





Pre-Placement Requirement Clearance Information (AFMC Students)

In partnership with Synergy Verified

Western University has partnered with Synergy Verified to provide support and clearance for pre-placement requirements. You will not be required to upload prerequisite documents into the AFMC portal with your initial application. Once you have applied, and if a visiting elective placement offer is made and accepted, you will then undergo prerequisite verification through Synergy Verified.

To have your documents validated you are required to book an Electronic Student Permit Checking (ESPC) appointment through Verified, a proprietary platform that is used by students across Ontario for the purpose of digitally collecting placement requirements and documentation for verification.

As part of your visiting elective application, you will need to complete and upload a form providing consent for your personal information to be shared with Synergy for the purpose of pre-placement clearance. On this form, you will be required to provide your MINC number so that you can be uploaded into the Synergy Verified system, should you accept a visiting elective offer.

YOUR ESPC APPOINTMENT

After you have accepted a visiting elective offer, your information will be turned over to Synergy. Once Synergy has added you to their system, you will receive login credentials to access your Verified account. You will use Verified to:

- Upload your required documentation for review.
- Book your ESPC review. The service reviews the documents you have uploaded and provides you a status indicating your eligibility for placement.

You will have **three weeks** from the time you accept your visiting elective offer to complete and pass your Synergy Verified clearance. You are encouraged to book your appointment early, even if you do not have all documentation in place. Do not wait until a week or two before the deadline to book your appointment; appointment times will fill.

You are encouraged not to book your appointment for the last available date to allow time for you to book a follow-up appointment before the deadline should you have documentation missing.

Ensure all pre-placement documents are uploaded to your account by 9:00am on the day of your appointment. If documents are missing or a requirement is not complete, you will not be cleared for placement and will need to book a follow-up appointment for an additional fee.

You do not need to be "present" on the day of your appointment – this is the date that staff at Synergy Verified retrieve your documents for review. Your Verified account status will be updated (pass/fail/pending) once your documents have been reviewed and verified by Synergy staff.

Once you have been cleared by Synergy Verified for your elective placement, the elective coordinator will notify the clinical department of your status.

https://verified.sgappserver.com/s Login.jsp







SYNERGY VERIFIED - USER FEES (2022 - 2023)

Initial Clearance Appointment \$ 51.50 +TAX Missed Appointment \$ 51.50 +TAX Follow-up Appointment \$ 10.00 +TAX

Synergy Verified is here to help with anything related to your account. **Contact Synergy Verified at www.Synergyhelps.com**. Submit a Help Desk ticket and they will be in touch; all support is conducted via email to ensure a detailed documentation trail. Help Desk hours are Monday to Friday, 10am – 3pm (EST), excluding holidays.







PRE-PLACEMENT REQUIREMENTS

list subject to change based on agency requirements

Students with requirements expiring during the placement period must renew (before expiry) and submit updated documentation to Verified to continue to be eligible for placement. This will require another ESPC appointment and there will be a charge for this appointment.

MEDICAL REQUIREMENTS

AFMC Student Portal Immunization and Testing Form

Every student must submit this form to obtain clearance.

COVID

Proof of 2 doses

NON-MEDICAL REQUIREMENTS

Mask Fit Testing

Required. Mask Fit Models: 3M,1804, 1860, 1860s, 1870+, KC/Halyard 46727, KC/Halyard 46827s. Valid for 2 years

Vulnerable Sector Search (VSS)

Required. Valid for 1 year

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AFMC Student Portal Immunization and Testing Form (2020)

Completing this Form: Students can print this form and have it completed by an appropriate health care professional (HCP), i.e., a nurse, physician, physician assistant, or pharmacist; the item(s) documented must be within the HCP's scope of practice. Students must not complete any part of this form with the exception of Section A and (if indicated) Appendices A, B, and D; the remainder of the form is to be completed by the HCP. Close family members and postgraduate residents must not complete the form. Submit the completed form and any attachments according to the instructions on the AFMC Student Portal for the school where the student is applying. If an appendix is not needed it does not need to be submitted with an application.

Guidelines Document: For additional details refer to the document "AFMC Student Portal Immunization and Testing Guidelines" (https://afmcstudentportal.ca/immunization).

Infections with Bloodborne Pathogens: Students who have infection with hepatitis B virus, human immunodeficiency virus (HIV), and/or hepatitis C virus must familiarize themselves with the policies of the medical schools where they wish to apply.

Section A. Student Declaration

All students must abide by the following declaration:

- 1. I understand that the personal health information provided in this form shall be kept confidential and will be used by the medical schools to which I apply only for the purposes of a visiting elective. The information provided will be used by the minimal number of individuals required at each medical school, as part of my visiting elective application process to ensure that I meet its health standards or the ones of the relevant health authorities or clinical sites.
- 2. I acknowledge that to the best of my knowledge the personal health information provided in this form is completely accurate.
- 3. I have not completed any part of this form myself, with the exceptions of this section and (if applicable) Appendices A, B, and D. An appropriate health care professional must complete all other sections and appendices.
- 4. I have read and understood the AFMC Disclaimer below:

By giving this form to a health care professional and by uploading this form on the AFMC Student Portal, each student represents that he/she understands: (i) that immunization, testing and mask fitting requirements are requested of students by the medical schools - and not by AFMC - to meet their standards or the ones of health authorities or clinical sites to which a student may be placed for visiting electives; (ii) that AFMC is not responsible for establishing which tests are relevant, and for requesting, testing, or verifying of immunization and testing and mask fitting (or other) requirements; (iii) that AFMC is not involved in the selection of the health care professionals undertaking these tests and filling this form; (iv) that AFMC is not involved in the performance of these tests, their interpretation or the decisions taken based on them with respect to any visiting elective; (v) that even if AFMC has provided for functionalities allowing the upload of the form on the AFMC Student Portal, AFMC is in no way involved in the transmission of such form to the medical schools; and (vi) that any information available on the Portal about this form or the immunization requirements is rendered available for convenience only, was not drafted by AFMC and does not constitute an endorsement by AFMC of such information; accordingly, each student agrees and understands that AFMC shall in no way be liable for: (a) the scope of the information requested in this form and the changes made to the immunization requirements; (b) the performance of the tests, their interpretation, and the consequences they may cause, including the mental distress that may follow when any student is made aware of the results or the time and costs involved in completing such process; (c) the selection of health care professionals performing or interpreting these tests; (d) the transmission of the tests to the medical schools and the decisions taken by them following the receipt of the form: (e) the availability, accuracy and reliability of any information pertaining to the form or immunization requirements; and (f) any physical injury incurred by the student in connection with the tests or this form due to medical malpractice or otherwise. Finally, each student understands that AFMC is not responsible for any unauthorized access to this form which occurred via third parties' servers or while being in the possession of any other person, and that even if AFMC strives to ensure that the Portal is of good quality, merchantability and suitable for the provisions of AFMC's services, and configured to offer proper levels of security, stability, privacy, continuity and minimal services latency, such Portal - just as any other type of technology or system – is not infallible and fully sheltered from unforeseeable or force majeure events.

My signature below indicates that I have read, understood, and agree to the above four items.

Last name:	Given name(s):
Date of birth (yyyy-mm-dd):	Home medical school:
Year of admission to medical school:	Expected year of graduation:
Signature:	Date:
☐ I have not completed any part of this form myself, with the exce	eptions of this section and (if applicable) Appendices A, B, and D.

Secti	on B. Health Car	e Pro	ofessional (HCP) In	formation					
HCP mus docu	has reviewed the stud t not be counted. If mo mented must be within	ent's a ore than the H0	ort of this form must compl dequately documented re in three HCPs are involved CP's scope of practice. Da udent has previously co	cords; immunization I with completing thates are to be in the	n documents is form, print	s based on estimate t a second copy of p	ed dat bage :	tes or verbal hist 2. The item(s)	ories
HCP #1									
Name:				Profession:			_ Ir	nitials:	
Address	3:			Te	el:	Fa	ax: _		
Signatu	re:			D	ate (yyyy-mm	n-dd):			
HCP #2	!								
Name:				Profession:			_ Ir	nitials:	
Address	3:			Te	el:	Fa	ax: _		
Signatu	re:			D	ate (yyyy-mm	n-dd):			
HCP #3									
Name:				Profession:			_ Ir	nitials:	
Address	3:			Te	el:	Fa	ax: _		
Signatu	re:			D	ate (yyyy-mm	n-dd):			
	No, a medical or health Yes, a medical or health 'unable to receive live of Contraindications to a Details:	n condit th cond vaccine <i>Immur</i>	ny of the requirements lister tion is not present dition is present; provide d es due to current use of a nization and Testing Req a physician attached	etails below OR attable biological agent"). <i>i</i>	ach relevant Affected stud	information from a dents also must cor	physi nplete	sician (for exampl	
Secti	on D. Pertussis								
Docu	ment a one-time pert	ussis v	/accine (Tdap or Tdap-P	olio) given at age	18 years or	<u>r older</u> (required e	ven i	if not due for a b	ooster):
	Date (yyyy-mm-dd	1)	Type of vaccin	e used*		Age received be 18 years or older)		HCP Initials	
			used must be known; if this ertussis (Tdap) or tetanus/c						
Do mi		tetanu ween la	s/diphtheria and polio con ast two doses; last tetanus						
ac	ocpied for letarius, dipi		· · · · · · · · · · · · · · · · · · ·	Polio,					
			Tetanus/diphtheria, Date (yyyy-mm-dd)	Date (yyyy-m	m-dd)	HCP Initials			
	<u>Last</u> dose received:								
	Previous dose:								
	Previous dose:								

Student Name:

Section F. T	uberculosis (TB)				
	` ,	V of the following: a pre	evious history of a posit	tive tuberculin skin test (TST)	: a clear history of
blistering TS7		rferon gamma release a		evious diagnosis of TB diseas	
☐ Yes	 Document positive TST 	in #2 below, or for tho	se with another positive	e TB history, attach records d	emonstrating the
posit Decl	ive history. The student n aration Form (Appendia	nust complete and attack B). The student should	ch the <i>Tuberculosis A</i> d not have a repeat TS	wareness, and Signs and S T. Once the TB history has b	Symptoms Self-
_	w or by attaching records	·			
	Documentation of a two-				
apart but may to be repeate either before, is acceptable current within	be up to 12 months apa d. Previous Bacillus Caln the same day as, or at le for international students six months of medical so	rt). A two-step TST given nette-Guérin (BCG) val east 28 days after a live s when a TST is unava	en at any time in the pa ecination is not a contra e virus vaccine. With the iilable (this is rare). At	equired (two separate tests, ist is acceptable; a two-step andication to having a TST. As exception of Western Univ ersal to the second of th	TST does not need A TST can be given ersity, an IGRA test owing results
Two-Step TST	: Date Given*	Date Read*	Millimeters of		
	(yyyy-mm-dd)	(yyyy-mm-dd)	Induration	Interpretation according to Canadian TB Standards ¹	HCP Initials
Step 1					
Step 2					
* If only a	single date is available thi	s is accentable so long a	is appropriate spacing he	etween TSTs and/or vaccines of	can be verified
a list of school		12 months of the elect		e student needs to have a sing fer to https://afmcstudentport	
	Date Given*	Date Read*	Millimeters of	Interpretation according to	HOD Letterle
	(yyyy-mm-dd)	(yyyy-mm-dd)	Induration	Canadian TB Standards ¹	HCP Initials
Recent TST					
* If only a	single date is available thi	s is acceptable so long a	s appropriate spacing be	etween TSTs and/or vaccines o	can be verified
	ind to have a positive TS ation Form (Appendix B		nd attach the <i>Tubercu</i>	losis Awareness, and Sign	s and Symptoms
3. TB exposures	`	Question 1: Provide re	sponses to the following	g two statements regarding th	ne student's
☐ Yes		had an exposure to infealth or public health	ectious TB disease that	requires follow up testing, as	identified by
☐ Yes │		•	following (refer to link i	n footnote for TB burden of s	pecific countries ²):
				opulation with high-risk contact	t, such as direct patient
		of travel to TB incidence		-	
		of travel to TB incidence	, , ,	•	
	12 or more month	s of travel to TB incidend	ce country 100-199/100,0	000 population	
				the <i>Tuberculosis Awarene</i> puired by Western Universit y	
4. Chest X-ray: subsequent to	If a student has a positive	e TST documented or a er positive TB history. A	ny other positive TB his	story, the student must have a nt chest X-ray is not required	a chest X-ray dated
Chest X-ray r	equired?				
☐ Yes-	- Attach the report (or let	ter from a TB physician	specialist or TB clinic I	report describing the film)	
☐ No					
				nentation from a physician is ppendix C), or else attach a	

Student Name: _____

¹ Whether a particular TST measurement is considered positive or negative may depend on the client's exposures and risk factors. See Table 1 in the document

[&]quot;AFMC Student Portal Immunization and Testing Guidelines" for more information (https://afmcstudentportal.ca/immunization).

2 For the TB burden of specific countries refer to https://www.who.int/tb/publications/global_report/gtbr2018_annex4.pdf?ua=1

AFMC Student Portal Immunization and Testing Form (Version 2020)

Student Name:

Section G. Measles, Mumps, Rubella, and Varicella

General Requirements:

ONE of the following items is required as evidence of immunity to measles:

- TWO doses of live measles-containing vaccine, given 28 or more days apart, with the first dose given on or after 12 months of age;
 OR
- 2. Positive serology for measles antibodies (IgG); OR
- 3. Laboratory evidence of measles infection.

ONE of the following items is required as evidence of immunity to mumps:

- TWO doses of live mumps-containing vaccine, given 28 or more days apart, with the first dose given on or after 12 months of age;
- 2. Positive serology for mumps antibodies (IgG); OR
- Laboratory evidence of mumps infection.

ONE of the following items is required as evidence of immunity to rubella:

- 1. ONE dose of live rubella-containing vaccine, given on or after 12 months of age; OR
- 2. Positive serology for rubella antibodies (IgG); OR
- 3. Laboratory evidence of rubella infection.

ONE of the following items is required as evidence of immunity to varicella:

- 1. TWO doses of live varicella-containing vaccine, given ideally a minimum of six weeks apart (absolute minimum 28 days apart), with the first dose given on or after 12 months of age; OR
- 2. Positive serology for varicella antibodies (IgG); OR
- 3. Laboratory evidence of varicella infection.

NOTE: For students with no record of measles, mumps or rubella immunizations a preferred approach is to immunize without checking pre-immunization serology (regardless of age), although testing serology (IgG) is an acceptable alternative to immunization. In the event of a mumps outbreak during a visiting elective at the University of Alberta, the University of Calgary or Memorial University of Newfoundland, a visiting electives student may not be allowed to commence or complete the elective if the student's evidence of mumps immunity is based on serology alone, rather than a complete and documented immunization series or laboratory evidence of infection.

For students with no record of varicella immunizations, varicella serology must be tested. Post-immunization serology testing for measles, mumps, rubella, or varicella should NOT be done once immunization requirements have been met.

Immunizations OR serology:

	Vaccine 1, Date (yyyy-mm-dd)	Vaccine 2, Date (yyyy-mm-dd)	OR	IgG Serology Test Date (yyyy-mm-dd)	Laboratory Result	Interpretation (Immune or non- immune)	HCP Initials
Measles			OR				
Mumps			OR				
Rubella		NOT REQUIRED	OR				
Varicella			OR				

Laboratory Evidence of Infection: (Note: Having this evidence is uncommon). Submit the laboratory report with this form if a student has laboratory evidence of actual infection (e.g., isolation of virus; detection of deoxyribonucleic acid or ribonucleic acid; seroconversion) to measles, mumps, rubella, or varicella. This evidence will meet the requirements of immunity for the item.

Laboratory	evidence	of	infection	attache

Section H. Hepatitis B

Immunizations: Documentation of a hepatitis B immunization series is required for all students. Positive serology (anti-HBs) will not be accepted if there is an incomplete or absent record of immunization (exception: students immune due to natural immunity, i.e., positive anti-HBs AND positive anti-HBc, or students with hepatitis B infection do not require immunizations documented). Students with an incomplete or undocumented series must have a series completed and documented on this form. Students who are in the process of completing a series must complete the *Hepatitis B Not Immune*, *Self-Declaration Form* (Appendix D)

	Date (yyyy-mm-dd)	Type of vaccine used*	HCP Initials
Vaccine 1:			
Vaccine 2:			
Vaccine 3 (If required):			
Vaccine 4 (If required):			
Vaccine 5 (If required):			
Vaccine 6 (If required):			

^{*} If information on the name of the vaccine given is no longer available, simply document the date of the immunization.

Serology: Both anti-HBs (hepatitis B surface antibody) and HBsAg (hepatitis B surface antigen) are required.

Anti-HBs (test for immunity: For students who have immunity, only one positive anti-HBs result is required, which must be dated 28 or more days after the immunization series is completed. Repeat testing after this is not recommended. For students who are vaccine non-responders (i.e., student has received two complete, documented hepatitis B immunization series and post-immunization serology 1-6 months after the final dose has not demonstrated immunity), generally no further hepatitis B immunizations or serological testing are required; such student must complete the *Hepatitis B Not Immune, Self-Declaration Form* (Appendix D). For an approach to students with negative anti-HBs refer to the *AFMC Student Portal Immunization and Testing Guidelines*.

<u>HBsAg</u> (test for infection): Required for **all students**, including those who are believed to be immune to hepatitis B. Test must be conducted after the primary hepatitis B immunization series, OR if hepatitis B primary immunization series is still in process, test must be dated on or after medical school admission. Wait until 28 days after a hepatitis B immunization to avoid the possibility of a false-positive HBsAg result. Once the primary immunization series has been completed, repeat testing for HBsAg may be omitted from any additional testing conducted at the discretion of the HCP.

Both tests required for all students:	Date (yyyy-mm-dd)	Laboratory result	Interpretation	HCP Initials
anti-HBs (antibody)			☐ Immune ☐ Non-immune	
HBsAg (antigen)			☐ Infection ☐ No infection	

Students who are **HBsAg positive** (i.e., presence of hepatitis B infection) must familiarize themselves with the policies of the medical schools where they wish to apply.

Section I. Influenza

	Date (yyyy-mm-dd)	HCP Initials
Current seasonal influenza vaccine		

An up-to-date seasonal influenza immunization is required for electives occurring during November to June inclusive for the following medical schools: Dalhousie University, McGill University, McMaster University, Memorial University, Northern Ontario School of Medicine, Queen's University, University of Manitoba, University of Ottawa, University of Toronto, and Western University. The University of British Columbia requires either a documented influenza immunization or a mask be worn for electives November to June inclusive. All other universities highly recommend influenza immunization.

If vaccine is not currently available, document the immunization once vaccine becomes available (typically mid-October) and resubmit this updated form to applicable schools. Students applying to **McMaster University** do not need to resubmit this form; provide documentation of the current seasonal influenza immunization directly to the McMaster placement site.

Section J. Human Immunodeficiency Virus and Hepatitis C

Testing and reporting for human immunodeficiency virus (HIV) and hepatitis C virus is required for **Queen's University, McMaster University**, and **University of Ottawa**, but only once an elective has been confirmed. Upload the official laboratory report via the school's AFMC Student Portal. Test results do not need to be shared with other medical schools. See specific details at each school's Student Portal page.

Queen's University and University of Ottawa: Results must be current within 12 months of the elective application.

McMaster University: Testing is required for confirmed electives in obstetrics, gynecology, emergency and surgical specialties only. Results must be dated after March 1 of the year of entry into medical school and are valid for 4 years.

Appendix A: Exceptions and Contraindications to Immunizations and Testing, **Self-Declaration Form**

Note: If an appendix is not needed it does not need to be submitted with an application.

This box is to be completed by the student:

	ction applies only to students who are UNABLE to meet any of the requirements listed in this ent due to a medical or health condition (not including a contraindication to tuberculin skin testing).
My sigr	nature below indicates the following:
•	I acknowledge that I may be inadequately protected against the following infectious disease(s):
•	I acknowledge that in the event of a possible exposure, passive immunization or chemoprophylaxis may be offered to me for the infectious disease(s) listed above (if appropriate).
•	I acknowledge that in the event of an outbreak of (one or more of) the infectious disease(s) listed above, I may be excluded from clinical duties for the duration of the outbreak.
•	I acknowledge that I might be required to take additional precautions to prevent transmission such as wearing a surgical mask.
Studen	t Name
Signatu	ure
Date (y	yyy-mm-dd)

Appendix B: Tuberculosis Awareness, and Signs and Symptoms Self-Declaration Form

Note: If an appendix is not needed it does not need to be submitted with an application.

This box is to be completed by the student:

This sect	on applies only to students with ONE OR MORE of the following:
• ,	A positive tuberculin skin test (TST); AND/OR
• ,	A positive interferon gamma release assay (IGRA) blood test AND/OR
•	Previous diagnosis and/or treatment for tuberculosis (TB) disease AND/OR
•	Previous diagnosis and/or treatment for TB infection AND/OR
•	Students who may have had a significant exposure to infectious TB disease (defined in Section F)
I acknow	ledge the following:
that this o	times an individual with TB infection may progress to active (infectious) TB disease. I acknowledge can happen even for individuals who have normal chest X-rays, and for those who were successfully a ractive TB disease or latent tuberculosis infection in the past.
(2) Possil	ole TB disease includes one or more of the following persistent signs and symptoms:
	 Cough lasting three or more weeks Hemoptysis (coughing up blood) Shortness of breath Chest pain Fever Chills Night sweats. Unexplained or involuntary weight loss
	a professional duty to obtain a prompt assessment from a clinician if I develop signs and symptoms le TB disease.
Do you h	ave any of the symptoms in the above list?
□ No	I do not have any of the above symptoms at the present time
☐ Yes	I have the following symptoms (also attach correspondence from a clinician explaining the symptoms):
Student N	Name
Signature	<u> </u>
Date (yyy	y-mm-dd)

Appendix C: Explanation of Radiographic Findings

Note: If an appendix is not needed it does not need to be submitted with an application.

This form must be completed by a physician who has assessed a student with **abnormalities of the lung or pleura** noted on a chest X-ray report, with the chest X-ray report attached (alternatively it is acceptable to attach a letter or form from a physician, tuberculosis clinic, or other specialized clinic covering the following items).

☐ Chest X-ray report attached	
Name of student:	
·	
Explanation for abnormal findings:	
-	dent pose a risk to others by participating in clinical duties?
Physician name:	
Address:	Tel:
Signature:	Date (yyyy-mm-dd):

Appendix D: Hepatitis B Non-Immune Self-Declaration Form

Note: If an appendix is not needed it does not need to be submitted with an application.

This box is to be completed by the student:

This section applies only to students who either:		
are still in the process of completing a documented hepatitis B immure	nization series	
OR		
 have received two complete, documented hepatitis B immunization s immunization serology has not demonstrated immunity (i.e., anti-HBs 		
This appendix is not to be used to omit any required hepatitis B immunizations; students with an incomplete or undocumented series are to complete this appendix, but still must have a series completed and documented on page 5 of this form.		
An approach to negative anti-HBs results is described in the AFMC Student Potential Testing Guidelines.	ortal Immunization and	
For a student who has failed to respond to two immunization series, it is important to ensure (1) that each immunization series was documented, all doses were provided, and that minimal spacing between doses were respected; and (2) that post-immunization serology was conducted between 28 days and six months after the final dose of the series to be considered reliable. For such students generally no further pre-exposure hepatitis B immunizations or serological testing are required.		
My signature below indicates the following:		
I acknowledge that there is no laboratory evidence that I am immune to hepatitis B.		
 I acknowledge that in the event of a possible exposure to hepatitis B (e.g., a percutaneous injury, human bite, or mucosal splash) I need to report the injury to my supervisor as soon after the incidence as possible as I may need passive immunization with hepatitis B immune globulin (efficacy decreases significantly if given more than 48 hours after the exposure). 		
Student Name		
Signature		
Date (yyyy-mm-dd)		

² Dalhousie University uses an anti-HBs titre threshold of 12 IU/L as indicative of hepatitis B immunity.