



## Personal Support Worker Practicum Requirements

# Requirements Submission Due Dates

Program Intake	Practicum	Due Date
Spring (May) Intake	Semester 1	June 3 <sup>rd</sup> 2024

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. The items below are required for completion by the deadline noted above.

**Some of these items below take several weeks to complete, so be sure to start this process now to avoid implications to your participation in clinic practice.**

## Requirements Checklist

Once you complete all items on the list, you upload the documents to Verified by Synergy (a third-party document verification webpage). Information about Synergy and this process can be found at the end of this document. Review this checklist to ensure you have everything you need before booking your online verification appointment. Please use this [link](#) to access these forms or for more information. Your Synergy status must be a ***pass by the deadline above and remain at a pass for the entire duration of the program (including placement).***

**Entry Immunization Form (EIF)**

Book an appointment with your health care provider or the Campus Health and Wellness Centre now as this process requires multiple visits to your doctor for full completion.

**Criminal Reference Check (CRC) with Vulnerable Sector Check (VSC)**

Request this now as it can take 4-6 weeks to receive in the mail. VSC remains valid for one year from date of issue.

**Standard First Aid (SFA) & CPR Level C Course**

Courses will only be accepted if the provider is WSB approved. CPR remains valid for one year from date of issue, regardless of expiry date and must be re-certified annually. SFA remains valid for three years.

**N95 Mask Fit test**

## **Online Training Modules**

Access via DC Connect in ADVI Health Sciences course after you have completed course registrations for your program and received your timetable. Upload each certificate of completion to Synergy.

- IPAC
- 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 Certificate

## **Student Forms**

Access forms from DC Connect in ADVI Health Sciences course.

- HS Informed Consent for the Release of Personal Information
- HS Student Declaration of Understanding Form (WSIB)

# Helpful tips

## **Entry Immunization Form**

- This process can take several weeks to complete so please begin this right away. Bring the form to your health care provider for completion.
- If you do not have a doctor, you can book an appointment at the Campus Health and Wellness Centre by calling 905-721-3037.
- Please view the form carefully. Supplying your yellow immunization tracking card is not sufficient documentation.

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

- Obtain this through your local policing website (for example, if you live in Durham Region, visit the Durham Regional Police webpage). 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.
- The student letter required for this is emailed to you upon paying your deposit. They will also be in your ADVI course on DC Connect once you register for courses.
- If you live in Toronto, you need to use an agency code to apply for your VSC. This will also be included in the email to you upon paying your deposit.
- CRC/VSC is valid for 1 year from the date of issue. It must remain valid for the entire duration of your clinic practice and placement period.

### **Standard First Aid and CPR-C**

- 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 the WSIB approved providers
- There is training available throughout Durham Region several times a week

# 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 an Electronic Requirements Verification (ERV) 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/clinic, 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. 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 (ERV) 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 your appointment date. 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/> under Notes and Fees on the left-hand panel.
- 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 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 VSC.
- Once you have uploaded your new 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.