

## Clinical Preparedness Permit Guideline (Revised July 2019)

### GUIDELINES AND CRITICAL INFORMATION PERTAINING TO THE CLINICAL PREPAREDNESS PERMIT

PLEASE READ CAREFULLY  
THESE DOCUMENTS REQUIRE YOUR URGENT ATTENTION.

Welcome to the Health Profession! You are embarking on an exciting career. As with every career, there is a need for health and safety for both the professional and the patient. One way protect yourself and the patient is by having up-to-date immunization.

- Ontario legislation specifies certain surveillance requirements for those entering into a practice setting. These Guidelines were developed in accordance with the Public Hospitals Act and the Canadian Immunization Guide 7<sup>th</sup> Edition and Canadian TB Standards.
- The **Clinical Preparedness Permit** is your personal information and is therefore confidential.
- There are costs associated with immunizations, lab tests and certifications. Keep receipts for income tax purposes as required.
- Please download and print the **Clinical Preparedness Permit**. You will need to take the permit to your primary care provider/physician for completion of components and ordering of titres (lab tests/bloodwork).
- The completion of this information is mandatory and is to be completed before you begin practicum.
- The agencies and institutions where you will be gaining practicum experience require this information.
- All supporting documents need to be submitted with your permit; copies of lab results (titres) for specified diseases, CPR-HCP certificate, First Aid certificate, Mask Fit certificate, Worker Health and Safety certificate, WHMIS certificate and vulnerable sector screen must be retained.
- The **permit will be reviewed by a third party (Synergy/ Concise) for completion in the early weeks** of the first term, and at regular intervals as required (consult the permit and program requirements). There is a cost to the student to have these documents reviewed so ensure everything is in order.
  - For Collaborative program students transitioning to York University:

This information is to be submitted during the period of May-July of your second and third year of the program. Once at York University, this information will need to be updated, and have your **Clinical Preparedness Permit** stamped by the 4th week in August.

- It is your responsibility to keep this information up-to-date and safe. Make a photocopy of this permit and all supporting documents after each time it is revised, updated and stamped. The photocopy should be stored in a safe place.
- Enter all your identifying data where specified on your permit including relevant student number(s). You would have received a student numbers in your acceptance package.
- Collaborative program students will receive a York student number within the first year of the program.

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- You must begin completion of this information **ASAP** (as soon as possible) as some of the components may take weeks, even months. It is important that none of the annual requirements (CPR, VSS, and Mantoux skin test) do not expire before the end the academic year). Read through and familiarize yourself with all of the components. If you have any questions, contact your program coordinator or Synergy/ Concise.

**Contact Information for York University:**

**Internationally Educated Nurse BScN Program Coordinator**

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**2nd Entry BScN Undergraduate Program Director**

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**York Nursing Practicum Coordination Office (NPCO)**

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**Program Assistants:**

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**Contact Information for Georgian College:**

First year program Coordinator:  
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**Contact Information for Seneca College:**

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Clinical Coordinator  
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Contact Information Synergy:

Website: <http://www.synergy-employment.com/yorkuniversity>

Synergy HelpDesk <http://synergyemploymentservices.kayako.com/>

Your Clinical Preparedness Permit consists of the following requirements:

Non-medical requirements:

### **Vulnerable Sector Screening (VSS) Police Record Checks (Required Annually)**

- Prior to having direct contact with patients and other vulnerable persons, community agencies and hospitals require a satisfactory Vulnerable Sector Police Record Check. The police check must be **renewed annually, and, in some agencies, it is required to be renewed every 6 months**. Please note that depending on the local police service used; this process may take up to 12 weeks or more. Students are required to carry their police reference check to the clinical area. A representative in the agency may ask to see that you have a valid police reference check at any time.
- If the applicant has a criminal record or obtains a criminal record during undergraduate education, it is highly recommended that a pardon be obtained. A “hit” on a police check means that you have a criminal record. You must begin the Pardon process to have your criminal record pardoned. More information on initiating the process can be found at <https://www.pardons.org/pardon-services-canada/>. If you do have a criminal record, the placement agencies may not allow you to practice in their institution. It is their right to deny access.
- *VSS Police Record Checks are available through your local police service only.* Please check with your local Police for the form that is required for your jurisdiction.  
**TORONTO JURISDICTION: Toronto Police and the OPP require a form/letter from the educational institution. The clinical placement office will provide you with the form or letter.** If your VSS police check is with the Toronto Police Services, you will be required to provide a certified cheque or money order for \$20.00 payable to TORONTO POLICE SERVICES for their processing. For some local police service department, you must bring proof of program admission to request the VSS police record check. This letter can be request from the placement office.

### **Basic Life Support (BLS) formerly CPR healthcare providers**

- BLS Provider status surpasses requirements for CPR (C) or CPR Healthcare Provider (HCP) and is **required yearly, regardless of the expiry date on the card.**
- **Please ensure you have enrolled and completed the BLS course for healthcare professionals, not the CPR course designed for the public.**

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### Standard First Aid

- Standard First Aid is required only once upon entry into the program for students in the Collaborative program only.

The following companies offer CPR/HCP and Standard First Aid training: Synergy, Action First Aid; Canadian Red Cross; Concise Health Solutions; Heart and Stroke Foundation of Canada; St. John Ambulance

NB: Most will provide a discount with student identification.

### Respirator Mask Fit Testing

- It is your responsibility to arrange and obtain a respirator mask fit at your own expense.
- Georgian and York: Testing is provided from an external provider; information will and link to book your test at the college/ university will be provided. It is essential that you book your appointment as soon as this information becomes available.
- Please note that if you lose/gain a significant amount of facial weight or experience changes in your facial shape, i.e. trauma or surgery, fit-testing should be repeated earlier. All facial hair must be removed prior to test.
- Students are required to be fit tested for a respirator prior to their 1<sup>st</sup> clinical placement and at least every two years thereafter.

### Ministry of Labour's Worker Health and Safety Awareness Certification

This certification is available on the Ministry of Labour website via a free eLearning module. Students must access the eLearning module from any computer (i.e., home/personal), complete the training and print the certificate of completion. **It is crucial you print your own certificate at the time of completion** because the Ministry does not maintain a database. You must complete the module in a single sitting, as it is not possible to stop part way through and resume at a later time/date. The website indicates that the module takes 45-60 minutes to complete. Students must complete this component upon entry to the program (and upon transfer to York University for Collaborative students).

Instructions to access the eLearning module....

1. Use a computer with audio and a printer.
2. Visit this website: <http://www.labour.gov.on.ca/english/hs/training/workers.php>
3. Click the link titled "Access the eLearning Module"
4. Complete the eLearning module.
5. **Print** your certificate of completion.
6. Upload your certificate to Synergy.

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6. Keep your **printed** certificate of completion with your CPP and bring it to clinical on your first day.

#### WHMIS

The WHMIS module is available through this link:

<http://portal.mycampus.ca/mycampusfiles/dc/fieldplacement/WHMIS/story.html>

Students require a minimum grade of 80% to pass. Please print your certificate following completion of the module remembering to select the institution eg; Georgian College so it appears on the certificate. If you are transferring to York, do not complete the Institution until you have successfully completed the module. Once you have printed your certificate you may add York University as the institution.

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### MEDICAL REQUIREMENTS:

#### Record of Immunization

This section of the CPP must be completed by your Health Care Provider (Nurse Practitioner, Medical Physician or Registered Nurse). **Copies of lab results (titres) for specified diseases must be presented with your permit.**

#### MANTOUX TESTING FOR TUBERCULOSIS

- Tuberculosis (TB) is an infectious disease spread through air by coughing, sneezing or spitting. Classic symptoms are a chronic cough with blood-tinged sputum, fever, night sweats and weight loss.
- Please indicate any living, travel or work history in which you may have been at risk for tuberculosis.
- It is ideal for students to have their Step 2 28 days after their Step 1, but the interval can be up to a year and still be acceptable. Students who have received a BCG vaccination **are not** exempt from Mantoux testing.
- Mantoux testing should be completed within 4-6 weeks from administration of live vaccine including oral polio, MMR, yellow fever, polio and cholera.
- Students who have had a **previously documented** positive Mantoux test **should not** receive further Mantoux testing.
- If a previously documented positive Mantoux Two-Step screening and has received investigation, the student must include the following in this package:
  - a) A chest x-ray report **every 2 years**, and;
  - b) A yearly note from their doctor indicating that the “student is free from signs and symptoms of active tuberculosis”
    - The responsibility for follow-up lies with the physician as per OHA/OMA Communicable Disease Surveillance Protocols.
    - **A student who had a two-step in the past 12 months and tested negative must complete a one-step annually.**

**A ONE-STEP MANTOUX SKIN TEST IS REQUIRED ANNUALLY**

#### MMR (MEASLES, MUMPS, RUBELLA) AND VARICELLA (CHICKEN POX)

- Copy of lab results (titres) which show immunity to measles, mumps and rubella and varicella must be provided.
- Additional immunization can be discussed with your health care provider. If a booster is required due to having no immunity or indeterminate results for MMR, titres are not required after booster.

#### **MEASLES**

Is a viral disease resulting in rash, high fever, cough, runny nose and watery eyes. It also leads to middle ear infection, pneumonia (lung infection) and inflammation of the brain, hearing loss, brain damage and death.

Clinical Preparedness Permit Guideline 2017/2018 (Revised June 2017)

### **MUMPS**

Is a viral disease resulting in fever, headache, earache, painful swelling of the glands in the mouth and neck and can cause inflammation of the brain. It can also cause temporary and permanent deafness, as well as swelling of the ovaries in women and testes in men, possibly leading to sterility.

### **RUBELLA (GERMAN MEASLES)**

Is a viral disease resulting in fever, rash, and swelling of the neck glands and painful swelling of the joints. It can also cause bruising and bleeding. If a pregnant woman acquires rubella, it is very dangerous for the unborn baby.

### **VARICELLA (CHICKEN POX)**

Is a viral disease resulting in scarring of the skin, skin infections, pneumonia, inflammation of the brain and death. It can also cause “shingles” a painful rash later in life.

### **POLIO (POLIOMYELITIS)**

Is a viral disease affecting nerve cells in the spinal cord, and causes paralysis, inflammation of the brain and death.

- If immunization required, 3 doses are recommended: the first 2, 4 to 8 weeks apart and the third dose should be 6 to 12 months later. The first one immediately, the second one, one month after the first and the third one 6 to 12 months later.

### **TETANUS/DIPHTHERIA (TD)/ PERTUSSIS**

- A Tetanus/Diphtheria booster within the last 10 years is required.
- One dose of Adacel is recommended if booster has not been administered within last 10 years. There is a cost associated with receiving Adacel.
- If previously unimmunized, 3 doses are recommended. The first one immediately, the second one, one month after the first and the third one 6 to 12 months later.
- If immunization is required have Tetanus/Diphtheria **and** Pertussis.

### **DIPHTHERIA**

Is a bacterial infection that can cause breathing problems, heart failure, paralysis and death.

### **TETANUS (LOCKJAW)**

It is caused by bacteria and spores in the soil, which can infect wounds and causes painful muscle spasms, breathing failure and death.

### **PERTUSSIS (WHOOPING COUGH)**

Is a bacterial disease with whooping inspirations and coughing followed by vomiting. Adolescents and adults with untreated pertussis are the most common source of infection for young unimmunized or partially immunized infants.

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### **HEPATITIS B**

Is a viral disease that can cause serious liver problems such as liver failure and liver cancer. The vaccine is free to Grade 7 students in Ontario and since 2000 has been a two-dose schedule.

- Once you have completed the vaccination series, a titre is required. The titre is done at least 0-6 months after your third or final vaccination.
- Students may enter clinical placements as long as they have had their second Hep B vaccine.
- For non-responders, additional doses, up to another complete series of three, can be done, with testing for response after each dose. The first one immediately, the second, one month after the first and the third 6 months later.
- Persons who fail to respond to three additional doses of vaccine are unlikely to benefit from further immunization.

Students who have received MMR booster and/or are non-responders to the hepatitis vaccine must sign a waiver during the CPP stamping process.

### **INFLUENZA**

Is a viral infection of the nose, throat and lungs and causes cough, high fever chills, headaches and muscle pain. Influenza is highly contagious and can be life-threatening. The severity of this infection varies from year to year depending on the strain. Anyone over 6 months of age can get the vaccine each year.

### **ANNUAL IMMUNIZATION VACCINE ONLY AVAILABLE DURING FLU SEASON (OCTOBER/NOVEMBER)**

Students who have not received the vaccination will be removed from clinical placement as most of our placement partners require that students receive influenza immunization and provide documentation of vaccination.

**Any student without all relevant vaccinations will be denied access to the facility thereby jeopardizing successful completion of the course/practicum.**