



## Welcome to your second year in the Primary Care Paramedic Program at Durham College!

As you are aware, this program includes extremely valuable Clinical and Practicum [Field Placement](#) opportunities. For you to be eligible to participate in these opportunities, you require completion, submission, and successful verification of, mandatory program specific documentation. Successful verification of these documents is required within the first week of semester three. For liability and safety reasons, students who do not complete them on time and by the specified due date, will not be permitted to participate in practical components of this program.

You will be required to begin collecting the documents outlined in the *Required Documentation* section of this notice immediately upon its receipt. **Proof of a passing grade from Synergy Gateway is required by Friday May 9, 2025 and must remain at a pass for the entire duration of the program.**

**This notice has several sections that will be essential to your success in completing your documentation.**

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## Mandatory Documentation Requirements

You will begin collecting and completing the documentation requirements below immediately upon receipt of this notice. You are **not** required to have registered or paid fees to begin collecting this documentation. To fulfill the requirements of the checklist below you will need to:

1. Make an appointment with your health care provider or at the Durham College Campus Health Centre (905-721-3037) to begin completion of the Entry Immunization Form.
2. Order a criminal reference check with vulnerable sector screening through your local police department.
3. Complete CPR-C, CPR-HCP, or CPR-BLS
4. Complete Standard First Aid Training.
5. Review the checklist below and sign all required forms.
6. Register for your timetable once registration opens.
7. Submit documentation to Synergy Gateway and book Electronic Review Verification (ERV) appointment.

## Required Documentation Checklist

- [Entry Immunization Form \(EIF\)](#)
- CPR Level C or HCP/BLS. Only certificates from WSIB approved and Red Cross recognized providers will be recognized. **Certificate must be within one (1) year of the date of issue regardless of expiry date and must be renewed yearly.**
- Standard First Aid Certificate
- Photocopy of front and back of Driver's License
- Criminal Reference Check with Vulnerable Sector Screening (CRC-VSC). CRC-VSC must be within 6 months of the issue date. Email [hs@durhamcollege.ca](mailto:hs@durhamcollege.ca) if a letter is required.
- [Informed Consent for the Release of Personal Information Form](#)
- [WSIB Declaration of Understanding Form](#)
- [Lakeridge Health COVID-19 Attestation](#)
- [Lakeridge Health Statement of Confidentiality](#)
- [Peterborough Regional Health Centre Confidentiality Form](#)
- Six (6) Public Health Ontario – Infection Prevention and Control (IPAC) Core Competency Certificates. Registration for healthcare providers can be accessed [here](#). You will be required to upload certificates indicating completion of:
  - Occupational Health and Safety

- Chain of Transmission and Risk Assessment
- Health Care Provider Controls
- Control of the Environment
- Administrative Controls
- Additional Precautions
- Durham College workplace training modules, available on the [PPC Program Page](#)
  - Workplace Hazardous Materials Information (WHMIS) Certificate
  - Accessibility for Ontarians with Disabilities (AODA) Certificate
  - Workplace Violence and Harassment Prevention Certificate
  - Worker Health and Safety Awareness in 4 Steps Certificate
  - Diversity Module Completion (screen shot last page to send into Synergy)

## Synergy Gateway

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 webpage 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. To log into Synergy, go to: <https://verified.sgappserver.com/>
- If you cannot locate access 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).

## Booking our Electronic Review Verification (ERV) 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.

- 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 Criminal Reference Check (CRC) with Vulnerable Sector Checks (VSC) 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 and only applies to the CRC with VSS.
- Once you have uploaded your new CRC/VSC, 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.

### **Helpful Tips**

#### **Criminal Reference Check with Vulnerable Sector Search (CRC/VSC)**

- 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 CRC/VSC.
- If your police service has separate applications for the CRC and VSC, you only need to apply for the VSC.
- You will also have access to the student 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, apply for the VSC online. Please review the following link for further information: <https://www.tps.ca/services/police-record-checks/> The agency code you will need to provide is: 202309TPSON0D23E.
- CRC/VSC is valid for 6 months from the date of issue. It must remain valid for the entire duration of your placement period.
- This can take several weeks to arrive so please ensure you apply at least two months before your due date.

#### **Entry Immunization Form**

- This process can take several weeks to complete so please begin completing this form as soon as you receive this notice.
- 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

### **CPR Certification**

- CPR 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 will not be accepted here is a link to their approved providers <https://www.wsib.ca/en/providers-approved-deliver-emergency-and-standard-first-aid>
- There is training available throughout Durham Region several times a week.

### **Costs**

There are costs associated with completing your mandatory documentation requirements. Fees will include and are not limited to, Electronic Student Permit Checking (ESPC), immunizations, lab tests, vulnerable sector screens and certifications. **It is recommended that you budget approximately \$250.00 to complete your documentation requirements and that you keep all receipts for income tax purposes.**

We look forward meeting you!

Sincerely,

[Dale Button](#), Program Coordinator

[Hayden McIntosh](#), Student Advisor