

**York University – School of Nursing
Undergraduate Programs**

Policy

Title: Clinical Preparedness Permit (CPP) Policy														
Committee Review & Approval Date: UPC September 2023	Executive Committee Date: October 2023													
SON Council Decision Date: October 24, 2023.														
Effective Date: November 1, 2023.	Evaluation Period: Every two years													
<p>Rationale and Purpose:</p> <p>A Clinical Preparedness Permit (CPP) is required to be completed and updated annually by all undergraduate students. The document outlines up-to-date personal health and safety and other non-academic requirements for students. All practice placements, with whom the School of Nursing (SoN) have affiliation agreements and expect that students meet minimal provincial health and safety requirements as well as other agency specific requirements*. Agencies require confirmation of completion for all those attending practice.</p> <p>*Ontario legislation specifies certain surveillance requirements for those entering into a practice setting. These Guidelines were developed in accordance with the Public Hospitals Act, the Canadian Immunization Guide 7th Edition and Canadian TB Standards.</p>														
<p>Responsibilities:</p> <p>Students are responsible for ensuring that their CPP is stamped by the due dates outlined for each term. All required documents for the CPP must be current/valid prior to starting the term and may not expire at any time during the academic session.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 33%;">Term</th> <th style="width: 33%;">Date to BEGIN the CPP Process</th> <th style="width: 33%;">CPP Due Dates</th> </tr> </thead> <tbody> <tr> <td>Fall</td> <td>April 15</td> <td>July 15</td> </tr> <tr> <td>Winter</td> <td>September 15</td> <td>November 15</td> </tr> <tr> <td>Summer</td> <td>January 15</td> <td>March 15</td> </tr> </tbody> </table>			Term	Date to BEGIN the CPP Process	CPP Due Dates	Fall	April 15	July 15	Winter	September 15	November 15	Summer	January 15	March 15
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<p>NOTE:</p> <p>2nd Entry and IEN BScN program: First year students are required to submit their first completed CPP by November 15th</p> <p>4-Year Direct Entry BScN program: First year students are NOT required to submit a Clinical Preparedness Permit until July 15th prior to the fall term of their 2nd year in the program.</p>														

Action:**Students:**

- Download *Clinical Preparedness Permit*.
- Print *Clinical Preparedness Permit*.
- Take the permit to your primary care provider/physician for completion of components and ordering of titres (lab tests/bloodwork).
- Obtain expected immunizations & bloodwork.
- Assume responsibility for costs associated with immunizations, lab tests and certifications. Keep receipts for income tax purposes as required.
- Submit all supporting documents with the permit, i.e., copies of lab results (titres) for specified diseases, proof of vaccinations, BLS certificate, Respirator Mask Fit certificate, Worker Health and Safety certificate, WHMIS certificate and Vulnerable Sector Screen (VSS) Police Check and retain copies.

Vendor (Third Party Document Reviewing Agency)

- Make appointments available for students.
- Review student documents.
- Certify those that are completed. Notify students of outstanding elements.
- Update NPCO of cost changes in a timely manner.

NPCO

- Liaise between YUSON and vendor.
- Notify UPD of CPP patterns of incompleteness or students of concern.
- Update vendor of CPP requirement changes as necessary.

Clinical Course Directors

- Review each student's CPP prior to first clinical shift (during On Campus Clinical Day)
- Notify CD and NPCO when CPP incomplete.

Course Director

- Discuss with students who have incomplete CPP.
- If CPP continues to be incomplete, notify UPD/Coordinator.

Undergraduate Program Director/Coordinator

- Meet with students who have incomplete CPP. Notify student that they may not be able to progress in the term.
- Develop a program progression plan for return the next time practicum course offered.

Practicum Agencies

- Notify NPCO if there are additional requirements specific to agency.

Considerations

The ***Clinical Preparedness Permit*** contains personal information and is handled as a confidential document.

Incomplete CPP

If the CPP is incomplete by the due dates listed above, students may jeopardize obtaining a placement as they will not be permitted to proceed to the relevant practicum course and its pre-and co-requisites. This will delay progression through the program.

Falsification of CPP Documents

Submission of falsified CPP documents will be considered a violation of the BScN Professional Behaviour Policy and will result in the implementation of the policy.

References

York University (2008, June 26). *Bachelor of Science in Nursing (BScN) Student Professional Behaviour Policy*. Retrieved from:

<https://www.yorku.ca/secretariat/policies/policies/student-professional-behaviour-policy-bscn/>