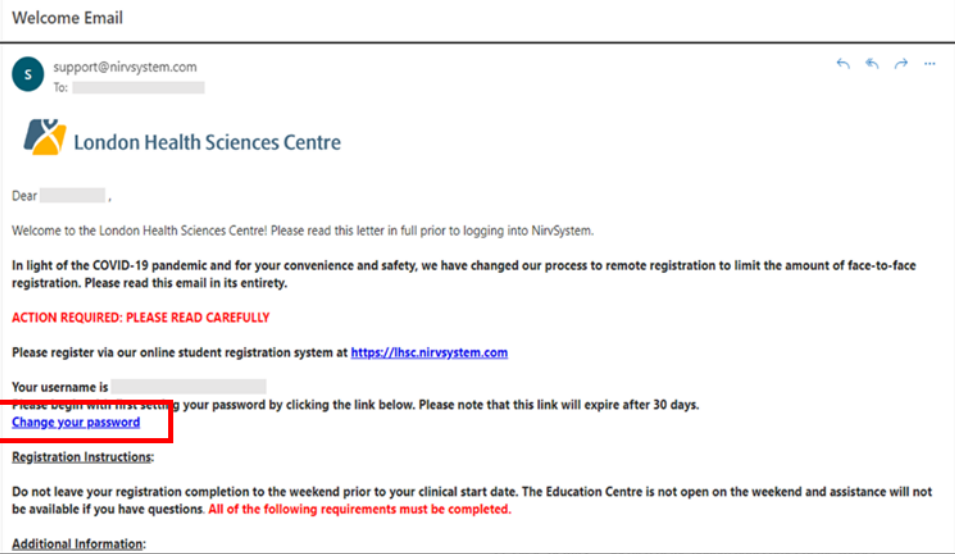
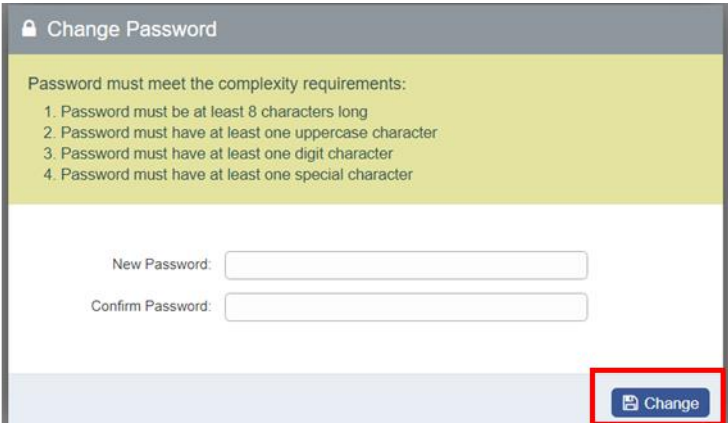


Prior to the Start of Placement	
<input type="checkbox"/> <b>Learner Requirements</b>	<p>Please ensure that you have received a <i>Welcome Email</i> from <a href="mailto:support@nirvsystem.com">support@nirvsystem.com</a> with your login credentials into NirvSystem.</p> <p><i>Information about NirvSystem can be found at the bottom of this document</i></p> <p>Ensure that you have complete all the pre-placement requirements: <a href="#">LHSC NirvSystem Requirements</a></p> <p><b>Please note that some requirements may take some time, so please do not leave this to the last minute.</b></p>
<input type="checkbox"/> <b>Connecting with your LHSC Supervisor</b>	<ul style="list-style-type: none"> <li>Contact Information: Please connect with your on-site LHSC Supervisor well in advance of your start date. Confirm the time and place to meet on your first day. Ensure that you exchange contact information that you can be reached at.</li> <li>Directions and Parking:               <ul style="list-style-type: none"> <li><a href="#">LHSC Maps</a></li> <li><a href="#">LHSC Parking</a></li> </ul> </li> <li>Personal Attire: Please discuss with your Supervisor what the appropriate attire should be for your placement.</li> <li>Individual Accommodation: Inform your Supervisor if you have an accommodation needs.</li> </ul> <p><i>Please note that if you require an accommodation, it should have been presented to Learner Affairs by your school's placement coordinator at the time of the placement request.</i></p>
<input type="checkbox"/> <b>LHSC Training eModules</b>  <i>*found under the Requirements tab in NirvSystem</i>	<p>Please review the modules in their entirety, do not skip any sections. Once you have reviewed all sections, click the [Close] button at the top right corner. This ensures that completion of the requirement is recorded.</p> <p><i>Some eModules may contain links to the LHSC intranet site which will not open for learners. Please continue through the eModules as the information provided has the necessary learnings.</i></p>
<input type="checkbox"/> <b>Enhanced Police Information Check</b>	<p>LHSC requires an Enhanced Police Information Check. If the Learner already has a Vulnerable Sector Check, it will also be accepted by the organization.</p> <p>If the Learner hasn't completed a police check, we would strongly recommend using our online resource: <a href="http://sterlingbackcheck.ca">London Health Sciences Centre (LHSC) – Learner Affairs (sterlingbackcheck.ca)</a></p> <p>Please note: Police Checks expire after 1 year from their issue date. If the document expires (ie. goes past 12 months old) during placement, you must update the criminal screening document and re-submit. Any cost associated with meeting or updating this requirement is the responsibility of the Learner.</p>

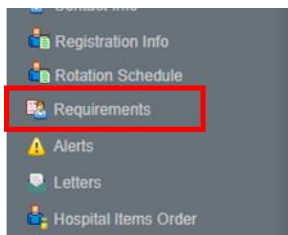
		<p>Offence Declaration Waiver is to be used by Learners under the age of 18 (see page 7).</p> <p>Police checks will be verified by Learner Affairs after submission through NirvSystem and then will be marked as completed.</p>
<input type="checkbox"/>	<p><b>Immunization Acknowledgment Form</b></p>	<p>Start this process at least <b>3 weeks prior</b> to placement start date.</p> <p>In order to comply with health requirements as set out in the Public Hospitals Act, other applicable law, or LHSC policies, prior to coming on-site to LHSC:</p> <ul style="list-style-type: none"> <li>• The Learner must obtain immunizations/blood work, TB tests and documentation as required (any costs incurred are the responsibility of the Learner);</li> <li>• The school/educational institution must ensure that the requirements are fulfilled before the Learner's anticipated start date</li> </ul> <p>Please use the following checklist to assist with the collection of your health requirements: <a href="#">Health Screening Checklist</a></p> <p>Please use the following link if you have any questions regarding health requirements: <a href="#">Health Requirements - Additional Information</a></p> <p>Your documentation will be verified by Learner Affairs after submission through NirvSystem and then will be marked as completed.</p> <p>Sponsored Learners will submit the Health Screen form to their LHSC Leader, Supervisor or delegate to be reviewed by OHSS.</p>
<input type="checkbox"/>	<p><b>N95 Mask fitting</b></p>	<p>Respirator mask fit testing is completed <u>prior</u> to clinical placement. The fit test must be within <b>two years</b> of the date of the clinical placement period.</p> <p>Acceptable N95 Respirators for testing are: <b>3M</b> 1860, 1860s, 1804, and 1870+.</p> <p><b>High School Co-op Learners</b> are exempt from N95 fit testing. The learner and their LHSC Placement Supervisor must sign the High School Co-op N95 Exemption Form (see page 8)</p> <p>This requirement will be verified by Learner Affairs after submission through NirvSystem and then will be marked as completed.</p>
<input type="checkbox"/>	<p><b>Workplace Injury Insurance</b></p>	<p>The School/Educational Institution coordinates this coverage. Please send proof of insurance to <a href="mailto:Mahesh.Mallikarjunan@lhsc.on.ca">Mahesh.Mallikarjunan@lhsc.on.ca</a></p>

Prior to the Start of Placement	
<b>Student Identification</b>	<p>All non-medical Learners coming on-site to LHSC must obtain an LHSC Learner Identification Card from Go2HR.</p> <p>Once you have completed all of the prerequisites through NirvSystem, you will automatically be sent an authorization letter to obtain a Learner ID card from Go2HR (from either site). You must show the authorization letter along with photo identification when you present to GO2HR.</p> <p>The LHSC Learner ID card will be worn with your school identification (if available).</p> <p>Upon completion of your LHSC placement, your Learner ID <u>must</u> be returned to Go2HR (see locations below).</p> <p><b>Failure to return your ID to Go2HR may result in an incomplete placement.</b></p> <p><b><u>University Hospital</u></b>            ID Badges – Room CLL-102            Monday to Friday – 0700-1600            Saturday &amp; Sunday – Closed</p> <p><b><u>Victoria Hospital</u></b>            ID Badges – Room E1-500            Monday to Friday – 0700-1600            Saturday &amp; Sunday – Closed</p>
<p><b>NOTE:</b> If any prerequisites expire during the course of your placement, you are responsible for updating them and responsible for any associated costs with doing so. Updated documentation must be submitted prior to the expiry date.</p>	
<h2>NirvSystem</h2>	
<b>Supported Web Browsers</b>	<p>NirvSystem is designed to work with Google Chrome 44 or higher and Microsoft Edge. It is also compatible with Safari for Mac users. Do not use a tablet or a phone to complete your registration as the e-modules may not load.</p>
<b>Access to NirvSystem</b>	<p>An email has been sent to your email address with the subject line “<b>Welcome Email</b>” from <a href="mailto:support@nirvsystem.com" style="color: blue; text-decoration: underline;">support@nirvsystem.com</a></p>

	<p>Welcome Email</p>  <p>Click the <b>Change your password</b> hyperlink first. It will redirect you to NirvSystem where you will be prompted to change your password. Enter your new password in both fields and click <b>Change</b>.</p>  <p>After clicking <b>Change</b>, you will automatically be logged into NirvSystem and can begin completing your requirements. If you are logged out, please follow the link provided in the <b>“Welcome Email”</b>: <a href="https://lhsc.nirvsystem.com">https://lhsc.nirvsystem.com</a></p>	
<p><b>Login to NirvSystem</b></p>	<p>Click the <a href="https://lhsc.nirvsystem.com">https://lhsc.nirvsystem.com</a> hyperlink. With the <b>Username</b> provided, enter your assigned <b>Username</b> and newly created <b>Password</b>.</p>	
<p><b>eLearning Modules</b></p>	<ol style="list-style-type: none"> <li>1. From <b>Home</b>, locate the full list of requirements found under the <b>Registration Requirements</b> section on the <b>Home</b> Dashboard.</li> <li>2. Click <b>“details...”</b> located at the bottom right corner of the widget</li> </ol>	

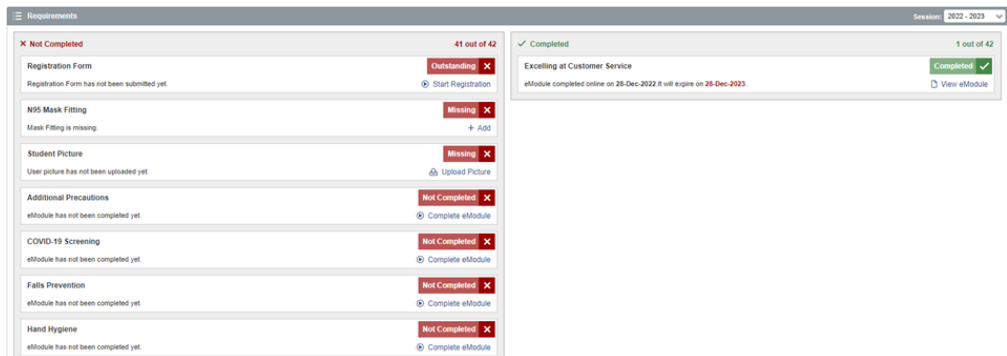


Or you can click the **Requirements** component on the left-hand navigation menu



## Launching an eModule

From list of **Requirements**, incomplete eModules have “**Not Completed**” status and are red, while “**Completed**” eModules are green and appear under a second column.



Locate an eModule marked “**Not Completed**” and click “**Complete eModule**”



*A new browser tab will open containing the eModule.*

1. Remember to finish the eModules! Review the module in its entirety, do not skip any sections
2. Once all sections have been reviewed, click the **Close** button at the top right corner. This ensures that completion of the requirement is recorded.

 Excelling at Customer Service



 Close

Please review the module in its entirety, do not skip any sections. Once you have reviewed all sections, click the [Close] button at the top right corner. This ensures that completion of the requirement is recorded.

## London Health Sciences Centre Learner Affairs

## Offence Declaration Waiver

As of November 1, 2018, in accordance with *Ontario's Police Records Checks Reform Act* and the *Youth Criminal Justice Act*, LHSC will no longer be entitled to use police checks as a screening tool when considering applicants who are under the age of 18 and applying for learner placements. As such, LHSC is requesting voluntary disclosure of any information of a conviction under the *Youth Criminal Justice Act* or *Criminal Code of Canada*.

I, \_\_\_\_\_ (Full Legal Name) certify the following:

- I have **not** been convicted of an offence under the *Youth Criminal Justice Act* or *Criminal Code of Canada*.
- I acknowledge that making a false statement will be grounds for termination of my placement at London Health Sciences Centre.

Learner (Full Name): \_\_\_\_\_

Learner (Signature): \_\_\_\_\_

Date:

\_\_\_\_\_

**Photo ID reviewed by:**

School Contact (Full Name):

\_\_\_\_\_

School Contact (Signature):

\_\_\_\_\_

Date:

\_\_\_\_\_

Please sign and upload the completed form through the NirvSystem eModule titled *Offence Declaration*. If you are unable to have the school verify, please also attach a piece of photo identification (passport, driver's license, student card) with the form.

**High School Co-op N95 Fit-testing Exemption Form****High School Co-op Student:**

I, as the High School Co-op Student, am aware that I am not N95 fit-tested and as a result should not be placed in any situation where N95 fit-testing is, or may be needed.

\_\_\_\_\_  
PRINT NAME\_\_\_\_\_  
SIGNATURE\_\_\_\_\_  
DATE (YYYY/MM/DD)**LHSC Student Placement Supervisor:**

I, as the LHSC Student Placement Supervisor, am aware that the High School Co-op Student is not N95 fit-tested and as a result I will ensure that the High School Co-op Student is not placed in any situation where N95 fit-testing is, or may be needed.

\_\_\_\_\_  
PRINT NAME\_\_\_\_\_  
SIGNATURE\_\_\_\_\_  
DATE (YYYY/MM/DD)

Note: A copy of the signed High School Co-op N95 Fit-testing Exemption Form is kept on file at the school, in the Learner's co-op placement record, and the LHSC Placement Supervisor also keeps a copy.

Please sign and upload the completed form through the NirvSystem eModule titled *High School Co-op N95 Fit-testing Exemption*.