) to see the requirements specific to your program. You can also view this information in Synergy. Some programs require these for participation in clinics/labs and others only require them for field placement. Know the deadline for your program.

## Accessing Synergy

- Synergy is available through a secure username and password.
- *Login instructions are emailed to your DC Mail account within 48 hours (2 business days) from the time you register for your courses.*
- If you cannot locate this information in your general inbox, then please check your junk/spam folder. If you still can't find your login credentials, please open a Help Desk ticket by visiting [www.synergyhelps.com](http://www.synergyhelps.com).
- To log into Synergy go to: <https://verified.sgappserver.com/>

## Booking Your Virtual Appointment:

- Confirm that you have received login credentials from Synergy.
- Review your program's specific health and safety requirements along with due dates. Your program's information is available on the college's [website](#)
- Once you have ensured that all requirements have been uploaded to your Synergy profile, you may book your virtual appointment in Synergy (ERV).
- Synergy will send you an email 48-72 hours (2 to 3 business days) after your appointment with a status update. Be sure to book your appointment prior to the due date.
- To avoid paying additional appointment fees, ensure all of your documentation has been uploaded **prior** to booking your appointment. Each appointment incurs a fee.



- If you are notified by Synergy via email your documents were not approved please correct the issue and upload the correction to Synergy. When needing a correction approved you do not need to book an appointment. Please put a ticket into the help desk making them aware your corrected documents are uploaded and ready to be reviewed.

### **Synergy Fees**

- The fee schedule can be found at Synergy Gateway, <https://verified.sgappsserver.com/> top right corner, school information.
- To avoid booking multiple appointments and paying for each one throughout the year we strongly suggest that you check each semester for upcoming documentation expirations.
- You can update expiring Vulnerable Sector Screenings (VSS) documents free of charge, after your initial appointment, throughout that calendar year. The free update will only be honored if you upload the documentation into Synergy *before* they expire.
- Once you have uploaded your new VSS, ***you need to place a helpdesk ticket to have it processed.*** If you are renewing other documents at the same time, you will need to book an appointment.