

COMPLIANCE FOR CLINICAL PLACEMENT WITHIN A NSW PUBLIC HEALTH FACILITY

To attend Clinical Placement in a 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

Fully completed documentation must be submitted at **least 9 weeks** prior to commencement of your Clinical Placement. This is to allow time if you are required to submit further documentation.

Your Clinical 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 Provider email address only;
- Your name and student ID number must be included in the email subject line;
- Documentation to be in one single combined PDF file email attachment only;
We cannot accept: OneDrive, SharePoint, Dropbox, Google Drive, Zip files, JPEGs, PNGs 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.

You will receive an automatic email reply to confirm your documents have been received

All emails are processed in order of receipt, as the team performs verifications for thousands 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 to read the [Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases \(nsw.gov.au\)](#). In the Policy Directive you will find the Evidence of Protection, it is essential you meet these requirements. More information for Hepatitis B and students who require TB Screening must commence the screening process before live vaccines are given and temporary compliance can be granted in some circumstances.

Acceptable forms of Immunisation Evidence

One or more of the following:

- A colour copy of Immunisation History Statement from the Australian Immunisation Register.
Access to link: [Australian Immunisation Register - Services Australia](#).
For privacy reasons you must redact your Individual Healthcare Identifier (IHI) before submitting
- A fully completed childhood blue book or a school program vaccine card including 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.
- A vaccination record card which must only be completed by a doctor or nurse immuniser. 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.

The vaccination evidence must include the full date when each vaccination was given and the brand name or batch number of the vaccine.

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.

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

(Please check you have completed and answered all parts of the tool and date the form)

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

(Only an appropriately trained assessor can witness the vaccination declaration – Doctor/Nurse Immuniser)

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

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

- open the hyperlink to each form
- download and save the forms as PDFs to the computer
- open the forms
- complete the forms electronically and save
- to sign - go into Tools to create a signature
- after signature has been created and entered the form **must** be saved again
- If having trouble with the electronic signature, the alternative is to print, sign, scan and save as a PDF.

Code of Conduct Agreement

All students 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](#).

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

Exposure Prone Procedures Declaration (EPPD)

(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, your documentation will be returned if you include the policy.

National Criminal Record Check (NCRC)

All Students 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](#).

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

Immunisation and Screening Evidence Checklist

(Please take to your Doctor/Nurse Immuniser)



	Evidence type	Comments
COVID-19 vaccination evidence is required		
	3 doses of a TGA approved or recognised COVID-19 vaccine	Refer to the current Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases (nsw.gov.au) . Evidence must be in colour Immunisation Statement or COVID-19 Certificate
Diphtheria/tetanus/pertussis (dTpa) – you must provide a vaccination record, <u>blood test is not acceptable</u>		
	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 <u>AND blood test results</u>		
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	<u>If all attempts fail to obtain vaccination record</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. For Rubella must record both numerical value and immunity status</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>
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 received current year (before 1 st June)	Refer to the current Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases (nsw.gov.au)

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. 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 an 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)

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

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

For University of Newcastle Students

[Verification requirements / Clinical placements / College of Health, Medicine and Wellbeing / Colleges / The University of Newcastle, Australia](#)