



Memorandum

Ministry of Health
Ministry of Advanced Education
and Skills Training
Planning Board for Health and
Medical Education

October 19, 2021

[Cliff #123034]

To: VPs Academic

CC: Deans and Directors of Health Programs

Re: Student COVID-19 Vaccination Status

With the release of the October 14, 2021 Provincial Health Officer (PHO) Hospital and Community (Health Care and Other Services) COVID-19 Vaccination Status Information and Preventative Measures [Order](#), that all health care workers be vaccinated against COVID-19 by October 26, 2021 to work in a care location, we would like to highlight the following information regarding post-secondary institution responsibilities for requiring, verifying, and recording student vaccinations for health education programs.

The [Student Practice Education Guidelines](#) outline the ongoing responsibilities of post-secondary institutions in verifying and maintaining a record of student and educator vaccine and immunity status. With the release of the new order, this now includes the requirements for COVID-19 vaccination. The [COVID-19 Student Practice Education Guidelines](#) support practice education within the context of the COVID-19 pandemic and will be updated to reflect the latest guidance on mandatory vaccinations for students engaged in practice education.

Please refer to the PHO Hospital and Community (Health Care and Other Services) COVID-19 Vaccination Status Information and Preventative Measures [Order](#) for more information regarding verification of vaccination status, including the care settings in which the order applies. The order states the following for students completing practice education requirements in care settings:

- A student must report their vaccination status to the HSPnet database.
- A student must provide an operator with proof of vaccination, or an exemption, on request from an operator.

This means that post-secondary institutions, as trusted partners, are required to verify and record students' proof of vaccination status within HSPnet for students working in practice education environments. HSPnet has developed streamlined ways for institutions to input this information. Please see the attached summary developed by HSPnet outlining an enhancement of the program allowing PSIs to bulk upload COVID-19 vaccination status information. While health authorities will be able to view COVID-19 vaccination status for students placed with them, students will also need to be able to show proof of vaccination (or exemption) to health care operators upon request.



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For those health education programs that do not currently use HSPnet, please contact support@hspcanada.net for guidance on completing student profile data.

For students working in long-term care and assisted living facilities, the PHO [Residential Care COVID-19 Vaccination Status Information Order \(October 6, 2021\)](#) outlines the vaccination verification and reporting responsibilities for both health care operators and staff.

Student practice education is an essential component of preparing students as competent entry-level health professionals. Please ensure that your institution has mechanisms in place to inform students of all relevant orders and requirements for participation in practice education experiences.

For more information, please visit the [BC Student Practice Education](#) website, created by the Provincial Health Services Authority in collaboration with AEST and the Ministry of Health, where you will find relevant documents and orders along with additional guidance related to student practice education and COVID-19.

Thank you and we appreciate your continued collaborative efforts.

Sincerely,

Nicola Lemmer
Assistant Deputy Minister, Post-Secondary
Policy and Programs
Ministry of Advanced Education and Skills
Training

Stephanie Power for
Mark Armitage
Assistant Deputy Minister, Health Sector
Workforce and Beneficiary Services
Ministry of Health

In accordance with the Public Health Order requiring proof of COVID-19 vaccination for all students and staff attending health care facilities, HSPnet is providing functionality to facilitate tracking of this status on Student and Staff Profiles, and to enable the automated release of this information to contacts at the placement Site.

COVID-19 vaccination status can be tracked on the HSPnet Student Profile under the Prerequisites section. It is also available on Staff (i.e., clinical instructor or faculty) Profiles in the same section. In the case of staff, [consent](#) must be obtained from the staff and registered in HSPnet before the Prerequisites section is available.

Placing Agencies are required to enter in HSPnet the COVID-19 vaccination status of all students and instructors with placements in Hospital and Community (Health Care and Other Services), per the PHO; students and staff must be vaccinated and demonstrate proof of vaccination by October 25, 2021 in order to access and practice in these locations. To facilitate the entry of this data on Student Profiles, an automated upload template is provided in HSPnet. This template allows Placing Agencies to upload COVID-19 vaccination details en masse, directly to the Student Profile from an Excel spreadsheet with standardized data fields.

To advance the entry and release of COVID-19 vaccination status in HSPnet, Placing Agencies are encouraged to prepare the data for upload as soon as possible. The format of the standardized upload template, illustrated with *sample* data, is as follows:

A	B	C	D	E	F	G	H
Last Name	First Name	Student Number	Covid-19 Status	Covid-19 Date 1	Covid-19 Date 2	Covid-19 Requirement Met	Covid-19 Source
Wilson	Jane	243942	Immunized	Jul 9/21	Aug 6/21	TRUE	Document - Original
Ramirez	Diana	240294					

For the full step-by-step details, reference guide and automated template, HSPnet Users can refer to: [Student Admin - Covid-19 Automated Student Immunization Uploads, Individual Manual Editing and Reporting Options](#) in the HSPnet Knowledge Base.

For staff or instructors, manual entry of vaccination status is required on the Staff Profile.

Once the COVID-19 vaccination status has been entered on the Student and Staff Profiles, it will be automatically released to Site contacts in conjunction with release of student and staff information in the usual manner, through the Security/Access Listing report wizard. Note that only the entry and release of the COVID-19 Status and Requirement Met are required. Entry of dates and other information is available for tracking by Placing Agencies, but is not being released as part of this Order.

If you have any questions regarding tracking and the release of COVID-19 vaccination status via HSPnet, please contact the HSPnet Team at support@hspcanada.net.