

COMPLIANCE FOR PLACEMENT

Mandatory requirements are to protect you and to protect others. You are responsible for completing all components of this verification process.

SUBMITTING YOUR DOCUMENTATION FOR ASSESSMENT

Fully completed documentation must be submitted at **least 9 weeks** prior to commencement of your placement. This is to allow time, if you are required to submit further documentation and for assessment. If you are attending a Health facility, your placement is automatically cancelled by NSW Health 7 days prior to your commence date if you are not compliant.

All completed documents are to be sent in colour as below:

- From your Education Providers student email address only;
- Your name and student ID number is 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: OneDrive, SharePoint, Dropbox, Google Drive, Zip files, JPEGs, PNGs, pictures embedded in the email, or Individual PDFs etc.
- Label your file attachment as first name, last name, student number e.g. Joe Smith 01234;
- Submit to HNELHD-ClinConnect@health.nsw.gov.au.

On receipt of your initial 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 the evidence of protection and information on temporary compliance for Hepatitis B and TB. It is essential you meet these requirements. TB Screening needs to be commenced before live vaccines are given.

Acceptable forms of Immunisation Evidence

One or more of the following: -

- A colour copy of Immunisation History Statement from the Australian Immunisation Register (AIR). Access to link: [Australian Immunisation Register - Services Australia](#).
For privacy reasons do not include evidence containing your Individual Healthcare Identifier (IHI)
- A fully completed childhood blue book 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 (**Not for COVID-19 evidence**).
- A vaccination record card which must only be completed by a doctor or nurse immuniser who must apply their full name, signature and clinic/practice stamp. (**Not for COVID-19 evidence refer to Immunisation + Screening Evidence Checklist**).
Vaccination Record Card for Healthcare Workers and Students (VRC) can be downloaded and printed off.
Access to link: [record-card-hcws-students.pdf \(nsw.gov.au\)](#).

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.

EVIDENCE OF PROTECTION AGAINST VACCINE PREVENTABLE DISEASES continued

Blood Test Results

Blood test reports are acceptable or can be recorded on 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 who or is transcribing/reading test results and the practice/facility stamp.

FURTHER DOCUMENTATION REQUIRED AND INSTRUCTIONS TO COMPLETE

Follow the instructions below on how to download, complete and save the documents.

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**

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

The Undertaking Declaration Form - [Undertaking declaration.pdf \(nsw.gov.au\)](#)

(Read carefully before completing to avoid your declaration being returned to you)

The TB Assessment Tool - [TB Assessment Tool.pdf \(nsw.gov.au\)](#)

(Check you have completed and answered all parts of the document.)

Hepatitis B Vaccination Declaration (HBVD) - [Hepatitis B Vaccination Declaration.pdf \(nsw.gov.au\)](#)

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

The above listed forms can also be found at [Immunisation programs \(nsw.gov.au\)](#)

CODE OF CONDUCT AGREEMENT

All students are to read the [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](#) form. Only submit your completed Agreement, otherwise your documentation will be returned if you include the policy.

Blood Borne Virus Student Declaration

(ONLY to be completed by MEDICINE, MIDWIFERY, PARAMEDICINE, and 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 Blood Borne Virus Student Declaration, 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.

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 [Police Check \(nsw.gov.au\)](#) or [Clear to work](#). Check type and purpose – Name and Date of Birth check for student placement/ Healthcare student volunteer (for unpaid work or activity).

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 they cannot provide this 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 \(nsw.gov.au\)](#).

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.

Immunisation and Screening Evidence Checklist

(Please take to your Doctor/Nurse Immuniser)

Evidence Type: 11.1 Appendix 1 Evidence of protection		Comments:
COVID-19 Vaccination evidence is required.		
	2 doses of a TGA approved or recognised COVID-19 vaccine (except for the Janssen COVID-19 vaccine which is approved by the TGA as a single dose primary course) or a contraindication to vaccine.	Domestic students' evidence must be in a colour Medicare Immunisation History Statement or COVID-19 Certificate International evidence of TGA recognised COVID-19 vaccination evidence must be from an overseas official source.
Diphtheria/tetanus/pertussis (dTpa) – you must provide a vaccination record; <i>blood test is not acceptable</i>		
	Vaccination received within the last 10yrs	This vaccine is part of the school vaccination program
Hepatitis B – One of these options of vaccination evidence is required AND blood test results		
Option 1	3 doses at ages 2, 4, & 6 months <u>OR</u>	You may have received either 3 paediatric doses as a baby <u>OR</u> 2 adult doses at high school <u>OR</u> 3 adult doses as an adult
Option 2	2 doses between ages 10-15 years (school) <u>OR</u>	
Option 3	3 adult doses	
Option 4	Hepatitis B Vaccination Declaration – witnessed by an approved assessor. A Hepatitis B serology result of anti-HBs level ≥ 10 mIU/mL showing immunity is required before a HBVD can be completed.	<u>Only if all attempts fail to obtain vaccination record international students Immunisation histories will be accepted if translated into English</u>
AND	Blood test for Hepatitis B surface antibodies	<u>Must have blood test as well as vaccinations</u>
Measles/Mumps/Rubella – One of these options of evidence is required		
Option 1	2 doses <u>OR</u>	Blood test only <u>if no record of vaccination.</u> <u>For Rubella both numerical value and immunity status must be recorded</u>
Option 2	IgG results for each disease <u>OR</u>	
Option 3	Born before 1966	
Varicella – One of these options of evidence is required		
Option 1	1 dose if given before the age of 14 years <u>OR</u>	Blood test only <u>if no record of vaccination</u> as testing is not usually sufficiently sensitive enough following vaccination
Option 2	2 doses if given ≥ 14 years old <u>OR</u>	
Option 3	IgG results for varicella <u>OR</u>	
Option 4	History of chickenpox recorded in AIR	
Influenza – Category A Students		
	Southern Hemisphere Influenza Vaccination	Annual Influenza Season commences from the 1 st June and ends 30 th September each year

CHECKLIST OF DOCUMENTATION REQUIRED

***Students under the age of 18 years of age must have a parent/guardian sign their documentation**

For verification purposes send your documentation in colour

- Current Student ID card, must be a colour copy
- Evidence of protection against vaccine preventable diseases
- Completed and signed NSW Health Undertaking/Declaration Form
- Completed and signed NSW Health Tuberculosis (TB) Assessment Tool
- Completed and signed NSW Health Code of Conduct Agreement for Students Undertaking Clinical Placement
- ONLY** if you are studying MEDICINE, MIDWIFERY, PARAMEDICINE, DENTISTRY OR ORAL HEALTH, the completed and signed the NSW Health Blood Borne Virus Student Declaration Form
- Colour copy of an Australian National Criminal Record Check (NCRC)/National Police Check (NPC)
- International Students - overseas police check or Statutory Declaration for Overseas Students
- (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.

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

Useful Resources

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 \(homeaffairs.gov.au\)](#)

11.2 Appendix 2: Age-appropriate hepatitis B vaccination schedule

Evidence of a 'history' of hepatitis B vaccination may be a record of vaccination or a verbal history. Where a record of vaccination is not available and cannot be reasonably obtained, a verbal history of hepatitis B vaccination must be accompanied by a [Hepatitis B Vaccination Declaration](#) and the appropriately trained assessor must be satisfied that an 'age appropriate' complete vaccination history has been provided. The vaccination declaration should include details when the vaccination course was administered, the vaccination schedule and why a vaccination record cannot be provided. The assessor must use their clinical judgement to determine whether the hepatitis B vaccination history and serology demonstrate compliance and long-term protection.

The National Health and Medical Research Council recommend the following 'age appropriate' hepatitis B vaccination schedules:

11.1.1. Adult hepatitis B vaccination schedule

A full adult (≥ 20 years of age) course of hepatitis B vaccine consists of three doses as follows:

- a minimum interval of 1 month between the 1st and 2nd dose, and;
- a minimum interval of 2 months between the 2nd and 3rd dose, and
- a minimum interval of 4 months (or 16 weeks) between the 1st and 3rd dose

That is, either a 0, 1 and 4 month or a 0, 2 and 4 month interval schedule is an acceptable 3-dose schedule for adults.

A hepatitis B vaccination record of doses administered before July 2013 at 0, 1 and 3 months should also be accepted as the recommended vaccination schedule at this time.

Note that while the minimum intervals are stated, longer intervals between vaccine doses are acceptable as stated in the online *Australian Immunisation Handbook*

An accelerated hepatitis B vaccination schedule must not be accepted.

11.1.2. Adolescent hepatitis B vaccination schedule

The National Health and Medical Research Council recommends that an adolescent age-appropriate (11-15 years) hepatitis B vaccination course consists of two doses of adult hepatitis B vaccine administered 4 to 6 months apart and is acceptable evidence of an age-appropriate vaccination history.

11.1.3. Childhood hepatitis B vaccination schedule

A childhood hepatitis B vaccination schedule (using paediatric vaccine) for persons vaccinated < 20 years of age consists of:

- a minimum interval of 1 month between the 1st and 2nd dose, and;
- a minimum interval of 2 months between the 2nd and 3rd dose, and
- a minimum interval of 4 months (or 16 weeks) between the 1st and 3rd dose

**Occupational Assessment Screening and Vaccination
Against Specified Infectious Diseases**

A 3-dose schedule provided at minimum intervals at either 0, 1, 4 months or 0, 2, 4 months is acceptable. For example, those who have received a 3-dose schedule of hepatitis B vaccine (often given overseas) at birth, 1–2 months of age and ≥ 6 months of age are considered fully vaccinated. Refer to the current edition of the online *Australian Immunisation Handbook* for assessment of completion of a primary course of hepatitis B vaccine given in infancy.