

# Requirements for Non-Medical Students

NirvSystem Non-Medical Student Requirements		
	Requirements	Details
1.	<b>Registration eModule</b>	<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"> <li>• User # will be your school/educational institution ID number</li> <li>• Date of Birth (only Day and Month needed)</li> </ul>
2.	<b>Onboarding Fee</b>	<p>There is a \$39 fee (per year) to cover the administrative cost of NirvSystem as well as the cost of onboarding the students into the organization.</p> <p><i>LHSC Employees are exempt from paying this fee.</i></p>
3.	<b>LHSC Training eModules</b>	<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>Some eModules may contain links to the LHSC intranet site which will not open for students. Please continue through the eModules as the information provided has the necessary learnings.</p>
4.	<b>Enhanced Police Information Check</b>	<p>LHSC requires an Enhanced Police Information Check. If the student already has a Vulnerable Sector Check, it will also be accepted by the organization.</p> <p>If the student hasn't completed a police check, we would strongly recommend using our online resource: <a href="http://LondonHealthSciencesCentre.ca/StudentAffairs/sterlingbackcheck.ca">London Health Sciences Centre (LHSC) – Student Affairs (sterlingbackcheck.ca)</a></p>

		<p>Students must be able to show a current (ie. Less than 12 months old) Enhanced Police Check in order to begin placement. If the document expires (ie. Goes past 12 months old) during the placement, you must update the police check and re-submit to NirvSystem. Any cost associated with meeting or updating this requirement is the responsibility of the student.</p> <p>Offense Declaration Waiver is to be used by students under the age of 18 (see page 5).</p> <p><i>Will be verified by Student Affairs after submission through NirvSystem and then will be marked as completed.</i></p>
<p>5.</p>	<p><b>Immunization Acknowledgement Form</b></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 student must obtain immunizations/blood work, TB tests and documentation as required (any costs incurred are the responsibility of the student);</li> <li>• The school/educational institution must ensure that the requirements are fulfilled before the student'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><i>Will be verified by Student Affairs after submission through NirvSystem and then will be marked as completed.</i></p>
<p>6.</p>	<p><b>N95 Mask Fitting</b></p>	<p>Respirator mask fit testing is completed prior to clinical placement. The fit testing must be within <b>two years</b> of the date of the clinical placement period.</p> <p>Acceptable N95 Respirators for testing are: 3M 1860, 1860s, 1804, and 1870+.</p>

		<p><b>High School Co-op Students</b> are exempt from N95 fit testing. The student and their LHSC Placement Supervisor must sign the High School Co-op N95 Exemption Form (see page 6).</p> <p><i>Will be verified by Student Affairs after submission through NirvSystem and then will be marked as completed.</i></p>
7.	<p><b>Workplace Injury Insurance</b></p>	<p>The School/Educational Institution coordinates this coverage. Please send proof of insurance to: <a href="mailto:LHSC-WSIB@lhsc.on.ca">LHSC-WSIB@lhsc.on.ca</a></p>

NOTE: If any requirements 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.

*If you are a current employee at LHSC please email [Student\\_Affairs@lhsc.on.ca](mailto:Student_Affairs@lhsc.on.ca) to have the onboarding fee and eLearning modules waived.*

## LHSC Student Identification Card

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

Once you have completed all the requirements through NirvSystem, you will automatically be sent an email indicating your completion. You must show the email along with photo identification when your present to Go2HR.

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

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

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

### At University Hospital

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

### At Victoria Hospital

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



London Health Sciences Centre



**STUDENT**

Susie  
Smith



## 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 student 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 offense 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.

Student (Full Name): \_\_\_\_\_

Student (Signature): \_\_\_\_\_

Date: \_\_\_\_\_

### Form received and 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.

Student Name (Print): \_\_\_\_\_

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

Date (YYYY/MM/DD): \_\_\_\_\_

### LHSC Student Placement Supervisor:

I, as the LHSC Student 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.

LHSC Supervisor Name (Print): \_\_\_\_\_

LHSC Supervisor 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 student's NirvSystem profile, and filed by the LHSC Student Placement Supervisor.

## How to log into NirvSystem

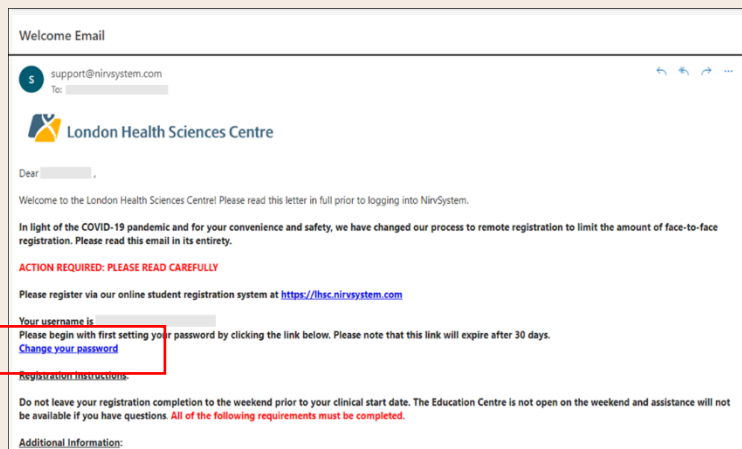
### Supported Web Browsers

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.

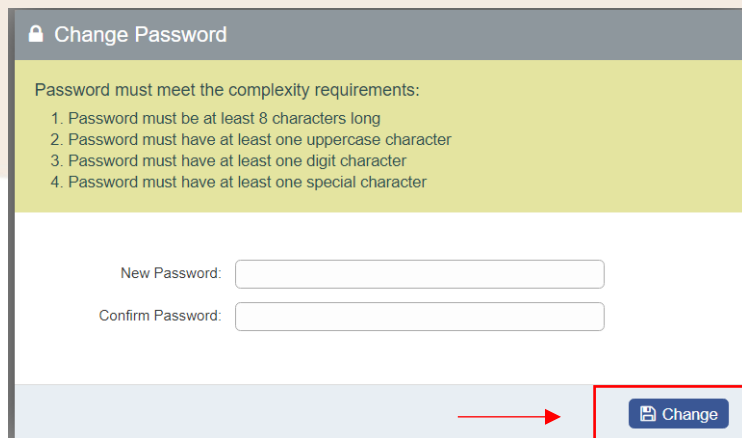
### Access

An email has been sent to your email address with the subject line **“Welcome Email”** from [support@nirvsystem.com](mailto:support@nirvsystem.com).

In the email, 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**.



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>

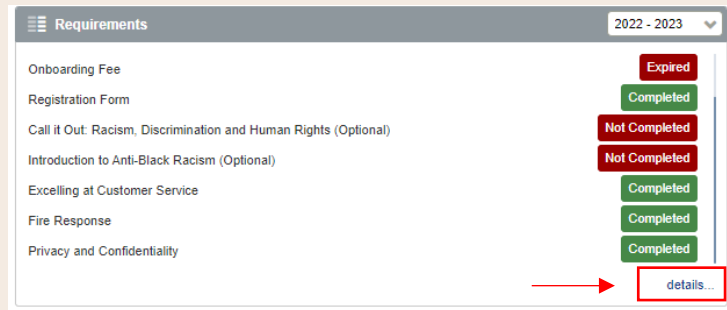
## How to complete a required eModule in NirvSystem

### Login

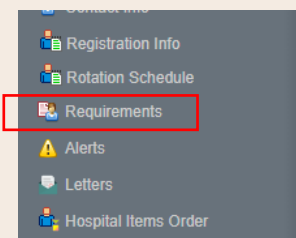
With the **Username** provided, enter your assigned **Username** and newly created **Password**.

### Locate List of Required eModules

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



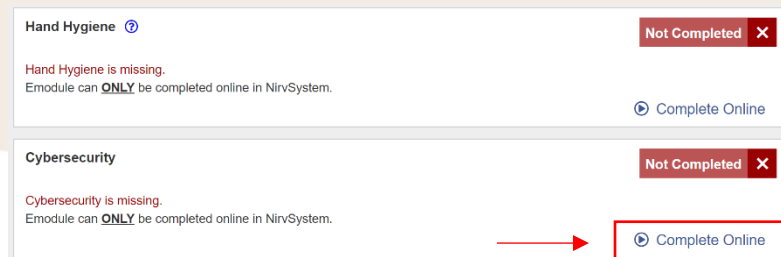
or click the **Requirements** component on the left-hand navigation menu.



### 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.

Locate an eModule marked "**Not Completed**" and click "**Complete Online**". A new browser tab will open containing the eModule.



### Finish eModule

- 1) Review the eModule 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.

