

Personal Support Worker

Instructions for Pre-Placement Requirements

Congratulations on your acceptance to the Personal Support Worker program!

Ensuring you meet your Faculty's health and safety documentation requirements is mandatory for you to fully participate in your program of study.

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



Book your Standard First Aid & Level C CPR and your N95 Mask Fit Test



After classes begin, go to DC Connect and complete the online training modules & IPAC modules



Ensure you have completed all required forms (including consent forms)



Book your online verification appointment (ERV) with Synergy

Throughout your program it is YOUR responsibility to ensure your documentation remains in good standing. Failure to keep these documents current could result in you being unable to attend clinic practice and placement. This will impact your progression in the program.



To assist you with completing and verifying all requirements are met for clinical placement, you will be provided access to Verified, a software platform by Synergy Gateway our documentation collection partner. Synergy Gateway will provide you a secure username and password via your Durham College DCMail account once you have completed course registration. You will use Verified to book your **Electronic Requirements Verification (ERV) appointment** to complete the clinical placement verification process.

Please note in order to be eligible for the Field Placement and Lab Clinic components of your program, you must submit all your pre-placement documentation electronically, **no later than January 8, 2024 to [Verified by Synergy Gateway](#)**. For liability and safety reasons, students who do not submit the noted documentation on the required due date will not be permitted to begin placement or clinic. The date takes into account time for the required processing of your documents.

We strongly suggest you start completing your pre-placement requirements immediately as you may need additional time for missed documents. Additionally, Synergy can take anywhere from 24 – 48 hours to send you your appointment results.

Once you have access please view the **Important Forms** tab located on your main dashboard page as it will guide you to a library of documents that will assist you with this process including a list of requirements that need to be submitted in order to be eligible to start placement.

Please review the requirements submissions checklist in the [ERV Information Package](#) as it contains important information regarding due dates and document requirements.

Important:

- Read all permit documents carefully as they are time sensitive
- ALWAYS keep your original documents as these are your personal records
- Please ensure your Health Care Practitioner signs your forms where required
- Please view the requirements submissions checklist in the ERV Information Package as it contains important information regarding your Vulnerable Sector Search and other documents.
- There are costs associated with immunizations, lab tests and certifications. Be sure to keep all of your receipts for income tax purposes. Any costs associated with the documentation are the responsibility of the student.

For any assistance regarding the ERV appointment process you can contact Synergy directly through their helpdesk by submitting a ticket online at www.synergyhelps.com

Thank you,

Student Advising Team
Faculty of Health Sciences
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