DURHAM COLLEGE
SUCCESS MATTERS

Practical Nursing Program
Practicum Requirements

Requirements Submission Due Dates

Students studying in Semester 2, 3, 4 or 5 during:	Due Date
Fall	August 15
Winter	December 15
Spring	April 15

Ensuring you meet your school's health and safety documentation requirements is mandatory for you to fully participate in your program of study. Please note that the costs of completing these requirements are the responsibility of the student.

Students are required to have their documentation submitted prior to the start of the next semester. For example, students currently in semester 1 are preparing for semester 2. If you begin **semester 1** in January 2025 your first due date is **April 15** so that you are prepared for placement in semester 2 during Spring 2025.

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 WSIB approved. CPR remains valid for <u>one year</u> 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

☐ **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

Criminal Reference Check (CRC) with Vulnerable Sector Search (VSS)

- **Obtain this through your local policing website** (for example, if you live in Durham Region, visit the Durham Regional Police).

- If your police service has separate applications for the CRC and VSC, you only need to apply for the VSC.

- You will 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.

- **Other locations within Ontario** – Apply to the police service responsible for your home area and use the letter found in DC Connect

![Durham College - Success Matters logo]

- **International students** - Students must be residing in Canada before requesting a CRC/ VSS.

Entry Immunization Form
- This process can take several weeks to complete so please begin completing this form *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 905721-3037

CPR-C
- 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 (https://www.wsib.ca/en/providers-approved-deliver-emergency-and-standard-first-aid which mandates an in-person or blended training.
- There is training available throughout Durham Region several times a week.

Training Modules

• Access to training modules is in the ADVI – Health Sciences "course" on DC Connect and the Ontario Public Health website. You will be enrolled in the ADVI course after registering for your courses to access more information.

Campus ID
- Ensure you visit the Campus ID site to create a digital student ID and upload a photo that follows the criteria of an acceptable photo on your mobile device app so you can ensure you have your placement badge created successfully Campus ID | Durham College

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](#) 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.
- 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** .
- To log into Synergy, go to*: **https://verified.sgappserver.com/**

Booking Your Electronic Verification Review (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 your documents were not approved, please correct the issue and upload the correction to Synergy. Please put a ticket into the help desk to notify them your documents are ready for review.

Synergy Fees
- The fee schedule can be found at Synergy Gateway, **https://verified.sgappserver.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 Screening (VSS) documents free of charge before other documentation expires. The free update will only be honored if your status does not change to "expired".
- 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.