

## BScN Program- Non Academic Requirements- Mohawk Site

**DO NOT SUBMIT ORIGINAL DOCUMENTS – SUBMIT COPIES ONLY**  
**PRINT YOUR NAME AND STUDENT NUMBER CLEARLY ON ALL SUBMISSIONS**

In order to ensure the safety of all patients with whom nursing students come in contact, the BScN Program requires that all students adhere to Standards of Practice in Nursing. Specifically the BScN Program requires: current CPR certification, documentation of a police records check and compliance with infection control surveillance and practice.

Students must provide proof that ALL requirements are met before practicing in the clinical setting. Students who do not provide proof that these requirements have been completed will not be allowed to enter the clinical setting. Some requirements (Police Records Check) will be required within weeks of your first class upon entering university. These requirements are not optional, and you will not be able to proceed in the program if you do not complete them.

Please note: all documentation needs to be valid for the entire academic year; therefore, we recommend that students update these requirements during the summer months. In the rare event that a student is unable to complete one of these requirements, the student must contact the appropriate Level Coordinator (listed below).

### **Immunization (valid for 5 years from date of issue)**

The Ontario Public Hospitals Act requires all students working in a hospital setting to meet certain criteria related to surveillance for infectious diseases. Detailed medical information, including a record of completion of required immunizations, will be required upon acceptance as a student in the BScN Program. The form for the communicable disease screening protocol can be found at:

<http://www.mohawkcollege.ca/dept/stdev/Health/CDSP%20Form.pdf>

CONTACT: Health Services IAHS- 303 and obtain clearance slip (DO NOT SUBMIT YOUR LAB REPORT TO THE BScN OFFICE, SUBMIT THEM TO HEALTH SERVICES). ONCE YOU HAVE THE CLEARANCE SLIP, PROVIDE THIS PROOF OF CLEARANCE TO: IAHS- 185.

### **Police Records Check (valid for 1 year from date of issue)**

All students are required to have a satisfactory Police Records check completed annually. The Police Records Check must include Vulnerable Sector Screening (VSS). A letter requesting the police check be conducted is attached. Complete the validations form (also attached). If an OPP station requires that have forms completed in order to conduct the check, FAX the forms to 905-528-7706. Complete all applicable information before FAXing them. Incomplete forms will not be processed. The forms will be mailed to the address on the form. **NOTE: Police checks may take 2-4 weeks to process (determined by the police station)**. SUBMIT ONLY THE VALIDATION FORM TO THE BScN OFFICE (RETAIN THE ORIGINAL POLICE REPORT) SUBMIT VALIDATION OF CLEARANCE TO: IAHS- 185.

### **CPR Certification (valid for 1 year from date of issue)**

Students are required to provide evidence of a valid certificate in cardiopulmonary resuscitation at the Basic Cardiac Life Support for Health Care Provider (HCP) level with training in AED. Please note that for health care providers, certification is valid for more than one year from the date of the course. As a result, annual re-certification is mandatory. PROVIDE PROOF OF CLEARANCE TO: IAHS-185

### **Mask Fit Testing and Training (Valid for 2 years from date of issue)**

Mask fit testing and training is required by students every two years. The N-95 masks are for your protection when working with patients in certain types of isolation or during a pandemic event. PROVIDE PROOF OF CLEARANCE TO: IAHS-185

If students do not comply with non-academic requirements, they will not be permitted to participate in clinical placements.

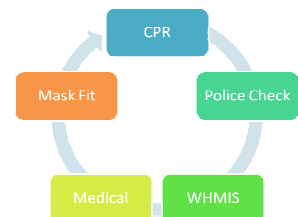
CPR and Mask Fit courses are available through the Continuing Education department at Mohawk College. Visit the CE web site at [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca) for more information. Courses completed elsewhere will be considered for equivalency in content. However students must provide written proof that the level is for *Basic Cardiac Life Support for Health Care Provider (HCP) level with training in AED*

Thank you for your attention in ensuring that these requirements are completed in a timely manner.

Sincerely,



Mary Guise, PhD, RN, Associate Dean  
BScN Program -Mohawk Site



[Coordinators – Mohawk Site – Campus IAHS \(McMaster University grounds\) – Tel: 905-540-4247](#)  
[Level 1 – Alison Diamond x.26822, Level 2 – Mary Allan x.26826, Level 3 – Darlene Sheremet x.26819](#)  
[Level 4 – Luba Raso x.26818, RPN to BScN – Maurine Parzen x.26783](#)  
[Student Advisor – Martha Davis x.26293](#)

**Instructions for Student:**

Take this letter with you to the police station, along with proper identification, to request a police check. A student discount **may** apply.



Request for Vulnerable Sector Screening  
Police Record Check

Student Name (please print clearly): \_\_\_\_\_

Dear Sir or Madam:

The above-named student is in the Bachelor of Science in Nursing Program – Mohawk Site and is requesting a vulnerable sector screening (VSS). This letter must be accompanied by valid student photo identification (Mohawk student ID card) as well as any other form of identification requested by the police. Some placement sites require that students have a satisfactory police check before interacting with the clinical clients. Students are required to participate in unpaid clinical placements in order to meet the requirements of the BScN program.

Any and all costs associated with this request are the responsibility of the student. We thank you for your time and assistance.

Sincerely,

A handwritten signature in black ink that reads "Mary Guise".

Mary Guise, Associate Dean  
BScN Program, Mohawk Site  
School of Health Sciences

**Instructions for Student:**

When you have received a police report regarding your VSS, complete this form and bring it to the BScN office (IAHS-185). The BScN office reserves the right to ask you to produce the original police report at any time. A police check must be done once every year.



**BScN Program – Mohawk Site**

**Police Record Check Verification Form**

**INCOMPLETE AND/OR ILLEGIBLE FORMS WILL NOT BE PROCESSED  
AND YOU MAY NOT BE CLEARED FOR CLINICAL.**

Student Name (please print clearly): \_\_\_\_\_

Student ID (McMaster): \_\_\_\_\_

Registered in:

- Level 1
- Level 2
- Level 3
- Level 4
- RPN to BScN

This is to verify that I have completed the police record check for Vulnerable Sector Screening (VSS). I understand that a satisfactory police check must be completed annually at my own expense, and that I may be asked to produce the original police report at some clinical sites and/or by the BScN department at any time during the course of the BScN program. In addition, I understand that I may be denied the opportunity to participate in a clinical placement if the police check is not satisfactory.

Student Signature: \_\_\_\_\_

Date Police Report was Issued (must match your official report): \_\_\_\_\_

Date Verification Form was Submitted to BScN: \_\_\_\_\_