

As part of your study you may attend Clinical Placement in a NSW public health facility. To be eligible to attend Clinical Placement in a NSW public health facility there are mandatory requirements to be met. These requirements are to protect you and to protect others.

How to submit your documentation for assessment

Submit your completed documentation for processing at least one month (4 weeks) prior to commencement of your clinical placement. If you are not compliant 7 days prior to commencement of your clinical placement it will be cancelled.

All completed documents are to be combined into one PDF file as an email attachment. For greater efficiency with processing your documentation please use the file naming system. The file attachment should be named First and Last name and student ID number (e.g. Jane DOE 12345). In the subject line of the email again First and Last names and student ID number (e.g. Jane DOE 12345). Documentation will not be accepted in any other format.

Send the email from your education provider email address to: HNELHD-ClinConnect@health.nsw.gov.au. You will receive an automatic email reply to confirm your documents have been received. HNELHD ClinConnect Office process documentation for compliance for several education providers therefore your documentation will be processed in order of receipt. So don't delay completing your requirements for compliance.

Documentation required

Colour copies will only be accepted for assessment and with all documentation you must include a copy of your Student ID card.

1. Current Student ID Card
2. Australian National Criminal Record Check (NCRC) (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)
3. Completed Vaccination Record Card for Health Care Workers and Students
4. Completed and signed NSW Health Attachment 6: Undertaking/Declaration Form
5. Completed and signed NSW Health Attachment 7: Tuberculosis (TB) Assessment Tool
6. Completed and signed NSW Health Code of Conduct Agreement for Students Undertaking Clinical Placement
7. **ONLY** if you are studying MEDICINE, MIDWIFERY, PARAMEDICINE, DENTISTRY OR ORAL HEALTH. Completed and signed NSW Health Blood Born Virus Student Declaration Form

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

National Criminal Record Check (NCRC)

Please read PD2019_003 Working with Children Checks and Other Police Checks

https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2019_003

You can apply for a Check from an Australian State or Territory Police Force, an Australian Criminal Intelligence Commission accredited body or the Australian Federal Police

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 or if they cannot provide this police check, they can sign the Overseas Student Statutory Declaration which can be found in the policy directive PD2019_003 Appendix 3

Vaccination Record Card Completion

Please read PD2018_009 Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2018_009.pdf

The Vaccination Record Card for HealthCare Workers and Students (VRC) is an A4 card, which is available from your education provider, on campus medical centre and some GP practices. Please contact your course coordinator for information. Students must complete all the personal details section on the VRC including their student ID number

Your vaccination information can be found in childhood records e.g. childhood vaccination book, school vaccine card, immunisation summaries from your GP or online on the Australian Immunisation Register (AIR): https://www.humanservices.gov.au/customer/services/medicare/australian-immunisation-register?utm_id=9

The evidence you will need to provide to your GP/Nurse immuniser to complete your VRC is on the back of the VRC and on page 38 of the Policy Directive Attachment 4 Checklist: Evidence required from Category A Applicants. More details for the Hepatitis B requirement can be found in the Policy Directive on pages 24 - 26. Take the information sheet Student Vaccination Record Card Requirements (at the end of this document) with the vaccination record card, all your vaccination/immunisation records and a copy of the Evidence required checklist (page 38) to your GP or nurse Immuniser.

The Undertaking declaration form (Attachment 6) is in the policy directive PD2018_009 page 40 (Please complete section 1-4 by ticking a box in the right hand column and date the form)

The TB Assessment Tool (Attachment 7) is in the policy directive PD2018_009 page 41 (Please check you have answered all parts of the tool and date the form)

Hepatitis B Statutory Declaration is in the policy directive PD2018_009 page 43

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

Code of Conduct Agreement

Please read PD2015_049 NSW Health Code of Conduct

https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015_049.pdf

Please sign the NSW Health Code of Conduct Agreement for Students Undertaking Clinical Placement. Click on the link below for The Code of Conduct Declaration form. DO NOT sign the form at the end of the policy directive. https://www.heti.nsw.gov.au/_data/assets/pdf_file/0009/473175/Code-of-Conduct-Declaration-Form-October-2018.pdf

Exposure Prone Procedures Declaration (Only to be completed by MEDICINE, MIDWIFERY, PARAMEDICINE, DENTISTRY OR ORAL HEALTH STUDENTS)

Please read PD2019_026 NSW Health Management of Health Care Workers with a Blood Borne Virus and those doing Exposure Prone Procedures and complete the declaration on page 18

https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2019_026

Further Information

The link below is the NSW Health Education and Training (HETI) Clinical Placements Information Site, which provides useful information on how to complete the compliance requirements

<https://www.heti.nsw.gov.au/Placements-Scholarships-Grants/clinical-placements/student-compliance>

University of Newcastle student placement information website provides step by step information

<https://www.newcastle.edu.au/about-uon/governance-and-leadership/faculties-and-schools/faculty-of-health-and-medicine/resources/for-students/student-placement-information>

Student Vaccination Record Card (VRC) Requirements 2020

IMPORTANT take this guide and the VRC to the GP/Nurse Immuniser to assist them in completing your vaccination record card.

For students to attend Clinical Placements in a NSW Health facility it is mandatory to be compliant to the *NSW Health Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases* (PD2018_009) policy otherwise they are unable to attend clinical placement.

Evidence of Protection

The evidence required is documented on the back of the VRC (Latest Version November 2018) and page 38 of the policy directive:

https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2018_009.pdf

All evidence of protection must be documented, sighted, dated and stamped by a Doctor/ Authorised Nurse Immuniser on a NSW Health Vaccination Record Card (VRC) for Health Care Workers and Students. Cards are available from the NSW Health Better Health Centre Publications Warehouse on:

• Telephone: 02 9887 5450 • Fax: 02 9887 5879 • Email: NSLHD-BHC@health.nsw.gov.au

<https://www.health.nsw.gov.au/publications/Documents/general-publications-order-form.pdf>

Vaccinations - Must be recorded on the vaccination card and include the following details:

- Full date the vaccine was given e.g. day/ month/ year
- Vaccine brand name and/or vaccine batch number (if available)
- Signature and name of the person who gave the vaccine or transcribed the details from a reliable source document (Childhood vaccination book, School vaccine card, Australian Immunisation Register statement, patient medical file) and the practice/facility stamp.

Blood Test Results - Must be recorded on the vaccination card and include the following details:

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

Hepatitis B Statutory Declaration

Where a record of vaccination is not available and cannot be reasonably obtained, a Hepatitis B Statutory Declaration must accompany a verbal history of Hepatitis B. The appropriately trained assessor must be satisfied that the 'age appropriate' complete vaccination history has been provided and an accelerated schedule must not be accepted (PD2018_009 page 25). The statutory declaration should include the details on where and when the vaccination course was administered, the number of vaccination doses 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.

For Students

Please present a Vaccination Record Card, your immunisation history and a copy of the Policy Directive Attachment 4 Checklist: Evidence required from Category A Applicants, to the Doctor/Nurse Immuniser for assessment of compliance.