

# Queen's University Bachelor of Nursing Science Clinical Placement Requirements 2024-2025

The BNSc program has partnered with [Concise Health Solutions](#) to review the mandatory clinical placement requirements for Queen's nursing students.

Be sure to book your clearance appointment on the Concise Health Solutions Website as early as possible to ensure you meet the mandatory deadline. The cost of a clearance review online appointment is \$60.00.

Please refer to your specific year's checklist to confirm that you have completed all the required documents, listed under "clearance review" on the Concise Health Solutions ['Queen's University students' page](#).

If you have any questions regarding immunization protocols or clearance review, please check the [FAQ](#) page or email [hello@concisehealthsolutions.ca](mailto:hello@concisehealthsolutions.ca).

## BNSC Year 1 Requirements

Due: November 1, 2024

For students entering their first year of Nursing at Queen's University, documentation is mandatory for clinical placements. You must have up-to-date immunization records in compliance with our clinical partners. It is your responsibility to maintain your health records.

Please follow the recommended steps outlined on the [Concise Health Solutions](#) web page to ensure timely completion of the placement requirements. Contact Concise Health Solutions if you have any questions.

It is strongly recommended to schedule your appointments and training as soon as possible to allow enough time to complete the requirements before November 1st.

### [Step 1: Immunization Requirements](#)

Your Health Care Provider is an essential source of information about your health records and current immunization status. If you have not previously received immunization you will need to arrange this through your Health Care Provider, walk-in clinic or Queen's Student Wellness. For more information, please see the Queen's [Immunization Requirements](#).

Have your Health Care Provider complete the Queen's University Immunization Record & Serologic Status Form.

1. Make an appointment as soon as possible with your Primary Care Provider or [Student Wellness Services](#).
2. Bring your [Queen's University Immunization Record & Serologic Status Form](#) to your appointment.
3. Your Health Care provider will need to:
  - i. Review your immunization schedule.
    - If you do not have records of your past immunizations or vaccinations, your Health Care Provider may request blood work in order to determine your current levels of immunity. Not all vaccinations are detectable in serology. If you do not have proof of previous vaccinations, you will need to have a catch-up series and this could take up to 6 months to complete. Immunizations or serology testing occurs at your cost.
  - ii. Complete the School of Nursing Immunization Form.

Important:

- All requirements must be valid until the end of each school year (April for 4-year stream, June for AST stream).
- Make sure the healthcare provider records the dates of immunizations and any serology results in each section of your Immunization Form.

Required Forms:

[Immunization Record & Serologic Status Form](#)  
[COVID-19 Vaccination Form](#)

## [Step 2: Vulnerable Sector Police Record Check \(VSS\)](#)

All students must provide evidence of a Criminal Record Check, including Vulnerable Sector Screening (VSS). All costs associated with the initial and subsequent Criminal Record Checks will be the responsibility of the student. The School of Nursing does not keep criminal record checks on file. Students must keep their original documentation in case they are required to present it.

If you are not yet 18 years of age, you will be unable to apply until you turn 18. You will receive a temporary clearance from Concise Health if your birthday is after November 1<sup>st</sup>. You must upload the VSS report to Concise Health when completed to finalize your clearance.

How often is this needed? Your VSS must be updated yearly and be valid for the entire clinical placement. Students must be prepared to repeat the Criminal Record Check more frequently if requested by a placement agency.

If you have a criminal record, please discuss your situation with the Associate Director,

Undergraduate Nursing Programs, as it may affect your ability to complete the Bachelor of Nursing Science program, and your eligibility to register with the College of Nurses of Ontario or an equivalent regulatory body.

Note:

- You will receive a signed letter from the Queen's School of Nursing with your welcome email that you will need to submit with your VSS request.
- If you reside Downtown Toronto, please email the Clinical Placement Coordinator - Jill Trueman ([sonplacement@queensu.ca](mailto:sonplacement@queensu.ca)). She will provide the school specific code.
- We now have a K PIC account with the City of Kingston Police. If you can pass the security questions you can apply online and share the CPIC electronically. You do not need a letter from the school for this.

### [Step 3: Standard First Aid and CPR BLS \(or HCP\) Certification](#)

#### Requirements:

##### Standard First Aid

- 1 day course
- Certification is valid for 4 years at the School of Nursing regardless of the date on the card.

##### CPR – BLS

- CPR certification must be maintained annually (recertification each year) throughout the nursing program.
- In-person course only (Blended or online courses are not accepted.)

Note: Register as soon as possible for an in-person Standard First Aid course and the CPR (Basic Life Support (BLS) or Health Care Provider (HCP)).

- You can register for the Standard First Aid and CPR - BLS courses with a provider of your choice.
- Register early as they fill quickly.

### [Step 4: Online Training Modules and Consent Forms](#)

Please complete the following modules and forms. Proof of completion must be submitted at your Clearance Review appointment with Concise Health Solutions.

Module 1: [Annex A, B, C Form](#)

[Annex A, B, C Form Link](#)

Module 2: [Accessibility for Ontarians with Disabilities Act \(AODA\)](#)

1. [Accessible Customer Service Module](#)
2. [Human Rights 101 Module](#)
3. [Access Forward Module](#)
4. [Accessibility for Ontarians with Disabilities Training Module](#)

#### Module 3: Health and Safety

1. [Worker Health and Safety Awareness Module](#)
2. [Workplace Violence & Harassment Module](#)

#### Module 4: HSPnet Consent Form

[HSPnet Student Information Consent Form Link](#)

#### Module 5: KHSC Learning Placement Authorization Form

KHSC BNSC 4-year Learning Placement Authorization Form, found in onQ.

#### Module 6: WHMIS

Complete WHMIS training slides in onQ and upload Quiz completion.

#### Module 7: WSIB Student Declaration Form

Complete WSIB Student Declaration Form found in onQ.

### Step 5: Mask Fit Card

Mask fit testing is a requirement for all clinical placements. Testing will take place at the beginning of year BNSC 1 & 3, AST 3 of the program on campus. Be sure to check your @queensu.ca email August 1st regarding mask fit appointment details.

- Complete your mask fit test, per your appointment. If you are unable to make the mask fit appointment on campus in September, you must complete the quantitative mask fit test at an outside agency.
- You will be required to upload your Mask Fit Card as part of your Concise Health Clearance.

### Step 6: Book Clearance Review Online Appointment with Concise Health Solutions

- Ensure that you have completed all of the required documents for your Clearance Review May 1st - November 1st. Contact Concise Health Solutions if you have any questions at: [hello@concisehealthsolutions.ca](mailto:hello@concisehealthsolutions.ca)

When can I book my appointment? May 1 – November 1.

- Book your appointment only AFTER you have completed your requirements. Upload proof of completion of all of the requirements to the link provided to you by Concise Health the night prior to your appointment. Do not wait until the last minute. If your requirements are complete, you can book your clearance review appointment any time after May 1st.

How do I book my appointment? Book your Clearance Review appointment [here](#).

How often is this needed? Annually, prior to your clinical placement document completion deadline.

Upload all documents to the corresponding Assignment Folders in onQ in addition to submitting proof to Concise Health Solutions.

## BNSC Year 2 Requirements

Due: August 1, 2024

All upper-year students who will have clinical placements are required to complete mandatory documentation prior to starting the fall term. You must have up-to-date immunization records in compliance with our clinical partners. It is your responsibility to maintain your health records.

Please follow the recommended steps outlined on the [Concise Health Solutions](#) web page to ensure timely completion of the placement requirements. Contact Concise Health Solutions if you have any questions.

Do not wait until the last minute. It is strongly recommended to schedule your appointments and training as soon as possible to allow enough time to complete the requirements before August 1st.

### [Step 1: Immunization Requirements](#)

A one-step TST is required to be completed annually.

Students with a documented contraindication to a TST do not need to have a repeat TST. Please refer to immunization guidelines for steps to follow if you had a previous positive test or active or latent TB.

Tuberculin skin testing should be administered and read before Covid-19 immunization or delayed for at least 4 weeks after vaccination. Vaccination with COVID-19 vaccines may take place at any time after all steps of tuberculin skin testing have been completed.

- Complete [Tuberculin Skin Test Form](#).

## [Step 2: Vulnerable Sector Police Record Check \(VSS\)](#)

All students must provide evidence of a Criminal Record Check, including Vulnerable Sector Screening (VSS). All costs associated with the initial and subsequent Criminal Record Checks will be the responsibility of the student. The School of Nursing does not keep criminal record checks on file. Students must keep their original documentation in case they are required to present it.

How often is this needed? Your VSS must be updated yearly and be valid for the entire clinical placement. Students must be prepared to repeat the Criminal Record Check more frequently if requested by a placement agency.

If you have a criminal record, please discuss your situation with the Associate Director, Undergraduate Nursing Programs, as it may affect your ability to complete the Bachelor of Nursing Science program, and your eligibility to register with the College of Nurses of Ontario or an equivalent regulatory body.

Apply directly through the [Kingston Police](#) or at your local police agency. If you apply through the City of Toronto, please reach out to Jill for the school ID #.

## [Step 3: CPR-BLS Re-Certification](#)

- CPR-BLS (HCP) Required
- 4-6 hour in-person or blended recertification courses are accepted.
- Certification will be required annually.

## [Step 4: Online Training Modules and Consent Forms](#)

Please complete the following modules and forms. Proof of completion must be submitted at your Clearance Review appointment with Concise Health Solutions and uploaded to the appropriate assignment folders in onQ.

### [Module 1: Infection Prevention and Control \(IPAC\) Modules](#)

1. In order to access the online learning system, students must use Microsoft Edge or Chrome browsers.
2. Public Health Ontario (PHO) also recommends the following for the best learning experience:
  - Add "[lms.publichealthontario.ca](https://lms.publichealthontario.ca)" to trusted sites.
  - Disable pop-up blockers and enable "Display mixed content" in browser security settings for trusted sites.
  - Clear temporary internet files and browsing history before launching

- courses. ○ Some courses are not compatible with mobile phones or tablets. Please use a desktop computer or laptop to complete Infection Prevention and Control (IPAC), Health Equity Impact Assessment or Health Promotion Foundations courses/learning modules.
- Do not pause courses for an extended period of time. Online learning will time out after 20 minutes of inactivity. The courses will continue to work, but the results will not be recorded in your learning profile.
  - Allow course pages and videos time to load and wait until narration completes before selecting “Continue” from each page.
3. Create a [MyPHO account](#) and log in to access the required modules. Please use your Queen's email address.
  4. If you have any difficulty, please access the [Frequently Asked Questions \(FAQs\)](#) | [How Do I Guide](#)

Once you have created your [My PHO account](#) and logged in, you may select the [Launch the LMS](#) system to access the required online learning modules.

To access the required modules:

1. Select Course Catalogue
2. Key Word: Core Competencies
3. Subject: IPACPe
4. Format: Web-based
5. Search

Required Modules:

1. IPAC Core Competencies Module 1: Chain of Transmission and Risk Assessment
2. IPAC Core Competencies Module 2: Routine Practices: Health Care Provider Controls
3. IPAC Core Competencies Module 4: Additional Precautions

Once you have completed each module, take a screen shot of your certificate of completion and upload it to the appropriate assignment folder below.

### Module 2: Kingston Health Sciences Centre Learning

Listed below are the KHSC specific learning modules that you must complete prior to your arrival for their placement.

Once you have completed the modules below, you will be required to complete Annex D and submit the email confirmation for verification of completion.

Emergency Codes Module

- [KHSC Emergency Code Review](#)
- [KHSC Fire Safety](#)

## Health and Safety Training Module

- [KGH Health and Safety Training: Nursing and Medical Students](#)

## Musculoskeletal Injury Training Module

- [KGH Health and Safety Training: MSI Prevention \(Patient Handling\) for Clinical Students](#)

## Nursing Student Module

- [BD Alaris System](#)
- [Automated Dispensing Cabinets - Anywhere RN](#)
- [Patient Care System \(PCS\) General Review](#)
- [Patient Care System \(PCS\) Inpatient Nursing Review](#)

## Privacy Training

- [KHSC Annual Privacy and Connecting Ontario Review](#)

## Module 3: Clinical Student Placements – Providence Care Hospital Kingston

Listed below are the Providence Care specific learning modules that you must complete prior to your arrival for placement. Should you have any questions regarding these placement training requirements, please email [studentplacement@providencecare.ca](mailto:studentplacement@providencecare.ca).

### Emergency Codes

All students must complete these two modules:

- [Fire Safety at Providence Care Presentation](#)
- [Other Codes at Providence Care Presentation](#)

### Infection Prevention and Control

All students must complete this module:

- [Infection Control Presentation](#)

### Occupational Health and Safety

All students must complete these two modules:

- [Occupational Health Presentation](#)
- [Safe Handling of Hazardous Drugs and Bodily Fluids for Clinical Staff](#)

## Privacy

All students must complete this module:

[Privacy and Connecting Ontario Presentation](#)

## Code of Conduct

All students must review the following policy and procedure:

[PCH Code of Conduct](#)

## Module 4: Annex D Form

- [Annex D \(KHSC & PC Modules Completion\)](#)

## Module 5: Patient Care System Orientation

This learning course is intended to orient Inpatient Nurses to the Patient Care System (PCS) used within the Kingston Hospitals. This course is meant to be self-directed and self paced. Throughout this course material, you will be able to view animated demonstrations of PCS and test your understanding with review questions.

This course only addresses the functionality applicable to Inpatient Nurses using PCS. It is assumed that users of this module are familiar with medical terminology, policies, and procedures.

Note: Some users have experienced issues when viewing the content in Google Chrome. If you have any issues loading content, please try and alternate browser.

## Learning Objectives

Upon completion of this independent, self-paced module, the successful learner will be able to:

- Log on to the Patient Care System (PCS).
- Understand the use of the various functions within the Patient Care system.
- Navigate the PCS system in order to effectively access a patient's electronic medical records.
- Understand the importance of maintaining confidentiality of a user's ID and password and patient information.

You are also required to complete the [Inpatient Nursing Quiz](#).

You will be required to achieve a grade of 100% to receive authorization to access PCS during your time as a clinical trainee at KGH and HDH.

Upload a copy of your Inpatient Nursing Quiz to the assignment folder below.

[Step 5: Book Clearance Review Online Appointment with Concise Health Solutions](#)

Ensure that you have completed all of the required documents for your Clearance Review May 1st - August 1st. Contact Concise Health Solutions if you have any questions at: [hello@concisehealthsolutions.ca](mailto:hello@concisehealthsolutions.ca)

When can I book my appointment? May 1 – August 1.

Book your appointment only AFTER you have completed all your requirements. Upload proof of completion of all of the requirements to the secure Concise Health Solutions site. The deadline for completing your placement requirements is **August 1st**. Do not wait until the last minute. If your requirements are complete, you can book your clearance review appointment any time after May 1st.

How do I book my appointment? Book your Clearance Review appointment [here](#).

How often is this needed? Annually, prior to your clinical placement document completion deadline.

Upload all documents to the corresponding Assignment Folders on onQ to ensure you have copies of all documentation, in addition to submitting proof to Concise Health Solutions.

## BNSC Year 3 Requirements

Due: August 1, 2024

All upper-year students who will have clinical placements are required to complete mandatory documentation prior to starting the fall term. You must have up-to-date immunization records in compliance with our clinical partners. It is the responsibility of each student to maintain their health records.

Please follow the recommended steps outlined on the [Concise Health Solutions](#) web page to ensure timely completion of the placement requirements. Contact Concise Health Solutions if you have any questions.

It is strongly recommended to schedule your appointments and training as soon as possible to allow enough time to complete the requirements before August 1st.

### [Step 1: Immunization Requirements](#)

#### Tuberculin Skin Test (TST)

A single-step TST is required to be completed annually.

Students with a documented contraindication to a TST do not need to have a repeat TST. Please refer to immunization guidelines for steps to follow if you have had a

previous positive test or active or latent TB.

Tuberculin skin testing should be administered and read before Covid-19 immunization or delayed for at least 4 weeks after vaccination. Vaccination with COVID-19 vaccines may take place at any time after all steps of tuberculin skin testing have been completed.

- Complete [Tuberculin Skin Test Form](#).

## TDAP

KFLA Public Health has advised all students in the Nursing 371 program must receive a Tdap booster vaccine once over the age 18. Even if you have had a dose within the last 10 years but it was received before the age of 18, you will need to receive another dose if you are now over 18.

If you have already received this booster at age >18 you will need to upload documentation to conTrm this. If you are still due, you will need to receive a dose as soon as possible and upload documentation of doing so.

Please review your records and follow up accordingly.

- Complete [Tdap Form](#)

## [Step 2: Vulnerable Sector Police Record Check \(VSS\)](#)

All students must provide evidence of a Criminal Record Check, including Vulnerable Sector Screening (VSS). All costs associated with the initial and subsequent Criminal Record Checks will be the responsibility of the student. The School of Nursing does not keep criminal record checks on file. Students must keep their original documentation in case they are required to present it.

How often is this needed?&nbsp; Your VSS must be updated yearly and be valid for the entire clinical placement. Students must be prepared to repeat the Criminal Record Check more frequently if requested by a placement agency.

If you have a criminal record, please discuss your situation with the Associate Director, Undergraduate Nursing Programs, as it may affect your ability to complete the Bachelor of Nursing Science program, and your eligibility to register with the College of Nurses of Ontario or an equivalent regulatory body.

Apply directly through [Kingston Police](#) or at your local police agency. If you apply through the City of Toronto, please reach out to Jill for the school ID #.

## [Step 3: CPR-BLS Re-Certification](#)

- CPR-BLS (HCP) Required
- 4-6-hour in-person or blended recertification courses are accepted.
- Certification will be required annually.

## Step 4: Online Training Modules and Consent Forms

Please complete the following modules and forms. Proof of completion must be submitted at your Clearance Review appointment with Concise Health Solutions and uploaded to the appropriate assignment folders in onQ.

### Module 1: Infection Prevention and Control (IPAC) Modules

1. In order to access the online learning system, students must use Microsoft Edge or Chrome browsers.
2. Public Health Ontario (PHO) also recommends the following for the best learning experience:
  - Add "[lms.publichealthontario.ca](https://lms.publichealthontario.ca)" to trusted sites.
  - Disable pop-up blockers and enable "Display mixed content" in browser security settings for trusted sites.
    - Clear temporary internet files and browsing history before launching courses.
    - Some courses are not compatible with mobile phones or tablets. Please use a desktop computer or laptop to complete Infection Prevention and Control (IPAC), Health Equity Impact Assessment or Health Promotion Foundations courses/learning modules.
  - Do not pause courses for an extended period of time. Online learning will time out after 20 minutes of inactivity. The courses will continue to work, but the results will not be recorded in your learning profile.
  - Allow course pages and videos time to load and wait until narration completes before selecting "Continue" from each page.
3. Create a [MyPHO account](#) and log in to access the required modules. Please use your Queen's email address.
4. If you have any difficulty, please access the [Frequently Asked Questions \(FAQs\)](#) | [How Do I Guide](#)

Once you have created your [My PHO account](#) and logged in, you may select the [Launch the LMS](#) system to access the required online learning modules.

To access the required modules:

1. Select Course Catalogue
2. Key Word: Core Competencies
3. Subject: IPAC
4. Format: Web-based
5. Search

Required Modules:

1. IPAC Core Competencies Module 1: Chain of Transmission and Risk Assessment
2. IPAC Core Competencies Module 2: Routine Practices: Health Care Provider Controls
3. IPAC Core Competencies Module 4: Additional Precautions

Once you have completed each module, take a screen shot of your certificate of completion and upload it to the appropriate assignment folder below.

### Module 2: Kingston Health Sciences Centre Learning

In Ontario, all unpaid post-secondary students are now considered "workers" under the Occupational Health and Safety Act. This means that students must complete specific health and safety-related training before beginning their placement at KHSC. Some of the training will be general health and safety (e.g. Workplace Violence, WHMIS, Worker Health & Safety Awareness) while other training will be KHSC specific and designed to orient you to the safety program at KHSC.

Listed below are the KHSC specific learning modules that you must complete prior to your arrival for their placement.

Once you have completed the modules below, you will be required to complete Annex D and submit the email confirmation for verification of completion.

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#### Health and Safety Training Module

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#### Nursing Student Module

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- [Automated Dispensing Cabinets - Anywhere RN](#)

- [Patient Care System \(PCS\) General Review](#)
- [Patient Care System \(PCS\) Inpatient Nursing Review](#)

#### Privacy Training

- [KHSC Annual Privacy and Connecting Ontario Review](#)

### **Module 3: Clinical Student Placements – Providence Care Hospital Kingston**

Listed below are the Providence Care specific learning modules that you must complete prior to your arrival for placement. Should you have any questions regarding these placement training requirements, please email [studentplacement@providencecare.ca](mailto:studentplacement@providencecare.ca).

#### Emergency Codes

All students must complete these two modules:

- [Fire Safety at Providence Care Presentation](#)
- [Other Codes at Providence Care Presentation](#)

#### Infection Prevention and Control

All students must complete this module:

- [Infection Control Presentation](#)

#### Occupational Health and Safety

All students must complete these two modules:

- [Occupational Health Presentation](#)
- [Safe Handling of Hazardous Drugs and Bodily Fluids for Clinical Staff](#)

#### Privacy

All students must complete this module:

- [Privacy and Connecting Ontario Presentation](#)

#### Code of Conduct

All students must review the following policy and procedure:

- [PCH Code of Conduct](#)

#### Module 4: Annex D Form

- [Annex D \(KHSC & PC Modules Completion\)](#)

#### Module 5: WHMIS

Complete WHMIS training slides and upload Quiz completion.

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How often is this needed? Annually, prior to your clinical placement document completion deadline.

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### [Step 6: Mask Fit Card](#)

Mask Tt testing is a requirement for all clinical placements. Testing will take place at the beginning of year BNSC 1 & 3, AST 3 of the program on campus. Be sure to check your [@queensu.ca](mailto:@queensu.ca) email August 1st regarding mask Tt appointment details.

- Complete your mask Tt test, per your appointment. If you are unable to make the mask Tt appointment on campus in September, you must complete the quantitative mask Tt test at an outside agency.
- You will be required to upload your Mask Fit Card as part of your Concise Health Clearance.

## **BNSC Year 4 Requirements**

**Due: August 1, 2024**

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immunization records in compliance with our clinical partners. It is the responsibility of each student to maintain their health records.

Please follow the recommended steps outlined on the [Concise Health Solutions](#) web page to ensure timely completion of the placement requirements. Contact Concise Health Solutions if you have any questions.

Do not wait until the last minute. It is strongly recommended to schedule your appointments and training as soon as possible to allow enough time to complete the requirements before August 1st.

### [Step 1: Immunization Requirements](#)

#### Tuberculin Skin Test (TST)

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- Complete [Tuberculin Skin Test Form](#).

### [Step 2: Vulnerable Sector Police Record Check \(VSS\)](#)

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### Step 3: CPR-BLS Re-Certification

- CPR-BLS (HCP) Required
- 4-6-hour in-person or blended recertification courses are accepted.
- Certification will be required annually.

### Step 4: Online Training Modules and Consent Forms

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3. Create a [MyPHO account](#) and log in to access the required modules. Please use your Queen's email address.
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Once you have created your [My PHO account](#) and logged in, you may select the [Launch the LMS](#) system to access the required online learning modules.

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Required Modules:

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3. IPAC Core Competencies Module 4: Additional Precautions

Once you have completed each module, take a screen shot of your certificate of completion and upload it to the appropriate assignment folder below.

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Musculoskeletal Injury Training Module

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Nursing Student Module

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- [Safe Handling of Hazardous Drugs and Bodily Fluids for Clinical Staff](#)

#### Privacy

All students must complete this module:

- [Privacy and Connecting Ontario Presentation](#)

#### Code of Conduct

All students must review the following policy and procedure:

- [PCH Code of Conduct](#)

### **Module 4: Annex D Form**

- [Annex D \(KHSC & PC Modules Completion\)](#)

## Module 5: Curriculum Vitae (CV)

Your CV should be clear, concise, complete, and up to date with current relevant employment and educational information.

Please go to [Career Services](#) at Queens University for further guidance.

Please see [attachment](#) for a sample CV.

## [Step 5: Book Clearance Review Online Appointment with Concise Health Solutions](#)

Ensure that you have completed all of the required documents for your Clearance Review May 1st - August 1st. Contact Concise Health Solutions if you have any questions at: [hello@concisehealthsolutions.ca](mailto:hello@concisehealthsolutions.ca)

When can I book my appointment? May 1 – August 1.

Book your appointment only AFTER you have completed all your requirements. Upload proof of completion of all of the requirements to the secure Concise Health Solutions site. The deadline for completing your placement requirements is **August 1st**. Do not wait until the last minute. If your requirements are complete, you can book your clearance review appointment any time after May 1st.

How do I book my appointment? Book your Clearance Review appointment [here](#).

How often is this needed? Annually, prior to your clinical placement document completion deadline.

Upload all documents to the corresponding Assignment Folders on onQ to ensure you have copies of all documentation, in addition to submitting proof to Concise Health Solutions.

## AST 3 Requirements

Due: November 1, 2024

For students entering their first year of Nursing at Queen's University,

documentation is mandatory for clinical placements. You must have up-to-date immunization records in compliance with our clinical partners. It is your responsibility to maintain your health records.

Please follow the recommended steps outlined on the [Concise Health Solutions](#) web page to ensure timely completion of the placement requirements. Contact Concise Health Solutions if you have any questions.

It is strongly recommended to schedule your appointments and training as soon as possible to allow enough time to complete the requirements before November 1st.

### [Step 1: Immunization Requirements](#)

Your Health Care Provider is an essential source of information about your health records and current immunization status. If you have not previously received immunization you will need to arrange this through your Health Care Provider, walk-in clinic or Queen's Student Wellness. For more information, please see the Queen's [Immunization Requirements](#).

Have your Health Care Provider complete the Queen's University Immunization Record & Serologic Status Form.

1. Make an appointment as soon as possible with your Primary Care Provider or [Student Wellness Services](#).
2. Bring your [Queen's University Immunization Record & Serologic Status Form](#) to your appointment.
3. Your Health Care provider will need to:
  - i. Review your immunization schedule.
    - If you do not have records of your past immunizations or vaccinations, your Health Care Provider may request blood work in order to determine your current levels of immunity. Not all vaccinations are detectable in serology. If you do not have proof of previous vaccinations, you will need to have a catch-up series and this could take up to 6 months to complete. Immunizations or serology testing occurs at your cost.
  - ii. Complete the School of Nursing Immunization Form.

Important:

- All requirements must be valid until the end of each school year (April for 4-year stream, June for AST stream).
- Make sure the healthcare provider records the dates of immunizations and any serology results in each section of your Immunization Form.

Required Forms:

[Immunization Record & Serologic Status Form](#)  
[COVID-19 Vaccination Form](#)

[Step 2: Vulnerable Sector Police Record Check \(VSS\)](#)

All students must provide evidence of a Criminal Record Check, including Vulnerable Sector Screening (VSS). All costs associated with the initial and subsequent Criminal Record Checks will be the responsibility of the student. The School of Nursing does not keep criminal record checks on file. Students must keep their original documentation in case they are required to present it.

If you are not yet 18 years of age, you will be unable to apply until you turn 18. You will receive a temporary clearance from Concise Health if your birthday is after November 1<sup>st</sup>. You must upload the VSS report to Concise Health when completed to finalize your clearance.

How often is this needed? Your VSS must be updated yearly and be valid for the entire clinical placement. Students must be prepared to repeat the Criminal Record Check more frequently if requested by a placement agency.

If you have a criminal record, please discuss your situation with the Associate Director, Undergraduate Nursing Programs, as it may affect your ability to complete the Bachelor of Nursing Science program, and your eligibility to register with the College of Nurses of Ontario or an equivalent regulatory body.

Note:

- You will receive a signed letter from the Queen's School of Nursing with your welcome email that you will need to submit with your VSS request.
- If you reside Downtown Toronto, please email the Clinical Placement Coordinator - Jill Trueman ([sonplacement@queensu.ca](mailto:sonplacement@queensu.ca)). She will provide the school specific code.
- We now have a K PIC account with the City of Kingston Police. If you can pass the security questions you can apply online and share the CPIC electronically. You do not need a letter from the school for this.

[Step 3: Standard First Aid and CPR BLS \(or HCP\) certification](#)

Requirements:

Standard First Aid

- 1 day course
- Certification is valid for 4 years at the School of Nursing regardless of the date on the card.

CPR – BLS

- CPR certification must be maintained annually (re-certification each year) throughout the nursing program.
- In-person course only (Blended or online courses are not accepted.)

Note: Register as soon as possible for an in-person Standard First Aid course and the CPR (Basic Life Support (BLS) or Health Care Provider (HCP).

- You can register for the Standard First Aid and CPR - BLS courses with a provider of your choice. Register early as they fill quickly.

#### Step 4: Online Training Modules and Consent Forms

Please complete the following modules and forms. Proof of completion must be submitted at your Clearance Review appointment with Concise Health Solutions.

Module 1: Annex A,B,C Form

[Annex A,B,C Form Link](#)

Module 2: Accessibility for Ontarians with Disabilities Act (AODA)

1. [Accessible Customer Service Module](#)
2. [Human Rights 101 Module](#)
3. [Access Forward Module](#)
4. [Accessibility for Ontarians with Disabilities Training Module](#)

Module 3: Health and Safety

1. [Worker Health and Safety Awareness Module](#)
2. [Workplace Violence & Harassment Module](#)

Module 4: HSPnet Consent Form

[HSPnet Student Information Consent Form Link](#)

Module 5: Infection Prevention and Control (IPAC) Modules

1. In order to access the online learning system, students must use Microsoft Edge or Chrome browsers.
2. Public Health Ontario (PHO) also recommends the following for the best learning experience:
  - Add "[ims.publichealthontario.ca](https://www.ims.publichealthontario.ca)" to trusted sites.
  - Disable pop-up blockers and enable "Display mixed content" in browser security settings for trusted sites.
  - Clear temporary internet files and browsing history before launching

courses. ○ Some courses are not compatible with mobile phones or tablets. Please use a desktop computer or laptop to complete Infection Prevention and Control (IPAC), Health Equity Impact Assessment or Health Promotion Foundations courses/learning modules.

- Do not pause courses for an extended period of time. Online learning will time out after 20 minutes of inactivity. The courses will continue to work, but the results will not be recorded in your learning profile.
- Allow course pages and videos time to load and wait until narration completes before selecting “Continue” from each page.

5. Create a [MyPHO account](#) and log in to access the required modules. Please use your Queen's email address.

6. If you have any difficulty, please access the [Frequently Asked Questions \(FAQs\)](#) | [How Do I Guide](#)

Once you have created your [My PHO account](#) and logged in, you may select the [Launch the LMS](#) system to access the required online learning modules.

To access the required modules:

1. Select Course Catalogue
2. Key Word: Core Competencies
3. Subject: IPACPe
4. Format: Web-based
5. Search

Required Modules:

1. IPAC Core Competencies Module 1: Chain of Transmission and Risk Assessment
2. IPAC Core Competencies Module 2: Routine Practices: Health Care Provider Controls
3. IPAC Core Competencies Module 4: Additional Precautions

Once you have completed each module, take a screen shot of your certificate of completion and upload it to the appropriate assignment folder below.

### Module 6: Kingston Health Sciences Centre Learning

Listed below are the KHSC specific learning modules that you must complete prior to your arrival for their placement.

Once you have completed the modules below, you will be required to complete Annex D and submit the email confirmation for verification of completion.

Emergency Codes Module

- [KHSC Emergency Code Review](#)

- [KHSC Fire Safety](#)

#### Health and Safety Training Module

- [KGH Health and Safety Training: Nursing and Medical Students](#)

#### Musculoskeletal Injury Training Module

- [KGH Health and Safety Training: MSI Prevention \(Patient Handling\) for Clinical Students](#)

#### Nursing Student Module

- [BD Alaris System](#)
- [Automated Dispensing Cabinets - Anywhere RN](#)
- [Patient Care System \(PCS\) General Review](#)
- [Patient Care System \(PCS\) Inpatient Nursing Review](#)

#### Privacy Training

- [KHSC Annual Privacy and Connecting Ontario Review](#)

#### Module 7: KHSC Learning Placement Authorization Form

KHSC Learning Placement Authorization Form, found in onQ

#### Module 8: Clinical Student Placements - Providence Care Hospital Kingston

Listed below are the Providence Care specific learning modules that you must complete prior to your arrival for placement. Should you have any questions regarding these placement training requirements, please email [studentplacement@providencecare.ca](mailto:studentplacement@providencecare.ca).

#### Emergency Codes

All students must complete these two modules:

- [Fire Safety at Providence Care Presentation](#)
- [Other Codes at Providence Care Presentation](#)

#### Infection Prevention and Control

All students must complete this module:

- [Infection Control Presentation](#)

#### Occupational Health and Safety

All students must complete these two modules:

[Occupational Health Presentation](#)  
[Safe Handling of Hazardous Drugs and Bodily Fluids for Clinical Staff](#)

Privacy

All students must complete this module:

[Privacy and Connecting Ontario Presentation](#)

Code of Conduct

All students must review the following policy and procedure:

[PCH Code of Conduct](#)

Module 9: Annex D Form

- [Annex D Form](#)

Module 10: Patient Care System Orientation

This learning course is intended to orient Inpatient Nurses to the Patient Care System (PCS) used within the Kingston Hospitals. This course is meant to be self-directed and self paced. Throughout this course material, you will be able to view animated demonstrations of PCS and test your understanding with review questions. This course only addresses the functionality applicable to Inpatient Nurses using PCS. It is assumed that users of this module are familiar with medical terminology, policies, and procedures.

Note: Some users have experienced issues when viewing the content in Google Chrome. If you have any issues loading content, please try and alternate browser.

Learning Objectives

Upon completion of this independent, self-paced module, the successful learner will be able to:

- Log on to the Patient Care System (PCS).
- Understand the use of the various functions within the Patient Care system.
- Navigate the PCS system in order to effectively access a patient's electronic medical records.
- Understand the importance of maintaining confidentiality of a user's ID and password and patient information.

You are also required to complete the [Inpatient Nursing Quiz](#).

You will be required to achieve a grade of 100% to receive authorization to access PCS during your time as a clinical trainee at KGH and HDH.

Upload a copy of your Inpatient Nursing Quiz to the assignment folder below.

### Module 11: WHMIS

Complete WHMIS training slides and upload Quiz completion.

### Module 12: WSIB Student Declaration Form

Complete WSIB Student Declaration Form

### Step 5: Mask Fit Card

Mask Tt testing is a requirement for all clinical placements. Testing will take place at the beginning of year BNSC 1 & 3, AST 3 of the program on campus. Be sure to check your @queensu.ca email August 1st regarding mask Tt appointment details.

- Complete your mask Tt test, per your appointment. If you are unable to make the mask Tt appointment on campus in September, you must complete the quantitative mask Tt test at an outside agency.
- You will be required to upload your Mask Fit Card as part of your Concise Health Clearance.

### Step 6: Book Clearance Review Online Appointment with Concise Health Solutions

- Ensure that you have completed all of the required documents for your Clearance Review May 1st - November 1st. Contact Concise Health Solutions if you have any questions at: [hello@concisehealthsolutions.ca](mailto:hello@concisehealthsolutions.ca)

When can I book my appointment? May 1 – November 1.

- Book your appointment only AFTER you have completed your requirements. Upload proof of completion of all of the requirements to the link provided to you by Concise Health the night prior to your appointment. Do not wait until the last minute. If your requirements are complete, you can book your clearance review appointment any time after May 1st.

How do I book my appointment? Book your Clearance Review appointment [here](#).

How often is this needed? Annually, prior to your clinical placement document completion deadline.

Upload all documents to the corresponding drop box on onQ in addition to submitting proof to Concise Health Solutions.

## AST 4 Requirements

Due: November 1, 2024

All upper-year students who will have clinical placements are required to complete mandatory documentation prior to starting the fall term. You must have up-to-date immunization records in compliance with our clinical partners. It is the responsibility of each student to maintain their health records.

Please follow the recommended steps outlined on the [Concise Health Solutions](#) web page to ensure timely completion of the placement requirements. Contact Concise Health Solutions if you have any questions.

It is strongly recommended to schedule your appointments and training as soon as possible to allow enough time to complete the requirements before November 1st.

### [Step 1: Immunization Requirements](#)

#### Tuberculin Skin Test (TST)

A single-step TST is required to be completed annually.

Students with a documented contraindication to a TST do not need to have a repeat TST. Please refer to immunization guidelines for steps to follow if you had a previous positive test or active or latent TB.

Tuberculin skin testing should be administered and read before Covid-19 immunization or delayed for at least 4 weeks after vaccination. Vaccination with COVID-19 vaccines may take place at any time after all steps of tuberculin skin testing have been completed.

- Complete [Tuberculin Skin Test Form](#).

### [Step 2: Vulnerable Sector Police Record Check \(VSS\)](#)

All students must provide evidence of a Criminal Record Check, including Vulnerable Sector Screening (VSS). All costs associated with the initial and subsequent Criminal Record Checks will be the responsibility of the student. The School of Nursing does not keep criminal record checks on file. Students must keep their original documentation in case they are required to present it.

How often is this needed? Your VSS must be updated yearly and be valid for the entire clinical placement. Students must be prepared to repeat the Criminal Record Check more frequently if requested by a placement agency.

If you have a criminal record, please discuss your situation with the Associate Director,

Undergraduate Nursing Programs, as it may affect your ability to complete the Bachelor of Nursing Science program, and your eligibility to register with the College of Nurses of Ontario or an equivalent regulatory body.

Apply directly through the [Kingston Police](#) or at your local police agency. If you apply through the City of Toronto, please reach out to Jill for the school ID #.

### [Step 3: CPR-BLS Re-Certification](#)

- CPR-BLS (HCP) Required
- 4-6 hour in-person or blended recertification courses are accepted.
- Certification will be required annually.

### [Step 4: Online Training Modules and Consent Forms](#)

Please complete the following modules and forms. Proof of completion must be submitted at your Clearance Review appointment with Concise Health Solutions and uploaded to the appropriate assignment folders in onQ.

#### [Module 1: Infection Prevention and Control \(IPAC\) Modules](#)

1. In order to access the online learning system, students must use Microsoft Edge or Chrome browsers.
2. Public Health Ontario (PHO) also recommends the following for the best learning experience:
  - Add "[lms.publichealthontario.ca](https://lms.publichealthontario.ca)" to trusted sites.
  - Disable pop-up blockers and enable "Display mixed content" in browser security settings for trusted sites.
  - Clear temporary internet files and browsing history before launching courses.
  - Some courses are not compatible with mobile phones or tablets. Please use a desktop computer or laptop to complete Infection Prevention and Control (IPAC), Health Equity Impact Assessment or Health Promotion Foundations courses/learning modules.
  - Do not pause courses for an extended period of time. Online learning will time out after 20 minutes of inactivity. The courses will continue to work, but the results will not be recorded in your learning profile.
  - Allow course pages and videos time to load and wait until narration completes before selecting "Continue" from each page.
3. Create a [MyPHO account](#) and log in to access the required modules. Please use your Queen's email address.
4. If you have any difficulty, please access the [Frequently Asked Questions \(FAQs\)](#) | [How Do I Guide](#)

Once you have created your [My PHO account](#) and logged in, you may select the [Launch the LMS](#) system to access the required online learning modules.

To access the required modules:

1. Select Course Catalogue
2. Key Word: Core Competencies
3. Subject: IPAC
4. Format: Web-based
5. Search

Required Modules:

1. IPAC Core Competencies Module 1: Chain of Transmission and Risk Assessment
2. IPAC Core Competencies Module 2: Routine Practices: Health Care Provider Controls
3. IPAC Core Competencies Module 4: Additional Precautions

Once you have completed each module, take a screen shot of your certificate of completion and upload it to the appropriate assignment folder below.

### Module 2: Kingston Health Sciences Centre Learning

In Ontario, all unpaid post-secondary students are now considered "workers" under the Occupational Health and Safety Act. This means that students must complete specific health and safety-related training before beginning their placement at KHSC. Some of the training will be general health and safety (e.g. Workplace Violence, WHMIS, Worker Health & Safety Awareness) while other training will be KHSC specific and designed to orient you to the safety program at KHSC.

Listed below are the KHSC specific learning modules that you must complete prior to your arrival for their placement.

Once you have completed the modules below, you will be required to complete Annex D and submit the email confirmation for verification of completion.

Emergency Codes Module

- [KHSC Emergency Code Review](#)
- [KHSC Fire Safety](#)

Health and Safety Training Module

- [KGH Health and Safety Training: Nursing and Medical Students](#)

Musculoskeletal Injury Training Module

- [KGH Health and Safety Training: MSI Prevention \(Patient Handling\) for](#)

## Clinical Students

### Nursing Student Module

- [BD Alaris System](#)
- [Automated Dispensing Cabinets - Anywhere RN](#)
- [Patient Care System \(PCS\) General Review](#)
- [Patient Care System \(PCS\) Inpatient Nursing Review](#)

### Privacy Training

- [KHSC Annual Privacy and Connecting Ontario Review](#)

### Module 3: Providence Care Hospital

Listed below are the Providence Care specific learning modules that you must complete prior to your arrival for placement. Should you have any questions regarding these placement training requirements, please email [studentplacement@providencecare.ca](mailto:studentplacement@providencecare.ca).

### Emergency Codes

All students must complete these two modules:

- [Fire Safety at Providence Care Presentation](#)
- [Other Codes at Providence Care Presentation](#)

### Infection Prevention and Control

All students must complete this module:

- [Infection Control Presentation](#)

### Occupational Health and Safety

All students must complete these two modules:

- [Occupational Health Presentation](#)
- [Safe Handling of Hazardous Drugs and Bodily Fluids for Clinical Staff](#)

### Privacy

All students must complete this module:

- [Privacy and Connecting Ontario Presentation](#)

### Code of Conduct

All students must review the following policy and procedure:

- [PCH Code of Conduct](#)

## Module 4: Annex D Form

- [Annex D Form](#)

## Module 5: Curriculum Vitae (CV)

Your CV should be clear, concise, complete, and up to date with current relevant employment and educational information.

Please go to [Career Services](#) at Queens University for further guidance.

Please see [attachment](#) for a sample CV.

## [Step 5: Book Clearance Review Online Appointment with Concise Health Solutions](#)

Ensure that you have completed all of the required documents for your Clearance Review May 1st - November 1st. Contact Concise Health Solutions if you have any questions at: [hello@concisehealthsolutions.ca](mailto:hello@concisehealthsolutions.ca)

When can I book my appointment? May 1 – November 1.

Book your appointment only AFTER you have completed all your requirements. Upload proof of completion of all of the requirements to the secure Concise Health Solutions site. The deadline for completing your placement requirements is **November 1st**. Do not wait until the last minute. If your requirements are complete, you can book your clearance review appointment any time after May 1st.

How do I book my appointment? Book your Clearance Review appointment [here](#).

How often is this needed? Annually, prior to your clinical placement document completion deadline.

Upload all documents to the corresponding Assignment Folders on onQ to ensure you have copies of all documentation, in addition to submitting proof to Concise Health Solutions.