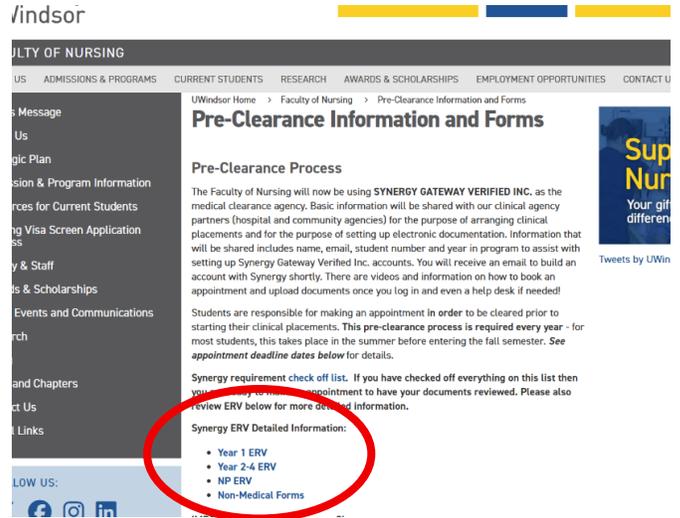


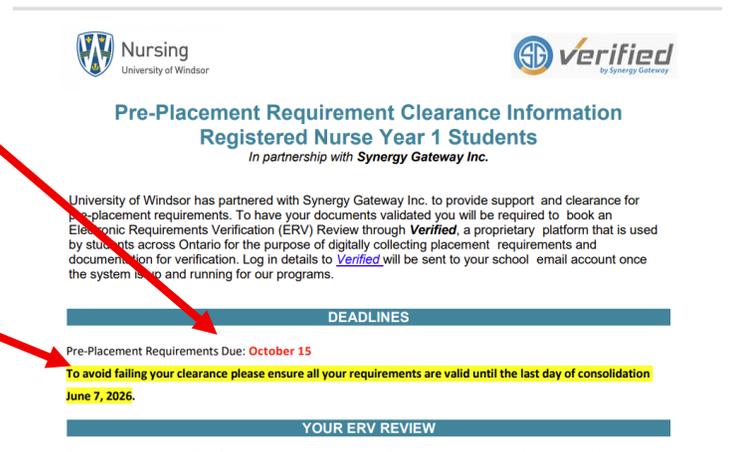
Preclinical Clearance- How to use the ERV

Annually our University of Windsor Nursing students complete their preclinical clearances as directed by our partner agencies to prepare to enter the clinical setting. It is important that students use the most up to date documents to ensure that they have all the current requirements for the school year they are in. This document will help you navigate the ERV- Electronic Requirements Verification documents as this is what Synergy uses to complete your review appointments.

1. **Finding ERV:** Go the to pre clearance information and forms link found on the Main university of Windsor Nursing site: [Pre-Clearance Information and Forms | Faculty of Nursing](#) once you are there select the appropriate ERV for your year of study.



2. **Open the ERV for your year:** On the first page you will see the due date for your annual review.
For Year 1 students it is October 15th, for year 2-4 students it is August 19th
3. **Notice the highlighted comment regarding our 1 date clearance:** ALL documents must be valid until the last day of your clinical consolidation to pass your synergy appointment.



3. **Student Fees:** There are fees for the reviews. Synergy reviews fees annually the most up to date fees are found on the platform.

STUDENT FEES	
Initial Clearance Review	\$ 51.50 +TAX
Missed Review	\$ 51.50 +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.

- Reading the ERV:** It is important that you carefully review all the parts of the ERV and have all your requirements uploaded prior to the night before your appointment. If you do not, please be sure to cancel or reschedule your appointment to avoid additional charges. If you need help or have questions reach out to Susan Rotondi-Moore srotond@uwindsor.ca and she can help you or direct your question to someone else on the clinical placement team.

Some things to make note of.

- The ERV is broken up into Medical and non-medical requirements
- Column 1 has all the different requirements. Column 2 shows you where you will upload your document on the Verified platform.
- Non-Medical forms** are found on the preclearance site under the ERV's




PRE-PLACEMENT REQUIREMENTS CHECKLIST	
MEDICAL REQUIREMENTS	Where to upload in Verified
<i>Please read following your clearance, please ensure your requirements are valid until the end of your consolidation placement!</i>	
Tetanus/Diphtheria Documented proof of vaccination in the last 10 years.	Permit Form/ Medical Documents
Pertussis Documented proof of vaccination.	Permit Form/ Medical Documents
Measles, Mumps, Rubella (MMR) Documented proof of two vaccinations OR blood work results (within 5 years) showing immunity.	Permit Form/ Medical Documents
Varicella Documented proof of two vaccinations OR blood work results (within 5 years) showing immunity.	Permit Form/ Medical Documents
COVID-19 Vaccination Receipts - Documented proof of completed vaccination series approved by Health Canada. Two doses of a two-dose vaccine series OR one dose of a one-dose vaccine series. Students who are not fully vaccinated may contact the Clinical Placement Team to discuss their options.	Annual Vaccinations
Hepatitis B Blood work results (within 5 years) showing immunity is mandatory. If blood work results show you are not immune, then proof of 2 doses of a primary series and one dose of a secondary series is required to obtain a conditional pass. Synergy will send you instructions on how to remove the condition. If you have not started your primary series, a minimum of 2 doses will be required to receive a conditional pass. Synergy will send you instructions on how to remove the condition.	Permit Form/ Medical Documents
Tuberculosis (Mantoux) 2-step Documented proof of a baseline 2-step TB Skin Test (TST) - 7-28 days apart A medical follow-up to obtain a chest x-ray is required if a person has EVER had a documented positive TB Skin Test. Chest X-ray must be within 2 years.	Permit Form/ Medical Documents
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>	
Vulnerable Sector Search (VSS) Your local police department can provide a VSS. Valid for 1 year. If you are 17 years old, you must wait until you turn 18 to complete a VSS check and submit within 10 weeks of your birth date.	VSS
Attestation of Notification of Change in Criminal Record Status - Required Valid for 1 Year	VSS
Mask Fit Testing Valid for 2 years. Students must be fit for one of the following N95 models: 1860s, 1860, 1870+, or 8210	Mask Fit Test Certificate
Standard First Aid Does not expire	First Aid Certificate
Canadian CPR Level BLS or HCP – IN PERSON (Theory portion can be taken on-line / practical portion must be in person) Valid for 1 year (regardless of expiry date on the card)	CPR Certificate

- Resources on the Platform:** On the synergy platform there are several different resources like videos and user guides to see step by step document under the tabs “Important Forms” and “Video Library” these have valuable information to help you navigate and use the Synergy site.

