



Pre-Placement Requirement Clearance Information Nurse Practitioner Students

*In partnership with **Synergy Gateway Inc.***

University of Windsor has partnered with Synergy Gateway Inc. to provide support and clearance for pre-placement requirements. To have your documents validated you will be required to book an Electronic Requirements Verification (ERV) Review through **Verified**, a proprietary platform that is used by students across Ontario for the purpose of digitally collecting placement requirements and documentation for verification. Log in details to [Verified](#) will be sent to your school email account once the system is up and running for our programs.

DEADLINES

Pre-Placement Requirements Due: August 19

YOUR ERV REVIEW

Be sure to review the list of pre-placement requirements below and have a plan when and how you will be completing them. It is important to remember that some requirements may take an extended time to complete.

Once your access is activated, book an ERV Review through your *Verified* account. For help on how to navigate *Verified*, please log in and go to Important Forms. There you will find user guides to assist you with the process.

You are encouraged to *book* your Review early, even if you do not have all documentation in place. Do not wait until a week or two before the deadline to book your Review; Review times will fill.

Ensure all your pre-placement documents are uploaded to your account by 9:00 AM (EST) on the day of your ERV Review. You do not need to be “present” on the day of your Review – this is the date that Synergy Gateway retrieves your documents for review.

To avoid paying additional Review fees, ensure all your documentation has been uploaded *before* 9am (EST) of your ERV Review date. If documents are outstanding at this time, you will not be cleared for placement. If documentation is missing or a requirement is not complete, you will need to book a follow-up Review for an additional fee.

Once your documents have been reviewed you can download your Compliance Summary Document which will serve as a Completion Certificate. *Keep this for your records.*

Synergy Gateway Inc. is *not* the authority on University of Windsor policies and deadlines. Please check with Andrea.Reddam@uwindsor.ca if you have questions about anything related to pre-placement requirements.



Please upload for your Review:

- Immunization medical form
- Blood work/lab reports (as required)
- Certification cards (as required)
- Originals of all documents

STUDENT FEES

Initial Clearance Review	\$ 50.50 +TAX
Missed Review	\$ 50.50 +TAX
Follow-up Review	\$ 10.00 +TAX

Synergy Gateway is here to help! Contact Synergy Gateway at www.Synergyhelps.com - Submit a Help Desk ticket and they will be in touch. Their Help Desk hours are Monday to Friday, 10am – 3pm (EST), excluding holidays.

**** Important Note****

Please ensure your documents are valid until the end of your placement period. Students with requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ERV Review at FULL service fees. To avoid multiple Review fees, we suggest you update all expiring documents in one Review



PRE-PLACEMENT REQUIREMENTS CHECKLIST

MEDICAL REQUIREMENTS	COMPLETED WITH DOCUMENTATION
<p><i>* Students with certifications/requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ERV Review and there will be a charge for this Review.</i></p>	
<p>Tetanus/Diphtheria Documented proof of vaccination for tetanus/diphtheria in the last 10 years.</p>	
<p>Pertussis Proof of complete series of vaccines</p>	
<p>Measles, Mumps, Rubella (MMR) Documented proof of two vaccinations OR blood work results (within 5 years) showing immunity.</p>	
<p>Varicella Documented proof of two vaccinations OR blood work results (within 5 years) showing immunity.</p>	
<p>COVID-19 Vaccination Receipts Documented proof of double vaccination status. Please ensure you submit proof of BOTH doses for you to obtain clearance.</p>	
<p>Hepatitis B Blood work results (within 5 years) showing immunity is mandatory. If your serology results show you are not immune, then proof of completed primary series is required. If still not immune, then booster will be required.</p>	
<p>Tuberculosis (Mantoux) – 1 Step TB Skin Test Documented proof of a baseline 1-step TB Skin Test (TST). TB test must be issued June 1 of the same year. A medical follow-up with chest x-ray is required if a person has EVER had a documented positive TB Skin Test. Chest Xray valid for 2 years.</p>	
<p>NON-MEDICAL REQUIREMENTS <i>* Students with certifications/requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ERV Review and there will be a charge for this Review.</i></p>	
<p>Vulnerable Sector Search (VSS) Your local police department can provide a VSS. Valid for 1yr</p>	
<p>Mask Fit Testing Valid for 2 years. Students must be fit for one of the following N95 models: 1860s, 1860, 1870+, 8210 or L188</p>	
<p>CPR Level BLS (preferred) OR CPR-AED Level C Valid for 1 years (regardless of expiry date on the card)</p>	
<p>Non-Violent Crisis Intervention Training and Physical Techniques Training - Initial course from the Safe Management Group - Documented proof of course completion. Valid for 1 Year (https://windsoruniversity-safemanagement.talentlms.com/catalog/index)</p>	
<p>WSIB Student Declaration Ministry of Training, Colleges & Universities Work Safety Insurance Board (WSIB) coverage policy document; student signature required. Available on the Undergraduate Student Information site in OWL. Valid for 1 Year</p>	
<p>Attestation of Notification of Change in Criminal Record Status Required – Valid for 1 Year</p>	
<p>Student/Instructor Verification of Health Status - Required – Valid for 1 Year</p>	