





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 (ERV) review 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 ERV REVIEW

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 ERV review. The service reviews the documents you have uploaded and provides you a status indicating your eligibility for placement.

It is recommended that you complete your Synergy Verificied clearance appointment within 3 weeks of accepting your visiting elective offer. You are encouraged to book your review 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 review; review times will fill. The final deadline by which you need to have passed your review appointment is 1 week prior to your elective start date. Failure to do so will result in your elective being cancelled.

You are encouraged not to book your review for the last available date to allow time for you to book a follow-up review 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 review. 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 review for an additional fee.

You do not need to be "present" on the day of your review – 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 Review \$ 40.25 +TAX Missed Review \$ 40.25 +TAX Follow-up Review \$ 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 ERV review and there will be a charge for this review.

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: 1804, 1860, 1860s, 1870+. Valid for 2 years

Vulnerable Sector Search (VSS)

Required. Valid for 1 year

Pre-Placement Requirement Clearance Information (AFMC Students), Page 3 of 4



Student Name:	_
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AFMC Student Portal Immunization and Testing Form (2024)

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

- 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.

_ast 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 (yyyy-mm-dd):

Section	on B. Health Care	Prof	iessional (HCP) Inf	ormation				
HCP hand had not be within	as reviewed the student counted. If more than the	s adeq ree HC ractice	f this form must complete uately documented record CPs are involved with com . Dates are to be in the form mpleted.	ds; immunization depleting this form, p	ocuments b	ased on estimated date of copy of page 2. The	es or verbal histori item(s) documente	es must ed must
HCP #1								
Name:				Profession:			Initials:	
Address						Fax:		
Signatu	re:			Date	(yyyy-mm-do	d):		
HCP #2								
Name:				Profession:			Initials:	
Address	3:			Tel:		Fax:		
Signatu	re:			Date	(yyyy-mm-do	d):		
HCP #3								
Name:				Profession:			Initials:	
Address	s:			Tel:		Fax:		<u></u>
Signatu	re:			Date	(yyyy-mm-do	d):		
Section			Contraindications					
	-		f the requirements listed in			- -		
П		-				oa. o		
	110, a modical of nodi							
Ц	"unable to receive live	e vaccii	ndition is present; provide nes due to current use of unization and Testing Re	a biological agent")). Affected s	tudents also must com	plete the Exception	
Details:			ug / t	oquii oiiioiiio, coii	20014141101	m (Appointment).		
		from o	physician attached					
	Relevant information	IIOIII a	physician attached					
Section	on D. Pertussis							
Docum	ent a one-time pertuss	sis vac	cine (Tdap or Tdap-Polic	o) given at age <u>18</u>	years or c	older (required even it	f not due for a bo	oster):
	Date (yyyy-mm-dd)		Type of vaccine	e used*	Age re	eceived (must be 18 /ears or older)	HCP Initials	
						,		
			ed must be known; if this in]
	tetanus/diphtheria/acelli	ılar per	tussis (Tdap) or tetanus/dip	ntheria/acellular pei	rtussis/polio	(Tdap-Polio) will be used	J.	
Section	on E. Tetanus, Di	phthe	eria, and Polio					
			theria and polio containing					
	m six months between i nus, diphtheria, and poli		doses; last tetanus/dipht	neria immunizatior	i must be wi	thin the past ten years	s). Serology is not	accepted
ioi totai			Tetanus/diphtheria,	Polio,				
			Date (yyyy-mm-dd)	Date (yyyy-m	ım-dd)	HCP Initials		
	Last dose received:							
	Previous dose:							
	Previous dose:							
	L L							

Student Name:

Section F. Tubercul	osis (TB)					
	a positive interfer			ve tuberculin skin test (TST); a ous diagnosis of TB disease o		history
history. The stude (Appendix B). The records of the pos	ent must complete le student should sitive TB history, s	and attach the Tubero not have a repeat TST	culosis Awareness, a . Once the TB history h	history, attach records demor nd Signs and Symptoms Se nas been documented in #2 bo	If- Declaration F	orm
	·	•		quired (two separate tests, ide	eally 7-28 days an	oart but
may be up to 12 months Previous Bacillus Calme day as, or at least 28 da	s apart). A two-ste ette-Guérin (BCG lys after a live viru	ep TST given at any tim) vaccination is not a coust vaccine. With the exception	ne in the past is accepta ontraindication to havin ception of University o	able; a two-step TST does not not a TST. A TST can be given of Ottawa, an IGRA test is act or results current within six more	t need to be repeat either before, the ceptable for intern	ated. e same national
Two-Step TST:						,
	Date Given* /yyy-mm-dd)	Date Read* (yyyy-mm-dd)	Millimeters of Induration	Interpretation according to Canadian TB Standards ¹	HCP Initials	
Step 1						
Step 2						
	a TST within 12 n	nonths of the elective s		tudent needs to have a single by https://afmcstudentportal.ca		rora
	Date Given* /yyy-mm-dd)	Date Read* (yyyy-mm-dd)	Millimeters of Induration	Interpretation according to Canadian TB Standards ²	HCP Initials	
Recent TST						
 If only a single date is be verified 	s available (Date G	Given or Date Read) this	is acceptable so long as	s appropriate spacing between	ΓSTs and/or vaccin	nes can
Students found to have a Form (Appendix B).	a positive TST also	must complete and atta	ach the <i>Tuberculosis A</i>	wareness, and Signs and Syn	nptoms Self-Decla	aration
s. TB exposures: If "No" very since the last negative to	•		oonses to the following	two statements regarding the	student's experie	ences
☐ Yes ☐ No		s had an exposure to in alth or public health	fectious TB disease that	at requires follow up testing, a	s identified by	
☐ Yes ☐ No	The student has	s had one or more of the	e following (refer to link	in footnote for TB burden of	specific countries	³):
`	contact in a hosp		rk in prisons, homeless	population with high-risk contact shelters, or refugee camps	ct, such as direct pa	atient
		s of travel to TB incidences				
		hs of travel to TB incider	•			
• •			·	ne <i>Tuberculosis Awareness</i> red by Western University).	, and Signs and	

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

² 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).

³ For the TB burden of specific countries refer to https://www.who.int/tb/publications/global_report/gtbr2018_annex4.pdf?ua=1

Se	ection F	Tuberculosis (ГВ)					
4.	subsequ		Γ or other positive TB $^{ ext{t}}$				must have a chest X-ray ot required unless there is	
	Chest X-	ray required?						
] Yes						
		□ No						
	Chest X	-ray normal?						
] Yes						
			ort (or letter from a TB	physic	cian specialist or TB	clinic report describing	the film)	
	f any abno	rmalities of the lung o	r pleura are noted on t	he che	st X-ray, report docu		sician is required explainir	ng the
Se	ection G	. Measles, Mum	ps, Rubella, and	Vario	cella			
Ge	neral Requ	irements:						
2	 TWO o Positiv 		antibodies (IgG); OR			the first dose given on o	or after 12 months of age; C	OR
2	ONE of the 1. TWO of 2. Positiv	following items is re	equired as evidence on entaining vaccine, given a entibodies (IgG); OR			he first dose given on o	r after 12 months of age; O	R
2	 ONE d Positiv 					DR		
:	 TWO of dose g Positiv 		ths of age; OR antibodies (IgG); OR			eks apart (absolute mini	mum 28 days apart), with t	he first
NC	immur a mum Newfo mump infection For stu	ization serology (rega ps outbreak during a undland, a visiting el s immunity is based o on. idents with no record	ordless of age), althoug visiting elective at the ectives student may no in serology alone, rathe of varicella immunizati	testii Univer ot be al er than ons, va	ng serology (IgG) is rsity of Alberta, the llowed to commence a complete and documents aricella serology mus	an acceptable alternat University of Calgary or complete the electi cumented immunization	to immunize without check ive to immunization. In the or Memorial University we if the student's evidence in series or laboratory evid unization serology testing een met.	e event of of ce of ence of
m	munizatio	ns OR serology:						
					IgG Serology			
		Vaccine 1,	Vaccine 2,	OR	Test Date		Interpretation	HCP
Г		Date (yyyy-mm-dd)	Date (yyyy-mm-dd)		(yyyy-mm-dd)	Laboratory Result	(Immune or nonimmune)	Initials
-	Measles			OR				
	Mumps			OR				
	Rubella		NOT REQUIRED	OR				
	Varicella			OR				

Student Name:

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 attached.

Student Name:	
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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

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 University, Queen's University, University of Manitoba, University of Ottawa, University of Saskatchewan, 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.

Proof of vaccination must be provided to applicable schools.

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 **McMaster University and University of Saskatchewan**, 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.

McMaster University and University of Saskatchewan: 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

Student Name:	

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:

	ho are UNABLE to meet any of the requirements listed in this ondition (not including a contraindication to tuberculin skin testing).				
I acknowledge that I may be inaded	quately protected against the following infectious disease(s):				
	a possible exposure, passive immunization or chemoprophylaxis ious 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 requi wearing a surgical mask.	ired to take additional precautions to prevent transmission such as				
Student Name					
Signature					
Date (yyyy-mm-dd)					

Student Name:
Student Name:

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:

AAAAA	ection applies only to students with ONE OR MOR a positive tuberculin skin test (TST); ND/OR a positive interferon gamma release assay (IGRA) I	E of	the following:
AAAAA	ND/OR positive interferon gamma release assay (IGRA) I		
AAPA	positive interferon gamma release assay (IGRA) I		
• P			
• P		bloo	d test
Α	ND/OR		
	revious diagnosis and/or treatment for tuberculosis	s (TE	3) disease
	ND/OR		
	Previous diagnosis and/or treatment for TB infection	n	
	ND/OR		factions TD disease (defined in Ocetion E)
• 5	students who may have had a significant exposure	to in	ifectious TB disease (defined in Section F)
I ackn	owledge the following:		
th	cometimes an individual with TB infection may prog nat this can happen even for individuals who have uccessfully treated for active TB disease or latent t	norn	nal chest X-rays, and for those who were
(2) P	ossible TB disease includes one or more of the fol	llowi	ng persistent signs and symptoms:
•	Cough lasting three or more weeks	•	Fever
•	Hemoptysis (coughing up blood)	•	Chills
•	Shortness of breath	•	Night sweats.
•	Chest pain	•	Unexplained or involuntary weight loss
	have a professional duty to obtain a prompt assess f possible TB disease.	sme	nt from a clinician if I develop signs and symptoms
Do yo	ou have any of the symptoms in the above list?		
□ r	No I do not have any of the above symptoms at	t the	present time
	Yes I have the following symptoms (also attach	corre	espondence from a clinician explaining the symptoms
_			orponation of the state of the
Stude	ent Name		
Clade	nt runo		
Signa	ture		

Student Name:	
stadont i tanno.	

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:	
Reason chest X-ray was obtained:	
Explanation for abnormal findings:	
-	dent pose a risk to others by participating in clinical duties?
Dhyrician name:	
Physician name:	
Address:	Tel:
Signature:	Date (yyyy-mm-dd):

	Student Name:			
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.				
box is	to be completed by the student:			
This se	ction applies only to students who either:			
•	are still in the process of completing a documented hepatitis B immunization series			
	OR			
•	have received two complete, documented hepatitis B immunization series, and postimmunization serology has not demonstrated immunity (i.e., anti-HBs remains less than 10 IU/L) ¹ .			
incomp	pendix is not to be used to omit any required hepatitis B immunizations; students with an plete or undocumented series are to complete this appendix, but still must have a series sted and documented on page 5 of this form.			
	roach to negative anti-HBs results is described in the AFMC Student Portal Immunization and Guidelines.			
immuni were re after the	rudent who has failed to respond to two immunization series, it is important to ensure (1) that each zation series was documented, all doses were provided, and that minimal spacing between doses spected; and (2) that post-immunization serology was conducted between 28 days and six month e final dose of the series to be considered reliable. For such students generally no further pre-re hepatitis B immunizations or serological testing are required.			
My sigr	nature below indicates the following:			

•	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)		

¹ Dalhousie University uses an anti-HBs titre threshold of 12 IU/L as indicative of hepatitis B immunity.