Electronic Student Permit Checking (ESPC) Information & Documentation Requirements

- *Mental Health Nursing (RN / RPN)*
- *Oncology (RN & RPN)*

In this package:

1. ESPC & Verified by Synergy Gateway Information
2. Documentation Checklist (including links to associated documents)

ADDITIONAL DOCUMENTATION

Students will also be required to submit their Program-Specific Field Placement Application, which includes the PPL Student Conduct Contract, via DC Connect ONLY. **The Application is not required by *Synergy Gateway*.**

The DC Connect module will be available once the student has completed the activation process on the PPL website. The application is to be uploaded to PPL's DC Connect Application Module only.

Centre for Professional and Part-Time Learning (PPL)
Verified by Synergy Gateway Electronic Student Permit Checking (ESPC)

Revision October 2021
Page 1

Electronic Student Permit Checking (ESPC)

IMPORTANT INFORMATION

- **Submission Deadline dates are listed here:** https://durhamcollege.ca/ppl/fieldplacement
- Read all placement requirements carefully. These are time sensitive items.
- **Always keep your original documents.**
- Make a copy of your approved *Verified by Synergy Gateway ESPC Permit* after each update and store in a safe and secure place. This is your personal information and as such is considered confidential.
- There are costs associated with permit checking, immunizations, lab tests and certifications. Be sure to keep all of your receipts for income tax purposes.
- Students in ALL program formats are required to upload all of the requirements listed in this document, regardless of the placement format.

PLACEMENT REQUIREMENTS

Placement requirements are specific health and non-health related documents necessary for placement(s) to ensure it is safe for students to work in their setting.

Specific requirements are broken down by a student's school and program or course.

Health record checks are also necessary and are often a requirement as per the Occupational Health and Safety Act of Ontario. Health record checks can include immunization history, vaccinations, and blood work.

Ensuring you meet your placement requirements is mandatory for you to proceed in your chosen program.

VERIFIED BY SYNERGY GATEWAY

Verified by Synergy Gateway is a leading provider of healthcare and compliance solutions for colleges across Canada. Durham College has partnered with *Verified by Synergy Gateway* to provide our students with services to assist them in the successful completion of their program's clinical placement requirements.

Verified by Synergy Gateway is a proprietary platform that is used by students across Ontario for the purpose of digitally collecting placement requirements documentation for verification.

This process of digitally uploading your documentation requirements and having them validated using *Verified by Synergy Gateway* is known as **'Electronic Student Permit Checking' or 'ESPC'**.

Centre for Professional and Part-Time Learning (PPL)
Verified by Synergy Gateway Electronic Student Permit Checking (ESPC)

Revision October 2021
Page 2

ACCESS TO VERIFIED

Verified by Synergy Gateway is available through a secure username and password.

Login instructions are emailed to your **school email account** (DC Mail) after the PPL Placement Officer has conducted your prerequisite and GPA audit.

This is expected to take up to 48 hours from the time your PPL activation request is processed.

Use this link to access *Verified* or click the logo below: **https://verified.sgappserver.com/s_Login.jsp**

BEFORE YOU BOOK YOUR MANDATORY ESPC APPOINTMENT:

- Confirm that you have received login credentials for *Verified by Synergy Gateway*. Please note – you will only receive log in information once you have followed the activation instructions on the PPL field placement website. (*Activation can take up to 48 hours from the time of your request to be processed).*

- Your *Verified by Synergy Gateway* login information will be emailed to your DC email address. If you cannot locate this information in your general inbox, then please check your junk/spam folder.
  If you still are unable to locate your login credentials, please open a Help Desk ticket by visiting: **www.synergyhelps.com**

- Review your program's specific placement requirements along with due dates detailed on the PPL Field Placement website.   You may also review requirements by logging into your **Verified Account** and selecting ***"Important Forms"*** and then selecting your program's documentation requirements checklist. In this section, you will also find user guides and any required forms in order to be successful in completing this process.

- Make sure you have reviewed what your clinical placement requirements are and have planned out when and how you will be completing them. It is important to remember that some requirements may take an extended time to complete.

- Once you have ensured that all requirements have been uploaded to your profile, you may book your ESPC Appointment on the *Verified by Synergy Gateway* platform. This notifies *Verified by Synergy Gateway* that your profile is ready for verification.

- **To avoid paying additional appointment fees, ensure ALL of your documentation has been uploaded PRIOR to booking your ESPC appointment.**

Centre for Professional and Part-Time Learning (PPL)
Verified by Synergy Gateway Electronic Student Permit Checking (ESPC)

Revision October 2021
Page 3

BEFORE YOU BOOK YOUR MANDATORY ESPC APPOINTMENT (Continued):

- **You do NOT need to attend your ESPC appointment in person or online** – Synergy will send you an email status 24 – 48 hours after your ESPC appointment date and time with a status update. Make sure you plan accordingly as it does take time to validate your documents.
- Know when your due dates for verification are so that you can book your ESPC appointment accordingly.

SYNERGY GATEWAY FEES

- *Verified* is a paid service and *any time students are updating documents there are fees associated*.
- To avoid booking and paying for multiple appointments throughout the year **we strongly suggest you gather all of your requirements at <u>one time</u> (regardless of your placement format) so that they might be valid for multiple placements if possible.**
- If you are completing a Remote placement, you are required to upload your EIF and Standard First Aid w/CPR-C to *Verified*. If you do not upload all documentation listed in this document, you will not receive your *ESPC Permit*, required for approval to be cleared to attend your placement. In addition, not uploading your EIF or First Aid documents prior to booking your ESPC appointment, will result in incurring additional ESPC appointment fees in order to have these documents reviewed.
- You can update expiring Criminal Reference Check (CRC) with Vulnerable Sector Search (VSS) documents free of charge after your initial appointment throughout that calendar year. *The free update will only be honored if you update these documents to the Verified platform by the date indicated by Synergy Gateway at the time of your documentation approval.*
- Once you have uploaded your new Criminal Reference Check with Vulnerable Sector Screen, *you need to place a **helpdesk ticket** to have it processed*. You do not need to book and ESPC appointment unless you are updating other documents as well.

SYNERGY SERVICE	FEE
Electronic Student Permit Checking (ESPC)	$50.50
ESPC Follow up Appointment (if you are missing documents)	$22.60
Late Cancel Fee (less than 24 hours before appointment)	$22.60
Late Reschedule Fee (less than 24 hours before appointment)	$22.60
No Show Fee	Full Amount of Service

*Synergy Fees are non refundable and are subject to change - Please check the synergy website for up to date pricing.

Centre for Professional and Part-Time Learning (PPL)
Verified by Synergy Gateway Electronic Student Permit Checking (ESPC)

Revision October 2021
Page 4

DOCUMENTATION SUBMISSION REQUIREMENTS:

- It is the responsibility of the student to ensure that their documents are valid throughout all of your clinical placements.

- You will be notified of any upcoming expiration of documents on your profile page for *Verified by Synergy Gateway*. You will also receive notifications via email to your DC Mail account.

- **Multiple appointments at full-service fees will be required to update any expiring documentation with the exception of the Criminal Reference Check/VSS** *(one free update per calendar year).*

- If you have more than one document expiring at any given time, we suggest you update them all together in one additional appointment to avoid further charges. Expired documents will negatively impact your clinical placement.

ADDITIONAL DOCUMENTATION FOR PPL STUDENTS

Field Placement Application
Each PPL student will also be required to submit a Program-Specific Field Placement Application to the PPL Field Placement Officer via DC Connect. The application will be available once the student has completed the activation process on the PPL website.

Online Training Modules
The following Online Training Modules must be completed within DC Connect. You will have access to them when you have completed the activation process found on the PPL website. *(Certificates of completion must be printed and uploaded to your profile on Verified by Synergy Gateway as part of your clearance requirements).*

- 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 and Safety Awareness in 4 Steps Module Completion Certificate
- Diversity Module Completion Certificate

If you have completed these documents previously, you are not required to re-take the training modules, you may simply upload the certificates to the *Verified by Synergy Gateway* platform.

Centre for Professional and Part-Time Learning (PPL)
Verified by Synergy Gateway Electronic Student Permit Checking (ESPC)

Revision October 2021
Page 5

VERIFIED BY SYNERGY GATEWAY - DOCUMENT REQUIREMENT CHECKLIST

The following are documentation requirements for this program:

- *Mental Health Nursing Practicum (RN & RPN)*
- *Oncology RN & RPN*

☐   Entry Immunization Form

☐   Criminal Reference Check with Vulnerable Sector Screening *(Valid within Six Months from the start of placement term – see PPL website for specific date ranges)*

☐   Standard First Aid & Level C CPR (Note: Online and blended (online & in-class) courses will only be accepted if the course is WSIB approved).

☐   CNO Registration *(obtained from the CNO website under "Find a Nurse": https://registry.cno.org/)*

☐   Mask Fit Certificate *(Valid within 2 years)*

☐   Student Declaration of Understanding

☐   Informed Consent for the Release of Personal Information

☐   COVID-19 Informed Consent and Assumption of Risk form

Online Training Modules: *(Accessed via PPL's DC Connect Application Modules)*

☐   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 and Safety Awareness in 4 Steps Module Completion Certificate

☐   Diversity Module Completion Certificate

ADDITIONAL DOCUMENTATION

Students will also be required to submit the following documents via DC Connect ONLY.

These are not required by *Synergy Gateway*

- Program-Specific Field Placement Application, which includes the PPL Student Conduct Contract
- HSPnet Consent form

The DC Connect module will be available once the student has completed the activation process on the PPL Field Placement website.

Centre for Professional and Part-Time Learning (PPL)
Verified by Synergy Gateway Electronic Student Permit Checking (ESPC)

Revision October 2021
Page 6