

As per your program requirements, prior to being accepted into a placement, you are required to complete a preplacement qualification process. This process is often referred to as Clinical Placement Permit Checking or Student Permit Checking. To this end, Synergy Gateway Verified Inc. (Synergy) has been contracted by your school to conduct this mandatory requirement through our Electronic Requirements Verification (ERV) services for its students.

# What are clinical placement requirements, and why are they necessary?

Clinical placement requirements are specific health-related documents necessary for clinical placement agencies to ensure it is safe for students to work in their setting. Specific requirements are broken down by a student's school and program. Health record checks are also necessary and are often a requirement by the Occupational Health and Safety Act of Ontario. Health record checks can include immunization history, vaccinations, and blood work.

# What is ERV?

User Guide

Synergy Gateway has a proprietary platform called "Verified", which is used by thousands of students across Ontario for the purpose of providing us with their school's clinical placement requirements for verification and validation. This process of providing requirements and having them validated by Synergy is known as 'Electronic Requirements Verification" or 'ERV'. Traditionally, students would book an in-person review with "Verified" or their school to participate in a 15-minute encounter to review and validate these requirements. With the introduction of ERV, we have eliminated the need for you to be present either in-person or online while the documents are verified by a competent professional.

# What is Verified?

Verified is a proprietary platform specifically designed to assist students in preparing for their clinical placements. The system allows students to:

- Upload required documents for review by Synergy's team of trained professionals
- Book Electronic Requirements Verification review (ERV)
- Securely access a digital archive of clinical placement requirement documents
- Receive notification of expiring requirements

Get access a personalized Home page that updates current clinical placement status and pending/expiring requirements

# How to access Verified?

Your school has provided Verified with your basic profile information. This information has been used to create an account for you in Verified. You will have received an email prompting you to log in to your Verified account and update your password.



# What is the Synergy Help Desk?

Students using Verified have access to the Verified Help Desk to submit inquiries and request assistance.

In addition, students are able to consult Verified's knowledge base, which provides answers to frequently asked questions.

## Before you book your ERV Review

- Confirm that you have received your login credentials for Verified. This information has been emailed to your school email address associated with your Verified account. If you cannot locate this information in your inbox, then please check your spam/junk mail folder. If you are still unable to locate your login credentials, please open a Help Desk ticket by visiting: www.synergyhelps.com
- Know when your clinical start dates are so that you can book your ERV review accordingly.
- 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. Please refer to your program permit document and plan accordingly.

## Important Note:

User Guide

- 1. Your required clinical placement documents and supporting documents must show your name and student number clearly written on them before being uploaded to Verified.
- 2. Please upload only original documents.

# Video User Guides:

To assist students with ERV, we have created specific user guides on how to access and use the Verified system. To access any of these videos, simply navigate to the Video Library page from the left panel of your Verified account.

# Please follow the steps below to complete your ERV Review

Log In       Login to Verified using the login credentials emailed to you from Synergy to your SCHOOL EMAIL address       Login         Example: samplestudent@sampleschool.ca       Enail johndoe@synergygateway.ca         You will be taken to your student partal Home page       Login	ltem	Description	Image/Graphic
Example: samplestudent@sampleschool.ca You will be taken to your student partal Home page	Log In	Login to Verified using the login credentials emailed to you from Synergy to your SCHOOL EMAIL address	Login Email johndoe@synergygateway.ca a, Password
		Example: samplestudent@sampleschool.ca You will be taken to your student	Login Forgot Password/Resend Password

Item	Description	Image/Graphic	;		
		() Verified		Dashboard Sch	eduler My Profile Helpdesk / Videos
Student Home Page	The Home page provides you with useful summaries, information and quick access to important functionality, including the option to book an ERV review	Home     Important Forms     Notes and Fees     Moox     Document Uploads     x, Compliance Status	Your Compliance Status Tracker	COMPLIANT EPHNING EPHNED O O O	Announcements VOLR SCHOOL INFORMATI Please use the botton below 5 forms that you will need when your discounters for your ESPC Lease. More K a V
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Book ERV review	<ol> <li>Click the Book an ERV button.</li> <li>NOTE: You can get to the Scheduler app also via the Scheduler tab on the left navigation panel.</li> </ol>	Verified      Hers      Hers      Hopoterfied      Hose      Hose      Hose      Hose      Hose      Socies of fees      Socies      Socies o	Your Compliance Status Tracker         OVERNAL COMPLIANCE STATUE         OVERNAL COMPLIANCE STATUE         Book your ESPC Appointment         Book your ESPC Appointment and igleaded prov accurrents in a gleaded prov accurrents in a gleaded prov accurrent in a depointment and igleaded prov accurrents in a gleaded provide the provide accurrent in a depointment in a depointment and accurrent in a depointment in a depointment accurrent in a depoint accurrent in a depointment in a depoint accurrent in a depointment in accurrent in a depointment in a depointment in accurrent in a depointment in a depointment in a depoint accurrent in a depointment in a depoint accurrent in a depointment in a depoint accurrent in a depointment in accurrent in a depointment in accurrent in a depointment in a depointment in accurrent in accurrent in a depointment in accurrent in a depointment in accurrent in accurrent in accurrent in accurrent in accurrent in a depointment in accurrent in accurrent in accurrent in accurrent in accurrent in accurrent in accurrent in accurrent in accurrent in accurrent in	<ul> <li>Home</li> <li>Important Forms</li> <li>Notes and Fees</li> <li>Inbox</li> <li>Document Uploads</li> <li>Compliance Status</li> <li>Video Library</li> <li>Scheduler</li> <li>Scheduler</li> <li>Account Information</li> <li>Announcements</li> </ul>	
	2. Select the review you need and click Next.	Select a Service Please select Electronic Advanced Immunizat This add-o requireme	Select a Date ct a service Student Permit Check ESPC Description tion Add-on on is for programs that require verification of in ints.	3 Summary and Payment \$47.50 \$30.00 nmunization related Next	Complete



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Item	<ul> <li>Select a highlighted date and click on Next.</li> </ul>	Image/Graphic JUL 1 2 JUL 1
	<ul> <li>4. On the Booking summary page:</li> <li>i. Please double-check the review type and date.</li> <li>ii. Read and accept the Verified terms &amp; conditions and the ERV consent.</li> <li>iii. Enter your payment information in the required fields.</li> <li>iv. Click on Book Review.</li> </ul>	BOOKING SUMMARY   Service Name   Service Name   Service Date   Jul 13, 2022   Cost   Cost   Service Date   Jul 13, 2022   Cost   Sub Total   Total   Service Date   Or /   Service Date
	5. A confirmation message will appear on the screen to indicate that you successfully booked a review.	Select a Service Select a Date Surroway and Payment Complete Vou have successfully booked your appointment. You will receive a status update via email 2 business days after your appointment date. Beturn to Home Page



Item	Description	Image/Graphic
Track ERV Status	To check the status of your review, please return to your Home page. NOTE: i. You will be able to make changes to your review (i.e., cancel or reschedule) up until the day before your scheduled review. ii. Make sure to upload all your documents before 9 am on the review date. iii. You do not need to attend this review in person or online.	<ul> <li>Interes</li> <li>Proprieters forms</li> <li>Proprieters forms</li> <li>Providers figures</li> <li>Providers figures</li></ul>