

# **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 and for assessment. Your clinical placement is automatically cancelled by NSW Health 7 days prior to the commencement date of your placement 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: Education Provider SharePoint, OneDrive, Personal 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,

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 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 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.
- 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.  
The Vaccination Record Card for Healthcare Workers and Students (VRC) can be downloaded and printed off. Access to link: [record-card-hcws-students.pdf \(nsw.gov.au\)](#).

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 transcribing or reviewing the test results and the practice/facility stamp.

### **FURTHER DOCUMENTATION REQUIRED AND INSTRUCTIONS TO COMPLETE**

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

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

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 trackpad 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  $\geq 10$  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 are available on [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 you cannot provide an overseas police check a 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.

**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: 12.1 Appendix 1 Evidence of protection                                                                                                                                                               | Comments:                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>COVID-19 Vaccination evidence</b>                                                                                                                                                                                |                                                                                                                                                                |
| COVID-19 vaccination is strongly recommended to remain up to date with COVID-19 vaccinations as recommended for your age and health status by the Australian Immunisation Handbook.                                 |                                                                                                                                                                |
| <b>Diphtheria/tetanus/pertussis (dTpa) – you must provide a vaccination record</b><br><b><u>ADT or blood test is not acceptable</u></b>                                                                             |                                                                                                                                                                |
| Vaccination received within the last 10yrs                                                                                                                                                                          | This vaccine is part of the school vaccination program                                                                                                         |
| <b>Hepatitis B vaccination evidence required <u>AND blood test results</u></b>                                                                                                                                      |                                                                                                                                                                |
| 3 Paediatric doses as a baby and <20 years of age <b><u>OR</u></b>                                                                                                                                                  |                                                                                                                                                                |
| 2 adult doses at high school (11-15 years) <b><u>OR</u></b>                                                                                                                                                         |                                                                                                                                                                |
| 3 adult doses for ≥ 20 years of age                                                                                                                                                                                 |                                                                                                                                                                |
| Hepatitis B Vaccination Declaration – <b>must be witnessed by an approved assessor.</b><br>A Hepatitis B serology result of anti-HBs level ≥ 10 mIU/mL showing immunity is required before a HBVD can be completed. | <b><u>Only if all attempts fail to obtain vaccination record international students Immunisation histories will be accepted if translated into English</u></b> |
| <b><u>AND</u></b> a blood test for Hepatitis B surface antibodies                                                                                                                                                   | <b><u>Must have blood test as well as vaccinations</u></b>                                                                                                     |
| <b>Measles/Mumps/Rubella (MMR) evidence required</b>                                                                                                                                                                |                                                                                                                                                                |
| 2 doses of MMR vaccine at least 4 weeks apart <b><u>OR</u></b>                                                                                                                                                      |                                                                                                                                                                |
| IgG results for each disease <b><u>OR</u></b>                                                                                                                                                                       | Blood test only <b><u>if no record of 2 doses of MMR vaccination. For Rubella both numerical value and immunity status must be recorded</u></b>                |
| Born before 1966                                                                                                                                                                                                    |                                                                                                                                                                |
| <b>Varicella evidence is required</b>                                                                                                                                                                               |                                                                                                                                                                |
| 1 dose if given before the age of 14 years <b><u>OR</u></b>                                                                                                                                                         |                                                                                                                                                                |
| 2 doses if given ≥14 years old <b><u>OR</u></b>                                                                                                                                                                     |                                                                                                                                                                |
| IgG results for varicella <b><u>OR</u></b>                                                                                                                                                                          | Blood test only <b><u>if no record of Varicella vaccination</u></b> as testing is not usually sufficiently sensitive enough following vaccination              |
| History of chickenpox recorded in AIR                                                                                                                                                                               | Will only be accepted if it is recorded in the Australian Immunisation Register (AIR) by a doctor                                                              |
| <b>Influenza – Category A Students</b>                                                                                                                                                                              |                                                                                                                                                                |
| Southern Hemisphere Influenza Vaccination                                                                                                                                                                           | Annual Influenza Season - 1 <sup>st</sup> June to 30 <sup>th</sup> September inclusive                                                                         |

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

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