



COMMON ERRORS ON IMMUNIZATION FORMS

Omissions, failure to plan ahead, and errors can be costly to the student and cause delays that can jeopardize a student's enrolment in one of our Nursing programs. Please take the time to carefully prepare all your documentation.

It is important for students and health care providers read the information and instruction guide for immunization record attached to the New Student Immunization/Health Record. Students should explain that they are about to enrol in our nursing program and will have clinical placements as part of their studies. These health requirements are intended to assess if students are fit for practicum and that they are fully aware of any risks they may undergo if they do not have the requirements.

The following common errors cause students' immunization records to be rejected by UofT:

- Not completing all sections of the form
- Students and their health care providers present lab reports and other supporting documentations but do not make note on the immunization form. Information must be consolidated and validated by the signature of the health care provider on the immunization form. The immunization information cannot be scattered across various documents. We will not consolidate the information for students. All the information should appear on the form.
- Hepatitis B results only include lab results of immunity or just the dates of shots of but not both
- TB positive results without chest x-ray results (must be within the last year)
- A student has a previously documented negative two-step test but his/her your health care provider did not indicate the date of the last known negative 2-step TB test.
- MMRV titres show only the date or a notation "immune" (must show BOTH "DD/MM/YYYY immune")
- Students receive health advice from the Faculty of Nursing on the telephone and provide incomplete information based on the telephone conversation. Students should always have advice/instructions in writing. When sending email inquiries, please indicate your full name, student ID and program.
- Documents are not in English (we require certified/notarized translations)
- The immunization form is not signed by the student
- The immunization form does not have both the stamp (or name, address, and phone number of clinic) and signature of a health care professional (students cannot sign as a health care professional)

IMMUNIZATION FAQ's

General Questions

GQ. Is the yellow immunization record or report from my health care institution accepted as proof of immunization?

A. It is not, you still require the Immunization Record form to be completed, signed and stamped by a Health Care Professional. You can however include a photocopy of additional records with your form.

GQ. Where can I get my immunizations?

A. You can get immunizations at any physician's office, any Occupational Health department at your employer (if you work for a hospital) or at the UofT Student Health Services.



GQ. Who is authorized to sign my immunization form?

A. We will accept the signature of a physician, NP (NP students cannot sign their own forms), occupational health nurse or RN. However, for exceptional cases, it is preferred students have the advice of their family physician.

GQ. What program do I indicate on my immunization form?

A. Indicate one of five program options: BScN, MN Clinical, MN HSLA, MN NP, or Post Master NP.

GQ. Can I fax, email, courier or submit my documents in person?

A. No, UofT's Faculty of Nursing does not accept documents by fax, email, courier or in person. Students must submit their documents using a secure web portal. Information regarding access to the online login-based service is emailed to students directly before the end of June.

GQ. Is it true that if I provide a doctor's note, I can leave parts of my form incomplete?

A. In most cases, students with incomplete forms will have their forms rejected. Please consult our examples posted on our website for guidance on how to complete your form <https://bloomberg.nursing.utoronto.ca/current-students/student-forms#content4>. Only a few exceptions apply. A doctor's note indicating a student is receiving a second MMRV vaccine at a later date will not be accepted. Similarly, a doctor's note regarding lab evidence for Hep B immunity in section A of our form cannot waive this requirement. The immunization form will not be accepted until either the date of the second dose for MMRV has occurred (or the student can provide positive blood test results) or all of Section A for Hep B is completed. However, students who have completed sections A and B for Hep B i.e. are non-immune to Hep B in Section A and HBsAg negative in Section B and must complete a 2nd series of 3 doses along with follow up lab evidence in section C will be granted an extension. They can submit your immunization/health record demonstrating they are receiving a second series but have not yet completed the 3 doses (i.e. show the first date and attach documentation to indicate the dates of next shots).

GQ. What does it mean to book an appointment on the web portal for submitting my documents?

A. Students receive a login for accessing an online secure system for uploading their documents. Once students have access to the web system, each student will be required to book an "appointment". This does not entail physically arriving at any location. The "appointment" reserves a spot in the queue for when a student's file will be reviewed. It is the date by when students will have all their documents uploaded and ready for assessment. Students should book in advance when they anticipate their documents will be ready. An initial fee will be charged to students and additional charges will apply for any incomplete submissions (don't forget to upload your JPEG photo along with all your forms!).

GQ. What if I reserve a date for my file to be reviewed but I'm not ready in time for the appointment?

A. If you are not ready and your appointment for your file to be reviewed is approaching, you can reschedule your appointment without any additional cost. Missed appointments or partial submissions will result in failing the student preparedness permit. You will need to book a subsequent appointment to pass your student preparedness permit check and additional charges will apply.



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- GQ. If I receive lab results translated, do I still need to complete the immunization form?**
- A. Yes, students need to still complete the immunization form with a health care provider. Incomplete forms will result in not being able to be approved for enrolment. Students need to ensure all the information is documented on our health form.
- GQ. What if I haven't activated my UofT email address. Can I indicate another email address on the form?**
- A. Yes.
- GQ. What number do I call if I have questions?**
- A. It is preferable that you do not obtain advice verbally. Please contact our offices via email so that communications can be verified in writing.

Hepatitis B

- HBQ. Do I require a HepB titre if I received the HepB series shots?**
- A. A titre is required. Students must have lab evidence of immunity. If students are non-immune, further testing is required (see details on immunization record).
- HBQ. For Hepatitis B I had the three shots a long time ago and I don't know the exact dates. I was tested immune in the lab for Hep B. Do I still need the dates of when I got the three shots for it?**
- A. For Hepatitis B, we require both the dates of shots as well as lab evidence for immunity. You can give us the approximate year (if not the month and date) for the shots. If you cannot recall when you were immunized, you can indicate the year you were in Grade 7 (if you were in Ontario) or refer to the current provincial and territorial schedule for HB immunization <https://www.canada.ca/en/public-health/services/publications/healthy-living/canadian-immunization-guide-part-4-active-vaccines/page-7-hepatitis-b-vaccine.html#tab1>.
- HBQ. What if I only received 2 shots (not 3 shots)?**
- A. We require at least two dates of shots as well as lab evidence for immunity. Typically there are three shots but it will depend on regional schedules. Please refer to the current provincial and territorial schedule for HB immunization <https://www.canada.ca/en/public-health/services/publications/healthy-living/canadian-immunization-guide-part-4-active-vaccines/page-7-hepatitis-b-vaccine.html#tab1>.
- HBQ. What if I find out that I'm a hepatitis B carrier?**
- A. Your health care professional will counsel you on safety issues, precautions etc. You must notify UofT if you have a communicable disease (Hep B, Hep C, Tb or HIV infection).
- HBQ. What if I'm non-immune to hepatitis B?**
- A. Individuals who are non-immune must be screened for surface antigen HBsAg. If the HBsAg result is positive, a further screen for e-antigen HBeAg must be performed (section B). If identified as non-immune in Section A and HBsAg negative is section B, then complete section C. You can submit your immunization/health record demonstrating you are receiving a second series but have not yet completed the 3 doses (i.e. show the first date and attach documentation to indicate the dates of next shots).



Tuberculosis

TQ. Is the Mantoux test and TB test the same thing?

A. Yes.

TQ. **What does a 2-step TB test involve?**

A. Two injections approximately 1-3 weeks apart. Each injection is 'read' after 48-72 hours.

TQ. **I have never had a TB test before. My health care professional thinks that only one step is necessary, do I need to have the second step?**

A. You need a documented two-step test. Each year thereafter is a one-step test.

TQ. **Do I need to be tested annually and does it matter when I get tested before starting the program?**

A. An annual Mantoux test is required if the results of last year's test was negative. If a student has a previous TB test before end of June, it means that their TB test results expire during the academic year. This is typically problematic for students who find themselves too preoccupied during the year to attend to this matter. The Faculty of Nursing will be forced to de-enrol students who do not comply with our requirements. For this reason, we strongly recommend students repeat a single - step Mantoux in July before beginning the program. Results will expire at the end of the academic year. We recommend this for students to avoid interruptions during the school year.

TQ. **The first step of my 2-step Tb test is negative. Do I have to have the 2nd step?**

A. Yes. A single TB test may elicit little response, but a second test anytime from one week to one year later may elicit a much greater response. This 'booster effect' may indicate a past TB infection.

TQ. **I had a documented 2-step TB test done previously. Do I need to have another 2-step test this year?**

A. If you had a previously documented negative two-step test done at any time, you only need a single-step test this year. Please ensure your health care provider indicate the date of your last known negative 2-step TB test.

TQ. **My recent TB test was positive. Is this unusual?**

A. Every year a number of students discover that their TB tests are positive. A positive test doesn't necessarily mean that you have TB, but you may have been exposed to it in the past. Your health care provider will determine whether treatment is required, based on your chest x-ray and size of reaction to the test.

TQ. **I have a previously documented positive TB test was positive and I had a chest x-ray a couple of years ago. Will you accept my chest x-ray?**

A. Chest x-ray results are required within the last year.

Measles/Mumps/Rubella and Varicella

MMRVQ. **If I only have documentation of one MMRV dose, do I need another dose?**

A. Yes. It is now a requirement to have documentation of two doses of MMR. Alternatively, a student can provide titre results showing immunity. However, it is always advisable that you discuss with your physician that you are entering into a Nursing program and that practicum will be included. For your own protection, you need to know what are the risks.



MMRVQ. Do I require titres if I have proof of immunization?

A. If you provided proof of immunization (two doses), titres are not required.

MMRVQ. How long does it take to get the results of titres?

A. It usually takes about 3-4 weeks. Therefore, you should take this into consideration, to ensure all documentation is complete by the deadline.

MMRVQ. If any of my MMRV titre results are “indetermined” do I need to be vaccinated?

A. Please consult your physician. Two dates of your immunization as sufficient.

MMRVQ. Can I be cleared for enrolment if I had my titres done, but I am waiting for results?

A. No. All documentation must be complete for students to be cleared for enrolment.

MMRVQ. What kind of documentation do I need for chicken pox?

A. You must have 2 documented doses of the vaccine or positive titre results for antibodies. The results of the titre must be documented on the immunization record. A history of chicken pox is no longer sufficient.

MMRVQ. I was tested indeterminate for MMR. I had two doses of the MMR vaccine when I was younger, and I took a third dose last year. Do I have to take a fourth dose?

A. You should discuss with your physician that you do not demonstrate an immunity and have your physician determine the appropriate course of action. These health requirements are intended to assess you are fit for practicum and that you are aware of any risks you may undergo. If recommended by your physician to proceed into our Nursing program without demonstrating immunity, your physician will need to write a detailed explanatory note indicating that no further vaccinations are necessary and that you are fit for practicum. You can attach this to your completed immunization/health form.

Polio

PQ. If I do not have proof of my polio booster series, what can I do?

A. It is recommended that you receive a booster and provide proof of booster.

Influenza Vaccine

IVQ. Do I require the ‘flu vaccine’ and can I get my shot in the summer?

A. The influenza vaccine is **strongly** recommended each year. Many hospitals and other health care agencies have their own specific policies, which may include a vaccination-or-mask institutional practice. As well, hospitals may have their own outbreak protocol. Students who choose not to have an annual influenza vaccination should be aware that they may be limited from clinical placements in hospitals. The flu vaccine is typically available starting in October/November.