

Trent Fleming School of Nursing Non-Academic Requirements (NARs) Submission Timeline – Collaborative Program

Year 1 (Fall/Winter)

Electronic Student Permit Check (ESPC Appointment)

- Deadline and initial NAR Submission Deadline **November 15th**

Criminal Record Check with Vulnerable Sector Search

- **Due November 15th**

CPR (Level C, HCP or BLS)

- **Due November 15th**

Mask Fit

- **Due November 15th**

Immunization and Communicable Disease Form (Including initial TB test)

- **Due November 15th**

Annual TB Test

- **Due November 15th**
 - Included on Immunization and Communicable Disease Form

Online Health and Safety Modules (Found on the TFSON Intranet in Blackboard)

- **Due November 15th**
 - MOH Health and Safety Awareness Training
 - Workplace Violence and Harassment Training
 - WHMIS
 - AODA Training

Important Forms (Found in “Important Forms” on Synergy)

- **Due November 15th**
 - PRHC Confidentiality
 - HSPnet Consent
 - Photo Release

Year 2 (Fall/Winter)

Electronic Student Permit Check (ESPC Appointment)

- If you have NARs expiring during the month (30 days) prior to the start of the term, you must ensure they are updated and verified by Synergy **30 days before the start of term**
- If you have NARs expiring during the term you must ensure they are updated and verified in

Synergy **prior to expiring**

Criminal Record Check with Vulnerable Sector Search

- Must remain up to date (Annual Renewal)

CPR (Level C, HCP or BLS)

- Must remain up to date (Annual Renewal)

Mask Fit

- Must remain up to date (Semi Annual renewal)

Annual TB Test

- Must remain up to day (annual 1 step required)

Year 3 (Fall/Winter)

Electronic Student Permit Check (ESPC Appointment)

- If you have NARs expiring during the month (30 days) prior to the start of the term, you must ensure they are updated and verified by Synergy **30 days before the start of term**
- If you have NARs expiring during the term you must ensure they are updated and verified in Synergy **prior to expiring**

Criminal Record Check with Vulnerable Sector Search

- Must remain up to date (Annual Renewal)

CPR (Level C, HCP or BLS)

- Must remain up to date (Annual Renewal)

Mask Fit

- Must remain up to date (Semi Annual renewal)

Annual TB Test

- Must remain up to day (annual 1 step required)

Year 4 (Fall/Winter)

Electronic Student Permit Check (ESPC Appointment)

- If you have NARs expiring during the month (30 days) prior to the start of the term, you must ensure they are updated and verified by Synergy **30 days before the start of term**
- If you have NARs expiring during the term you must ensure they are updated and verified in Synergy **prior to expiring**

Criminal Record Check with Vulnerable Sector Search

- Must remain up to date (Annual Renewal)

CPR (Level C, HCP or BLS)

- Must remain up to date (Annual Renewal)

Mask Fit

- Must remain up to date (Semi Annual renewal)

Annual TB Test

- Must remain up to day (annual 1 step required)

Additional Notes:

- **INFLUENZA VACCINE: proof of influenza vaccination is due DECEMBER 1, 2021.** There are no fees associated with the submission of this document. Synergy will provide you with submission instructions at the time of your initial appointment.
- CPR, TB skin tests and vulnerable sector searches are valid for one (1) year. TB chest x-rays and N95 Mask fit tests are valid for two (2) years.
- While the Trent/Fleming School of Nursing offers CPR and Mask Fit sessions, dates and spots are limited. You are advised to have your TB Test administered by your healthcare provider as this service is not offered at the University.
- Online health and safety modules are available on Blackboard via the MyTrent Portal to registered students.
- Students are required to keep original copies of all NAR documents, as some placement sites require to view originals.
- An appointment at full-service fees will be required to update any expiring documents, so if you have more than one document expiring, we suggest you update them together in one appointment to avoid multiple appointments/fees. Following the guidelines above will ensure your non-academic requirements remain valid.
- ***Failure to obtain/renew your NARs will result in your removal from clinical.***
- **OUT OF SYNC/OFF TRACK STUDENT DISCLAIMER:** Please note if you are returning to school after a leave of absence, part-time studies, partial load etc., you will be required to book an ESPC appointment to have any of your expired documents updated.