

Pre-Placement Requirement Clearance Information

Domestic Visiting Electives

In partnership with [Synergy Gateway Verified Inc.](#)

University of Toronto Medical Electives has partnered with Synergy Gateway Inc. to provide support and clearance for pre-placement requirements. To have your documents validated you will be required to book an Electronic Requirements Verification (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. Log in details to [Verified](#) will be sent to your school email account once the system is up and running for our programs.

YOUR ERV REVIEW

Be sure to review the list of pre-placement requirements below and plan when and how you will be completing them. It is important to remember that some requirements may take an extended time to complete.

Once your access is activated, book an [ERV Review](#) through your [Verified](#) account. For help on how to navigate [Verified](#), please log in and go to 'Important Forms'. There you will find user guides to assist you with the process.

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.

Ensure all your pre-placement documents are uploaded to your account by 9:00 AM (EST) on the day of your ERV Review. You do not need to be "present" on the day of your Review – this is the date that Synergy Gateway retrieves your documents for review.

To avoid paying additional Review fees, ensure all your documentation has been uploaded [before](#) 9am (EST) of your ERV Review date. If documents are outstanding at this time, you will not be cleared for a placement. If documentation is missing or a requirement is not complete, you will need to book a follow-up Review for an additional fee.

Once your documents have been reviewed you can download your Compliance Summary Document which will serve as a Completion Certificate. [Keep this for your records and upload to your AFMC Portal Student Profile.](#)

Synergy Gateway Inc. is [not](#) the authority on University of Toronto policies and deadlines. Please check with medicine.electives@utoronto.ca or the UofT AFMC Landing Page: <https://afmcstudentportal.ca/university-of-toronto> if you have questions related to pre-placement requirements.

Please upload for Review:

- AFMC Immunization Medical form
- Blood work/lab reports (as required)
- Certification cards (as required)
- Originals of all documents

STUDENT FEES

Initial Clearance Review	\$ 50.50 +TAX
Missed Review	\$ 50.50 +TAX
Follow-up Review	\$ 10.00 +TAX

Synergy Gateway is here to help! Contact Synergy Gateway at www.Synergyhelps.com - Submit a Help Desk ticket and they will be in touch. Help Desk hours are Monday to Friday, 10am – 3pm (EST), excluding holidays.

**** Important Note****

Please ensure your documents are valid until the end of your placement period. Students with requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ERV Review at FULL service fees. To avoid multiple Review fees, we suggest you update all expiring documents in one Review.

PRE-PLACEMENT REQUIREMENTS CHECKLIST

MEDICAL REQUIREMENTS

** Students with certifications/requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ERV Review and there will be a charge for this Review.*

COMPLETED WITH DOCUMENTATION

AFMC Immunization & Medical Form completed by your Health Care professional & supporting documents. THIS FORM MUST BE COMPLETED AND UPLOADED.

Tetanus/Diphtheria

Documented proof of 3 vaccinations for tetanus/diphtheria in the last 10 years.

Pertussis

Adult dose after the age of 18.

Polio

Proof of complete series of 3 vaccines.

Measles, Mumps, Rubella (MMR)

Documented proof of two vaccinations or blood work results showing immunity.

Varicella

Documented proof of two vaccinations or blood work results showing immunity.

Hepatitis B Anti-Hbs Bloodwork – Mandatory

You must submit proof of Hepatitis B Anti-Hbs blood test results.

Hepatitis B HBsAG Bloodwork – Mandatory

You must submit proof of Hepatitis B HBsAG blood test results.

Hepatitis B Vaccinations

Proof of primary series of vaccinations is required. If your serology results show you are not immune, then boosters will be required. You can have up to 3 additional boosters.

Tuberculosis (Mantoux) – 2 Step TB Skin Test (+ 1-Step Test if required)

Proof of documented baseline two-step TB test that has been completed anytime in the past. If that two-step test was done more than six months prior to entry to medical school, a single TB skin test is required. No additional single TB skin test will be required within 12 months of the elective start date.

COVID-19 Vaccination Receipts

Documented proof of double vaccination status.

**** Note: Please ensure that your school immunization medical form is completed with all the information stated above. Clearance will not be issued without a completed school form signed by an HCP.**



NON-MEDICAL REQUIREMENTS

** Students with certifications/requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ERV Review and there will be a charge for this Review.*

Vulnerable Sector Check (VSC)

Students are required to upload *either*: a recent (within 12 months of the elective placement) **original copy of the VSC** if a student's home school only requires a Criminal Record Check **OR** a copy of the **home school annual attestation form** (completed within 12 months of the elective) which notes there has been no change to the original VSC document submitted upon entry to the student's MD program.

Please note that a Criminal Record Check alone is not sufficient and the University of Toronto requires a Vulnerable Sector Check (VSC) that can be done once upon entry to medical school with student attestation to no changes to the original document within 12 months of elective start date or a newly obtained VSC for the purpose of completing an elective with the University of Toronto.