



Student and Learner Placement Service Confirmation of Pre-Placement Requirements

Placing Agency (University/College/Employer):

Program:

Stream (EG. Core, DE, AS):

Program Start Date (Month/Year):

Anticipated Program Completion (Month/Year):

Form completed by (Name/Title):

Date:

Exemptions:

Nova Scotia Health Student and Learner Placement Service has excluded the following requirements for the above listed discipline:

- [TB, Hep B and VSS exemption list](#)
- If there is no direct contact with children/youth CAR is exempt

As per the signed Affiliation Agreement, this is to confirm that the Student(s)/Learner(s) listed below have provided the following (unless exempted by Nova Scotia Health as noted above):

- Proof of completing all required immunizations and tests as detailed in Appendix A - Immunization and Infectious Disease Screening, unless exempted by Nova Scotia Health for the placement/program
- A clear or acceptable* Criminal Record Check (CRC) and Vulnerable Sector Check (VSC), completed on the date indicated. If applicable, it is recommended an original copy of the CRC/VSC is on file at the Student's/Learner's Placing Agency.
- If required a Child Abuse Registry Check (CAR), completed on the date indicated, and confirmation that Student / Learner is not included in the Child Abuse Register
- A complete Student/Learner Placement Agreement (PA)
- A complete Pledge of Confidentiality (PoC)
- Completed Orientation Modules and Signed Cybersecurity Compliance Pledge

(Applicable Nova Scotia Health policies are available upon request)

Please retain table format as below. List names in alphabetical order by last name. Include the date of completion of CRC/VSC/Imm/PA/PoC/CAR. Insert rows as needed.

Last Name	First Name	Middle Initial	Clear/ Acceptable* CRC/VSC/CAR (YY/MM/DD)	Immunizations/ Screening Confirmed (YY/MM/DD)	Placement Agreement (YY/MM/DD)	Pledge of Confidentiality (YY/MM/DD)	Completed Orientation Modules and Cybersecurity Compliance Pledge (YY/MM/DD)

I confirm that all of the student documentation recorded above is on file at our Placing Agency and agree to provide it in part or whole to the Student and Learner Placement Service upon request or for audit purposes.

IMPORTANT: If the **CRC/VSC** has any convictions noted:

1. Placing agency/school must email the Director, Academic and Community Partnership and copy the student to request a review of the results be conducted (details of why the check is not clear should not be included).

2. The student/ learner will then be asked to send the CRC/VSS/CAR results directly to the director who will review the results with the student/ learner and decide whether a clinical placement can proceed. The Director will save copies of the documents in a secure private location.
3. Once the Director decides, the placing agency/ school will be notified in writing via email if the placement is able to proceed.