

PREREQUISITES FOR NON-MEDICAL LEARNER PLACEMENT

In this document, 'LHSC Supervisor/Preceptor' refers to your LHSC contact regarding placement arrangements. For Nursing clinical groups, the contact is the School Clinical Instructor.

NirvSystem Learner Pre-requisites		
	Requirements	Details
1.	Registration eModule	<p>Please ensure that the spelling is correct and that the information is void of errors. The system will use this information to create your authorization letter as well as specific system access.</p> <ul style="list-style-type: none"> User # will be your school/educational institution ID number Date of Birth (only Day and Month needed)
2.	Onboarding Fee	<p>There is a \$39 fee (per year) to cover the administrative cost of NirvSystem as well as the cost of onboarding the learners into the organization.</p> <p><i>LHSC Employees are exempt from paying this fee.</i></p>
3.	LHSC Training eModules <i>*found under the Requirements tab</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>
4.	Enhanced Police Information Check	<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: London Health Sciences Centre (LHSC) – Learner Affairs (sterlingbackcheck.ca)</p> <div style="border: 1px solid black; background-color: #FFC000; padding: 5px; margin: 10px 0;"> <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> </div> <p>Offence Declaration Waiver is to be used by Learners under the age of 18 (see page 6). Please submit form to the eModule titled <i>Offence Declaration</i>.</p> <p>Will be verified by Learner Affairs after submission through NirvSystem and then will be marked as completed.</p>

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5.	Immunization Acknowledgment Form	<p>Start this process at least 3 weeks prior 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"> • The Learner must obtain immunizations/blood work, TB tests and documentation as required (any costs incurred are the responsibility of the Learner); • The school/educational institution must ensure that the requirements are fulfilled before the Learner's anticipated start date <p>Please use the following checklist to assist with the collection of your health requirements: Health Screening Checklist</p> <p>Please use the following link if you have any questions regarding health requirements: Health Requirements - Additional Information</p> <p>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>
6.	N95 Mask fitting	<p>Respirator mask fit testing is completed <u>prior</u> to clinical placement. The fit testing must be within two years of the date of the clinical placement period.</p> <p>Acceptable N95 Respirators for testing are: 3M 1860, 1860s, 1804, and 1870+.</p> <p>High School Co-op Learners 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 7). Please submit completed document to eModule titled <i>Mask Fit Exemption</i>.</p> <p>Will be verified by Learner Affairs after submission through NirvSystem and then will be marked as completed.</p>

PREREQUISITES-LEARNER PLACEMENT

Requirement	Details
Workplace Injury Insurance	The School/Educational Institution coordinates this coverage. Please send proof of insurance to LHSC-WSIB@lhsc.on.ca

NOTE: 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.

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LHSC LEARNER IDENTIFICATION CARD

All non-medical Learners coming on-site to LHSC must obtain an LHSC Learner Identification Card from Go2HR.

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.

The LHSC Learner ID card will be worn with your school identification (if available).

Upon completion of your LHSC placement, your Learner ID must be returned to Go2HR (see locations below).

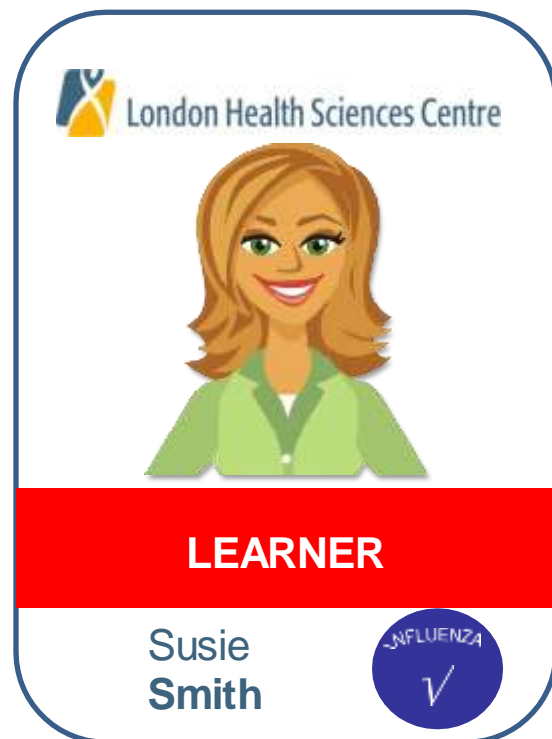
Failure to return your ID to Go2HR may result in an incomplete placement.

At University Hospital

ID Badges – Room CLL-102
Monday to Friday – 0700-1600
Saturday & Sunday – Closed

At Victoria Hospital

ID Badges – Room E1-500
Monday to Friday – 0700-1600
Saturday & Sunday – Closed



PREREQUISITES FOR NON-MEDICAL LEARNER PLACEMENT

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.

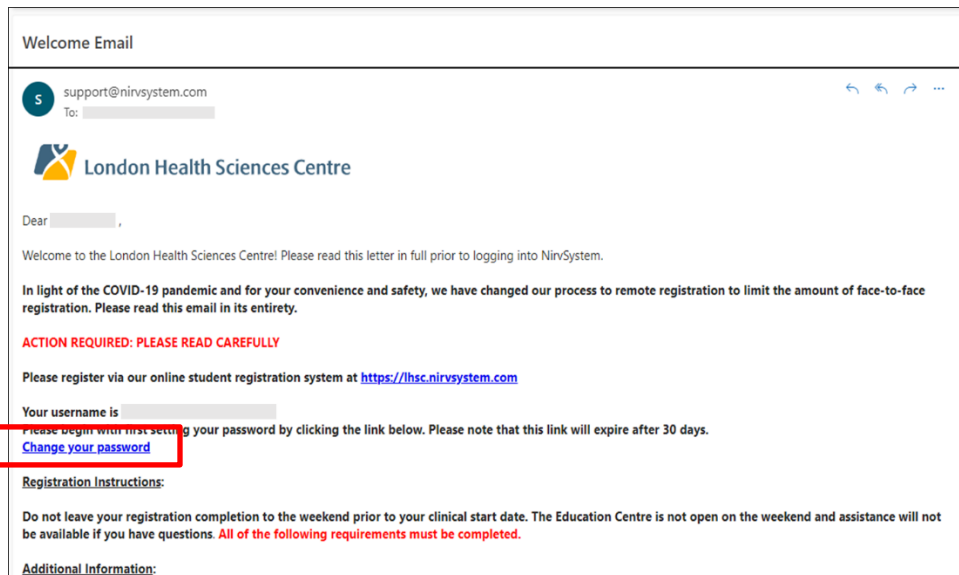
How to log into NirvSystem

Supported Web Browsers

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.

Access

An email has been sent to your email address with the subject line “**Welcome Email**” from **support@nirvsystem.com**.



Click the **Change your password** 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 **Change**.

The screenshot shows the "Change Password" form. At the top, it says "Change Password". Below this, a yellow box contains the text "Password must meet the complexity requirements:" followed by a list of four requirements: 1. Password must be at least 8 characters long, 2. Password must have at least one uppercase character, 3. Password must have at least one digit character, and 4. Password must have at least one special character. Below the requirements are two input fields: "New Password:" and "Confirm Password:". At the bottom right, there is a blue button with a white document icon and the text "Change", which is highlighted with a red box.

How to log into NirvSystem

After clicking **Change**, 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 “**Welcome Email**”: <https://lhsc.nirvsystem.com>

Complete Required eLearning Modules

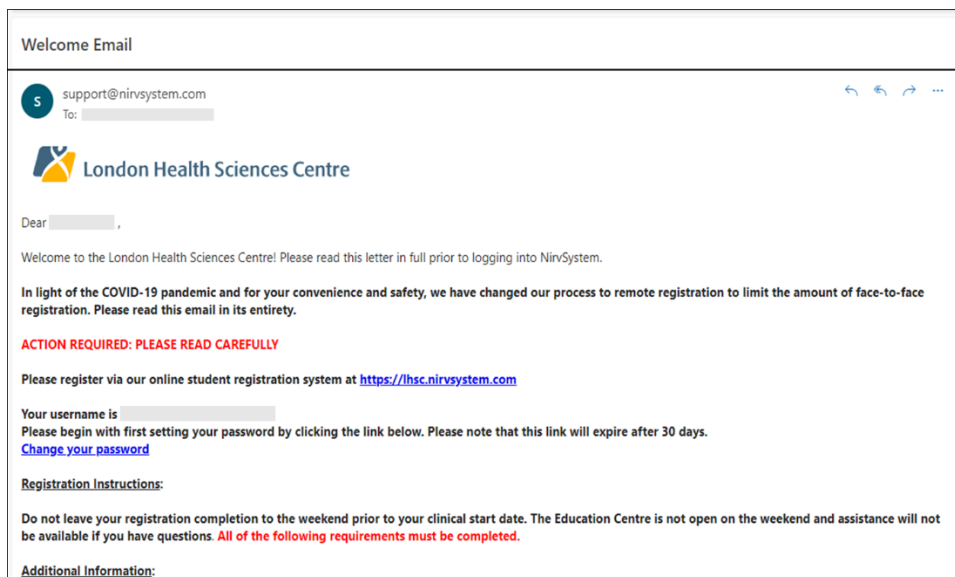
Using NirvSystem, learners are required to complete a number of eLearning modules and required documents as listed under Registration Requirements.

Supported Web Browsers

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.

Access

An email has been sent to your email with the subject line “**Welcome Email**” from **support@nirvsystem.com**.



Click the <https://lhsc.nirvsystem.com> hyperlink

Login

With the **Username** provided, enter your assigned **Username** and newly created **Password**.

Complete Required eLearning Modules

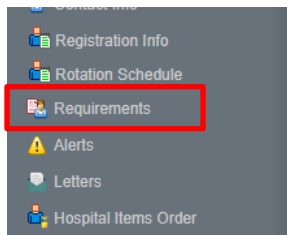
Locate List of Required eLearning Modules

- 1) From **Home**, locate the full list of requirements found under the **Registration Requirements** section on the **Home** Dashboard.
- 2) Click **“details...”** located at the bottom right corner of the widget



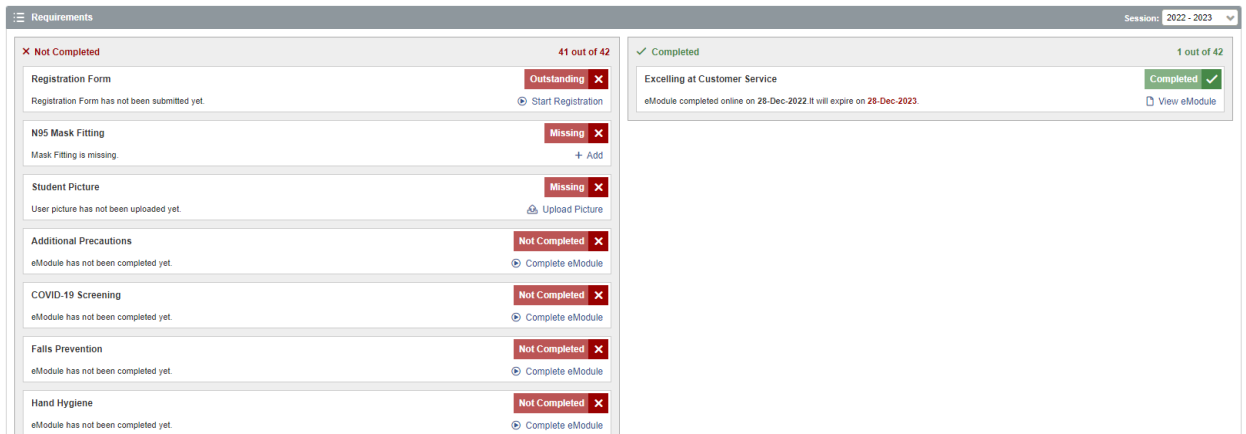
or

Click the **Requirements** component on the left-hand navigation menu



Launch 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.



Complete Required eLearning Modules

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



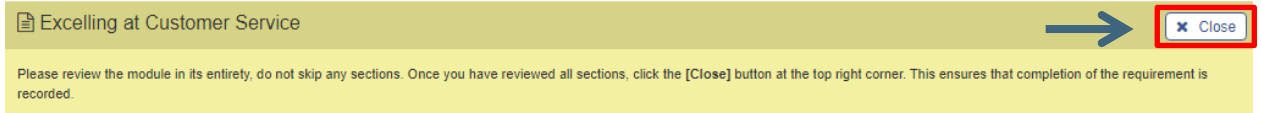
A screenshot of a list of eLearning modules. Each module entry consists of a title, a status indicator, and a 'Complete eModule' button. The status indicator is a red box with the text 'Not Completed' and a close icon. The 'Complete eModule' button is a blue button with a play icon. A blue arrow points to the 'Complete eModule' button for the 'Excelling at Customer Service' module, which is highlighted with a red border.

Emergency Codes	Not Completed	Complete eModule
Excelling at Customer Service	Not Completed	Complete eModule
Fire Response	Not Completed	Complete eModule

A new browser tab will open containing the eModule.

Finish eModules

- 1) 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.



A screenshot of the eModule completion screen. The top bar is yellow and contains the title 'Excelling at Customer Service' and a 'Close' button. A blue arrow points to the 'Close' button. Below the top bar, there is a yellow box with the text: '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.'