

# COMPLIANCE FOR CLINICAL PLACEMENT WITHIN AN NSW PUBLIC HEALTH FACILITY

To attend clinical placement in an NSW public health facility there are mandatory requirements to protect you and to protect others. You are responsible for completing all components of this verification process.

## SUBMITTING YOUR DOCUMENTATION FOR ASSESSMENT

To be eligible for placement preference or attend a placement, you must submit all required documentation in full at least **10 weeks** prior to either preference selection or the commencement of your placement.

This timeframe allows sufficient time for any additional documentation that may be required to be obtained and submitted, for assessment. UNE policy for new students is you must be compliant by week 8 of your first trimester of study.

**PLEASE NOTE: the NSW Health ClinConnect database will automatically cancel placements 7 days prior to the commencement date if compliance requirements have not been met. (for continuing students)**

All completed documents are to be sent:

- From your education providers student email address only,
- Your name and student ID number are to be included in the email subject line,
- All documents are to be in one single combined PDF file email attachment only  
We cannot accept: Education Provider SharePoint, OneDrive, Personal SharePoint, Dropbox, Google Drive, Zip files, JPEGs, PNGs, pictures embedded in the email, or Individual PDFs etc.,
- Do not send from your education providers SharePoint. To avoid your documentation being returned, save your PDF to your Desktop or Hard Drive, then attached this to your email.
- Please see the instructions on pages 2 and 5: Required Documentation and forms Instructions to Complete, for how to save, complete, and send your digital forms.
- Label your file attachment as first name, last name, student number e.g., Joe Smith 01234, Submit to [HNELHD-ClinConnect@health.nsw.gov.au](mailto:HNELHD-ClinConnect@health.nsw.gov.au) and cc in [soh\\_compliance@une.edu.au](mailto:soh_compliance@une.edu.au)

On receipt of your first email, you will receive an automated email reply to acknowledge your documents have been received. All emails are processed in order of receipt, as the team performs thousands of verifications for students. Contact your course coordinator or placement officer if you require assistance with completing the process.

## EVIDENCE OF PROTECTION AGAINST VACCINE PREVENTABLE DISEASES

**All students** are to read the [Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases \(nsw.gov.au\)](#) Policy. In the Policy Directive you will find evidence of protection and information on temporary compliance with Hepatitis B and TB. It is essential you meet these requirements. If additional TB Screening is required these need to be commenced before live vaccines are given.

### Acceptable forms of Immunisation Evidence

All evidence must include at least your full name and DOB for identification purposes. The vaccination evidence is to include the full date when each vaccination was given and the brand name or batch number of the vaccine.

One or more of the following:

- A copy of your Medicare Immunisation History Statement. Access to link: [Australian Immunisation Register - Services Australia.](#)
- A fully completed childhood immunisation book (e.g., blue book) including the personal details page or a school program vaccine card including the personal details page.
- A detailed Immunisation Summary on letterhead from your doctor, signed by your doctor or nurse and dated to confirm it is an accurate and correct record and with a clinic/practice stamp.

- A vaccination record card (VRC) must only be completed by a doctor or nurse immuniser, they must apply their full name, signature, and clinic/practice stamp.
- The vaccination record card for Healthcare Workers and Students (VRC) can be downloaded and printed off. Access to link: [record-card-hcws-students.pdf \(nsw.gov.au\)](https://www.nsw.gov.au/record-card-hcws-students.pdf).
- If you are employed in an organisation that has a staff health service, they may be able to provide you with your evidence of immunisation and screening.
- International students can provide their overseas immunisation records; these must have the English translation.

### **Blood Test Results**

Blood tests results can be a copy of the official report from the pathology service. To include:

- A pathology lab reference number
- The pathology service name

Blood test results can be transcribed onto a vaccination record card. The following details must be recorded:

- Date the test was conducted.
- Test results in words or numbers or both words and numerical value (whichever is applicable).
- Signature and name of the person transcribing or reviewing the test results and the practice/facility stamp.

**PLEASE NOTE: ALL OVERSEAS VACCINATION & SEROLOGY NEED TO BE TRANSLATED TO ENGLISH**

## **REQUIRED DOCUMENTATION & FORMS**

### **INSTRUCTIONS HOW TO COMPLETE FORMS**

Students who DO NOT have PDF Reader, will need to PRINT OUT and COMPLETE the forms BY HAND.

**Please see instructions on how to download, complete and save the documents using PDF reader on Page 5**

#### **The Undertaking Declaration Form** - [Undertaking declaration.pdf \(nsw.gov.au\)](https://www.nsw.gov.au/undertaking-declaration.pdf)

(Read carefully before completing to avoid your declaration being returned to you. Please tick relevant box on the form in section Part 2. If you tick Part 2B please provide more information. Students under 18 years of age, a parent/guardian must countersign the declaration)

#### **The TB Assessment Tool** - [TB Assessment Tool.pdf \(nsw.gov.au\)](https://www.nsw.gov.au/tb-assessment-tool.pdf)

(Check you have completed and answered all parts of the document. Please include TB Results, prior TB Screenings and Chest X-rays.)

#### **Hepatitis B Vaccination Declaration (HBVD)** - [Hepatitis B Vaccination Declaration.pdf \(nsw.gov.au\)](https://www.nsw.gov.au/hepatitis-b-vaccination-declaration.pdf)

A Hepatitis B serology report with anti-HBs level  $\geq 10$  mIU/mL showing immunity is required before an HBVD can be completed. (Only an appropriately trained assessor can witness the vaccination declaration – Doctor/Nurse Immuniser can complete)

#### **Code of Conduct Agreement**

**All students** are to read the [NSW Health Code of Conduct](https://www.nsw.gov.au/nsw-health-code-of-conduct) - **DO NOT** sign the form at the end of the policy directive. **Only** sign this [NSW Health Code of Conduct Agreement for Students](https://www.nsw.gov.au/nsw-health-code-of-conduct-agreement-for-students) form: NSW Health Code of Conduct Agreement for Students

**Only** submit your completed and signed Agreement, otherwise your documentation will be returned if you include the policy.

**Blood Borne Virus Student Declaration (BBVD)** - (ONLY to be completed by Medicine, Midwifery, Paramedicine, & Dentistry OR Oral Health Students)

Please read the policy directive and complete the declaration [Management of health care workers with a blood borne virus and those doing exposure prone procedures \(nsw.gov.au\)](#).

**Only** submit your fully completed BBVD, otherwise your documentation will be returned if you include the policy.

Record the date screening was performed for HIV, Hepatitis B and Hepatitis C. Then read each of the 3 declarations and initial each declaration in the boxes underneath heading “initials”, then complete the personal details section, sign and date the declaration. Do not include a copy of your blood test results, provide your completed BBVD ONLY

### **National Criminal Record Check (NCRC)**

**All Students** are to read the [Working with Children Checks and Other Police Checks \(nsw.gov.au\)](#). You are required to obtain a Student Placement Check. These are available from many sources including [Apply for a Nationally Coordinated Criminal History Check \(NCCHC\) Online | Veritas](#) or [National Police Checks Online | Checked](#) or [Check Police Check \(nsw.gov.au\)](#) Check type and purpose – Name and Date of Birth check for student placement/ Healthcare student volunteer (for unpaid work or activity). A colour copy of your police check and student ID are required together for verification purposes.

**International students** are also required to provide a National Police Check from their home country and any country they have resided in for a period exceeding six months when aged 18 years or more.

If you cannot provide overseas police check, an Overseas Student Statutory Declaration can be fully completed and witnessed. This can be found in the policy directive [Overseas-Student-Statutory-Declaration.pdf \(nsw.gov.au\)](#). You will need to print the declaration out and complete by hand in front of an authorised witness.

**A student who is also an NSW Health employee** can send an email using your NSW Health employment email address, with coloured copies of your staff ID & student ID to [HETI-StudentPlacements@health.nsw.gov.au](mailto:HETI-StudentPlacements@health.nsw.gov.au) and they will use the NSW Health police check and enter the details into your ClinConnect profile.

**TVET School based students** do not require a police check and students under the age of 18 do not require one until they turn 18 years of age.

**Remember to ONLY submit the documents required and DO NOT include policies otherwise your documentation will not be assessed and will be returned to you.**

Assessment is in line with NSW Health policies and further documentation may be requested from you.

### **USEFULL RESOURRCES**

NSW Health Education and Training (HETI) Clinical Placements Information Site [Student Compliance | HETI \(nsw.gov.au\)](#)

International Students – Free translating service: [Free Translating Service - Homepage - Free Translating Service - Department of Social Services \(homeaffairs.gov.au\)](#)

For University of Newcastle students, you can find more information at Career-ready placements Clinical placements.

**BEFORE SUBMITTING, CHECK YOU HAVE NOT MISSED ANYTHING AND WHAT YOU ARE SENDING IS COMPLETE**

Please see your ClinConnect - Immunisation, Screening & Documents Evidence Checklist on [Page 4](#)

## ClinConnect - Immunisation, Screening & Documents Evidence Checklist

Evidence	Comments
<input type="checkbox"/> <b>Diphtheria/tetanus/pertussis (dTpa)</b>	
Adult dose of vaccination received within the last 10 years	Given as part of school program - Year 7 Diphtheria/tetanus (ADT) or Blood test is not acceptable
<input type="checkbox"/> <b>Hepatitis B – vaccination evidence <u>AND blood test results</u></b>	
Age-appropriate hepatitis B vaccination course: <ul style="list-style-type: none"> <li>• Three vaccine doses (Paediatric &lt;20 years of age OR Adult)</li> <li>• Two vaccine doses between ages 11-15 years (adolescent)</li> </ul>	<i>Routine childhood or adolescent vaccinations</i>
OR <a href="#">Hepatitis B Vaccination Declaration</a>	<i>Only if you do not have a record of vaccination.</i> <ul style="list-style-type: none"> <li>• Must be verified by an approved accessor (Part B)</li> <li>• Must have Hepatitis B surface antibodies (Blood test) showing immunity &gt;10</li> </ul>
<b>AND</b> Blood test for Hepatitis B surface antibodies	<i>If test result is non-immune (&lt;10mIU/mL) – additional Hep B vaccination/s are required.</i>
<input type="checkbox"/> <b>Measles/Mumps/Rubella (MMR) – (LIVE VACCINE) one of these options of evidence is required</b>	
<b>2 MMR vaccine doses, given at least 4 weeks apart</b>	<i>Routine childhood vaccination</i>
OR Blood test - IgG for each virus – immune result	<i>Only if you do not have a record of vaccination.</i> <ul style="list-style-type: none"> <li>• For Rubella both numerical value and immunity status must be recorded</li> </ul>
<input type="checkbox"/> <b>Varicella – (LIVE VACCINE) one of these options of evidence is required</b>	
Documented evidence of age-appropriate vaccination course: <ul style="list-style-type: none"> <li>• One vaccine dose if given before the age of 14 years.</li> <li>• Two vaccine doses if given at or over 14 years old</li> </ul>	<i>Routine childhood or adolescent vaccination</i>
OR Blood test - IgG for varicella – immune result required	<i>Only if you do not have a record of vaccination</i>
OR Australian Immunisation Register (AIR) statement that records <b>natural immunity to chickenpox.</b>	<i>Will only be accepted if recorded in the Australian Immunisation Register (AIR) by a doctor</i>
<input type="checkbox"/> <b>Influenza Vaccination</b>	
Southern Hemisphere Influenza Vaccination	Annual Influenza Season – 1 <sup>st</sup> June to 30 <sup>th</sup> September Inclusive (Annual mandatory requirement)
<input type="checkbox"/> <b>Forms – <u>all forms must be completed, signed, dated, and returned</u></b>	
<input type="checkbox"/> Undertaking /Declaration - <i>Note: If tick question 2b - identifying a medical contraindication or Hepatitis B persistent non-responder, please provide further details. If under 18 years of age a parent/guardian to sign as well</i>	
<input type="checkbox"/> Tuberculosis (TB) assessment tool	
<input type="checkbox"/> Code of Conduct <i>Note: Please ensure you complete the correct form. Code of Conduct Agreement for <u>Students</u></i>	
<input type="checkbox"/> National Police Check	
<input type="checkbox"/> Overseas Police Check or Overseas Student Statutory Declaration (ONLY for Overseas Students)	
<input type="checkbox"/> NSW Health Blood Borne Virus Student Declaration Form (ONLY Medicine, Midwifery, Paramedicine, Dentistry or Oral Health)	

NSW Health

# How do I fill and sign the electronic OASV forms?



Please see instructions below for completing the OASV forms electronically. Please ensure the data entered has been saved correctly before attaching and submitting for assessment.

## 1. Make sure Adobe Acrobat Reader software is installed on your computer

If Acrobat Reader isn't already installed, you can download PDF reader. Alternatively, you can use Adobe Fill & Sign app available on App Store for iPhone or iPad and Google Play

## 2. Download the form

Save the form as a PDF file, either on your computer's desktop or in a folder. This is important as certain web browsers won't save your information after editing.

## 3. Open the form

You might need to right-click your mouse or track-pad and choose 'Open with > Adobe Acrobat Reader'

## 4. Type your details into the form

The form is an 'editable' PDF, which means you can click on any of the fields highlighted in blue to start filling in the form.

## 5. Sign the form

Once you have completed the form, you will need to sign it electronically with the "Fill & Sign" function. Click the "Sign" icon on the top menu bar and select "Add Signature" then "Draw" to draw your signature. Once you're happy with your signature, click "Apply" to add it to the signature sections (grey boxes) of the document. Select **close** once you have added your signature.

## 6. Save your form

Once you have completed all sections of the form, save the PDF file. This will ensure all your information is retained.

If you are having difficulty completing the forms electronically, please print and complete by hand.