

**Child & Family Health (CFH)
NSW New Students
2020 NSW Professional Experience Placement Requirements**

Welcome to the Child & Family Health (CFH) Nursing Stream. Attached is your '2020 Get Ready 4 PEP Pack' which includes information about placement, compliance and key dates.

Alongside your academic study, a vital component of the CFH program is Professional Experience Placement (PEP) where students will enter a specialised environment and practice alongside experienced health care professionals. Students will gradually move from observers to active participants in the delivery of CFH care. Students will undertake two placements of 15 days each throughout their program.

This PEP information pack contains information to assist students in preparing for their placements. While students are Registered Nurses in their own workplace; during placement, your status changes to student CFH nurse, and therefore requires certain compliance requirements to be completed for both the University of Tasmania and NSW Health, where students will undertake their placement. As a healthcare professional, you will be aware that the compliance process ensures students are safe to enter the practice environment and are safe in practice.

The compliance process is managed through the University of Tasmania's placement management system InPlace and NSW Health's equivalent, ClinConnect.

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About Placement

There are four units in the CFH Graduate Certificate with PEP occurring in two units. Most students complete only one theory unit and one theory/PEP unit each semester to finish within one year. If students already work in a CFH centre, they may be eligible to be exempt from the PEP component. Students should contact Kerrie Walkem, Course Coordinator, to discuss their criteria for requesting exemption from placement.

Each PEP unit requires 15 days attendance at an Early Childhood Health Centre (ECHC) on weekday day shifts. Most NSW ECHC's require attendance on a full-time basis. If you cannot attend full-time, please contact the NSW PEP Team to discuss your circumstances at your earliest convenience. The University of Tasmania and NSW Health will work together to organise placement within ECHC sites.

Placement requires 100% attendance. If a public holiday occurs, or students are absent during placement, this time will need to be made up. Students will need to consider how they will manage personal and work commitments during placement as well as any impact this will have on their financial situation during this time.

Students are able to undertake PEP between the dates below. Depending on location and capacity within CFH centres, placement may be part-time or full-time.

- Semester 1 CNA752: from 16 March to 29 May 2019
- Semester 2 CNA753: from 13 July to 16 October 2019

Students are required to obtain a University of Tasmania ID card and ID badge. To obtain a university ID card, students will need to email a passport photo together with a copy of photo ID (driver's licence/passport) to Sydney.placements@utas.edu.au Cards will be posted to the student's postal address as listed in e-student.

Further information is available from the [NSW CFHN PEP](#) webpage.

Compliance Explained

The first step in preparing for placement is making sure you are able to practise safely. This is the compliance process. It has many steps and takes some time. Therefore, it is important you read the information carefully.

The University of Tasmania takes student safety seriously, as do our partners. In line with legislative and police requirements, strict criteria have been set that must be met prior to students attending placement.

As previously advised, although CFH students are already Registered Nurses, for the purposes of placement, their status changes to student CFH nurse, and therefore the following compliance processes need to be completed prior to undertaking placement. **This includes all students already employed with NSW Health.**

Step 1: Safety in Practice Agreement (SIP)

The SIP outlines all the requirements for you to be safe in and safe to practice. As you may be aware, to practise as a Registered Nurse, you must have the medical, physical and psychological capacity to practise safely.

- Complete the University of Tasmania SIP Agreement
- Under section 9, students are required to make a Safety in Practice Disclosure, in regards to their medical, physical and psychological capacity to practise safely.

Please consider these questions carefully. If students answer yes to any of the questions in the Safety in Practice Disclosure, a Health Assessment Form needs to be completed by the student and their treating healthcare practitioner. This will allow the university to make any reasonable adjustments necessary, where possible to assist you to undertake your placement.

Please note that if your circumstances change after you have completed the annual SIP agreement you may need to complete another SIP agreement and Health Assessment Form if required. On occasions, UTas staff or industry partners may request the above, to ensure your safety in practice.

- Scan the completed form into a single PDF and upload into InPlace.

Step 2: National Police Clearance

- For students who do not have a police certificate issued (from either an Australian police force or Fit2work) within the past six months, go to the [College Compliance](#) website, and scroll down to the [Fit2work link](#). This is a specially created link that provides access to an online national police certificate provider at a discounted rate. Students will need to have all their identity documents handy when applying. This is the only online police check provider the University will accept.
- Students who since turning 16 years old, have lived in a country other than Australia for six months or longer, will also need to complete a NSW Health Appendix 5 Statutory Declaration, [which needs to be witnessed by a person with the appropriate authority](#).

- To complete the NSW Health ClinConnect verification process, students who currently work for NSW Health are able to email their NSW Health staff ID from their NSW Health email address together with their stafflink ID to ClinConnect staff. The NSW PEP Team will advise when it is appropriate to complete this step

Step 3: Working with Children Checks :

- NSW students should upload into InPlace their current NSW Working with Children Check. If students need to apply or renew, this can be done through the [NSW Office of the Childrens Guardian](#) website.

Step : Immunisation and Blood Borne Virus status:

- All students need to provide evidence of immunity to specified vaccine preventable diseases. Additionally, for students' personal safety in practice, it is expected that all students know their blood borne virus status.
- As this evidence is quite specific, please carefully review the attached Vaccination Record Card Completion Guide, including how the Vaccination Card should be completed to meet University of Tasmania and NSW Health requirements.
- Students currently working within NSW Health may be able to obtain a transcript from their staff health of their vaccination history. However, students must be aware that there may have been changes to NSW Health policy since your last vaccination/serology/TB screening, which may mean you require updated vaccinations / serology or TB screening.
- All CFH centres require students to have the 2020 Fluvax if on placement during influenza season – 1st June to 30th September 2020.

Jann Schwensen, NSW Senior Immunisation Advisor, will provide assistance to students to ensure their Vaccination Card is documented and submitted correctly in line with current NSW Health policy.

These requirements can take time and there may be costs involved for students. It is therefore recommended that students commence this process as soon as possible, so that if any follow up is required, this can be finalised in a timely manner. Information about completing your compliance requirements is included in this pack.

Students are responsible for the cost of and ensuring any compliance items expiring prior to/during a placement are updated. Students are advised to retain their original compliance documents, as these documents will need to be presented to NSW Health. Further information regarding PEP and compliance can be located on the [College of Health and Medicine PEP](#) webpage.

Step 4: Familiarise yourself with InPlace

InPlace is the software program used by the University of Tasmania to manage all aspects of PEP including compliance and placements.

To start familiarising yourself with InPlace, login with your University of Tasmania email and password. All of your compliance documents must be uploaded here.

The police certificate is the exception, as this needs to either be presented in person to the PEP Team or your Fit2work reference number and name applied under entered into InPlace under the National Police Certificate item.

Step 5: Contact the NSW PEP Team

[The NSW PEP Team](#), Therese, Tony, Jann, and Ivan are here to help make the compliance experience as easy as possible for all students.

Step 6: NSW Health ClinConnect Compliance

Once students have completed the University compliance requirements, they next need to be verified on NSW Health ClinConnect .

Depending on where students reside and/or work, will determine the NSW Health Local Health District ClinConnect Coordinator will finalise this verification process. The NSW PEP Team will advise and assist students with this process.

Students need to have completed both University of Tasmania and NSW Health compliance requirements prior to commencing their placement.

Therese, Jann, Tony and Ivan look forward to managing your PEP with you and can be contacted via Sydney.placements@utas.edu.au or as below:

Kind Regards

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NSW Senior Immunisation Adviser
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UNIVERSITY of
TASMANIA

**College of Health
and Medicine**

**2020 Semester One CNA752
Professional Experience Placement (PEP) Planner
NSW Students**

To complete the Child and Family Health (CFH) nursing stream program, students are required to undertake PEP. Each PEP unit requires 15 days attendance at a Child and Family Health Centre on weekday day shifts, although if there are evening clinics, you may be encouraged to attend to further develop your practice.

Depending on location, placement attendance may be full-time or part-time, with a minimum attendance of two days/week to consolidate learning. If a public holiday occurs during your placement, you will need to make up this day. **Your first PEP will be CNA752 and should be undertaken from 16 March to 29 May 2020.**

The below information will assist the NSW PEP Team to organise your placement in a timely manner.

Dates

Although every endeavour will be made to place you on your first preferred dates, if these are not available, we may need to allocate you on your reserve dates.

First Preferred dates	
Full time	
Part time (please give either days of the week or dates to make up 15 days in total)	
2nd Preferred dates	
Full time	
Part time (please give either days of the week or dates to make up 15 days in total)	

Location

If you have a preferred Early Childhood Health Centre where you would like to undertake PEP, please nominate below. If you know the name of the Manager/Clinical Nurse Educator, please include their contact details. This is especially important for centres located outside of Sydney.

Location	
Contact Person	
Role/Title	
Phone	
Email	



UNIVERSITY of
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**College of Health
and Medicine**

NSW 2020 CFH Student Compliance Checklist

All documents must be uploaded into InPlace

InPlace Login: <https://inplace.utas.edu.au/>

- click 'Staff and Students'
- Your **username** is your University email address, i.e. student123@utas.edu.au
- Your **password** is the same for all University accounts, i.e. MyLO, eStudent and Webmail

NOTE: All compliance items must be uploaded into InPlace by Monday 2 March 2020 to ensure you are able to attend placement on your planned placement dates.

University of Tasmania Compliance Requirements		
Item	REQUIREMENTS TO ACHIEVE VERIFICATION	COMPLETED
Safety in Practice Agreement	Completed Annually, scanned in a clearly readable format and uploaded as a single PDF file into InPlace	
Health Assessment Form	Only completed if you declare a medical condition or impairment that may affect your mandatory functional requirements or as advised by University of Tasmania staff	
NSW Working with Children Check	Upload your NSW WWCC number into InPlace	
2020 CNA752 PEP Planner	Uploaded into InPlace under Student PEP Plan item	
University of Tasmania & NSW Health Compliance Requirements		
National Police Certificate	Students should apply via the Fit2work link on the College Compliance page, then upload their reference number and full name used to apply into InPlace.	
NSW Health Appendix 5: Statutory Declaration	Only completed if you have lived overseas for six months or more since turning 16 years of age. Needs to be witnessed by a person with the appropriate authority	
NSW Health Attachment 7: TB Assessment Tool	Completed by student, scanned in a clearly readable format and uploaded into InPlace	
NSW Health Attachment 6: Student Undertaking Declaration	Completed by student, scanned in a clearly readable format and uploaded into InPlace	
NSW Health Code of Conduct	Completed by student, scanned in a clearly readable format and uploaded into InPlace	
NSW Health Vaccination Record Card	Completed as per NSW Health policy, scanned in a clear, readable format and uploaded into InPlace	



InPlace Quick Reference V4 Student User Interface Guide

InPlace is the University of Tasmania's web based system used by staff and students to organise Professional Experience Placements (PEP). On InPlace students can access their student compliance details, upcoming placements and facility information.

Logging in for the first time

- Go to: <https://inplace.utas.edu.au/> and click 'Staff and Students'
- Your **username** is your University email address, i.e. student123@utas.edu.au
- Your **password** is the same for all University accounts, i.e. MyLO, eStudent and Webmail
- When you log in to InPlace you will be presented with **Terms and Conditions** that you need to accept in order to use the system.

Use your Home page

The screenshot shows the InPlace Student User Interface Home page. The interface is divided into several sections:

- Toolbar:** Located at the top, it contains navigation tabs for Home, Confirmed, Available, Requirements, Calendar, Shared Documents, and a user profile dropdown (EGibson).
- Confirmed pane:** The left-hand section, featuring a 'Confirmed' header, a 'NEXT ATTENDING' section with a 'Burwood Health' entry, and a 'View All Confirmed' button.
- Available pane:** The right-hand section, featuring an 'Available' header, three placement cards (e.g., 'Internship (14)', 'Placement (6)', 'Placement (1)'), and buttons for 'View recommended' and 'View shortlisted'.
- User Account menu:** A dropdown menu in the top right corner with options for 'My Details', 'Staff', and 'Help'.
- To Do list:** A section on the left side containing a list of tasks such as 'Information required for Compliance for clinical placement - Security Checks and Placement Requirements', 'Student survey on placement - ZB is awaiting your response.', 'Agency Preferences are now open for 3rd Year Medicine Placements. Closing on: 15/12/2016.', and 'Placement Block Preferences are now open for 3rd Year Medicine Placements. Closing on: 31/12/2016'.
- Notifications list:** A section on the right side containing messages such as 'Message Board - Message Board. Timesheet and placement evaluation Students. Please ensure you have completed your timesheet, CSAT & Review to be handed in to placement Coordinator within 1 week of completing placement.', 'Placement Preferences for sld-test close on 19/01/2017. Don't miss out!', and 'You have been assigned to Western Hospital to start: 6/02/2017'.

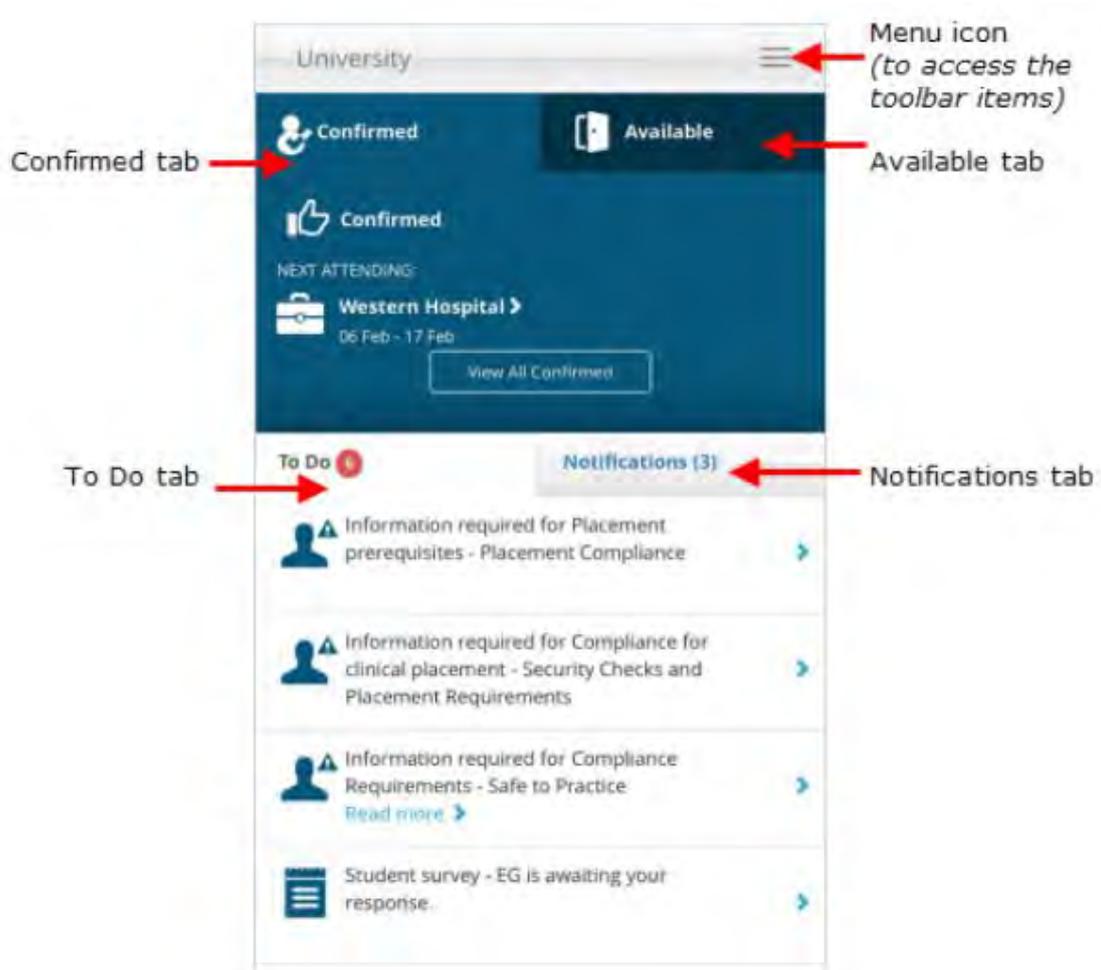
Use the Toolbar

Tip! On a mobile device tap the menu icon  to access the toolbar items.

Link	Action
Home	Click to return to the Home page.
Confirmed	<p>Click to open the Confirmed page and view all your confirmed placements and confirmed (successful) opportunities. A number appears beside the link if there are new items to view.</p> <p>From the Confirmed page you can open a placement and then access your schedule (including your log book or timesheets) and any documents linked to the placement, view assessment details and use the carpool feature.</p>
Available	<p>Click to view a list of all advertised opportunities (such as projects, internships and volunteering positions) you can apply for and any that have been shortlisted.</p> <p>If new opportunities have been added recently the number displays beside the link.</p>
Requirements	Click to open the Requirements page and view your full program of placement requirements.
Calendar	Click to open your Calendar.
Shared Documents	Click to open the Shared Documents page and view all documents available to you.
<your username>	<p>Click your username to view the User Account menu. From here you can:</p> <ul style="list-style-type: none"> • click My Details to open the My Details page and review your personal details and all required compliance documentation for your placements. • click another InPlace account (such as Staff Account), if you have more than one role, to switch to that view of InPlace. (Some users have more than one account. For example, they may be both a staff member and a student.) • click Help to open the InPlace online help

Viewing InPlace on your mobile device

On a mobile device your Home page looks a bit different – but all the same information is available and it's just as easy to access.



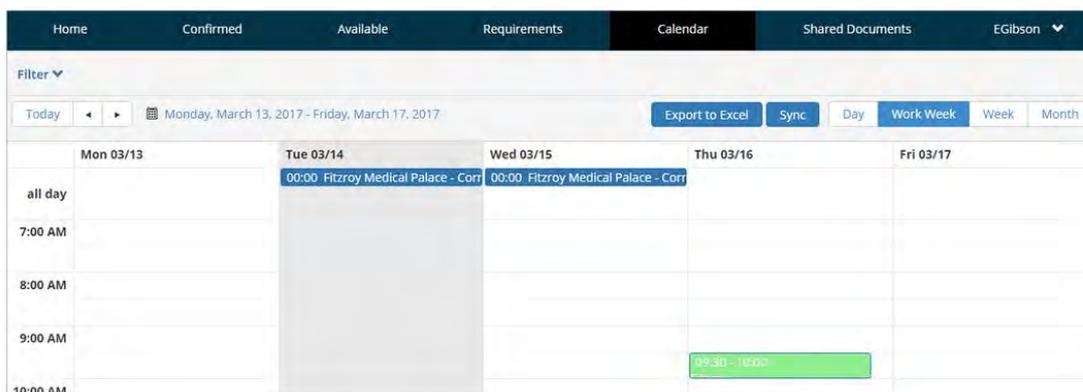
Use the Calendar

The InPlace Calendar lets you view your confirmed placements and any self-selectable placements you've nominated. It may also show your course-related engagements (classes, lectures and so on) imported from an external calendar if your institute uses one.

The Calendar offers you the option to sync your calendar data with your own external calendar (for example, a Google calendar).

Access the Calendar

To open the Calendar click Calendar on the toolbar. The default view is Work Week.

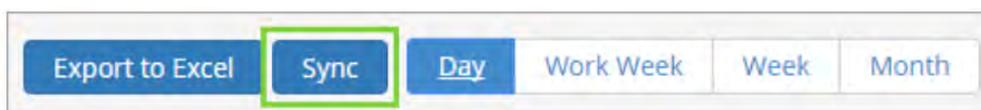


- All your placements are shown in blue, nominated self-selectable placements are pink, and all non-placement engagements are green.
- In the Day and Week views all-day events (or ones where no specific time range has been set up) are shown at the top, in the all day section.
- In the Day and Week views the default calendar day starts at 7.00 AM and ends at 7.00 PM. However, you can click Show full day (bottom left corner) to see a 24-hour day. Click Show business hours to switch back again.

Perform a Calendar sync

You can sync your placement calendar data with an external calendar. The data is exported as an iCalendar file (iCalendar.ics), which is compatible with external calendars such as Google, Yahoo, Outlook and iCal.

1. Click Sync on the Calendar.
2. In the Sync your calendar dialog copy the URL provided.
3. Enter the URL where required on your mobile device.



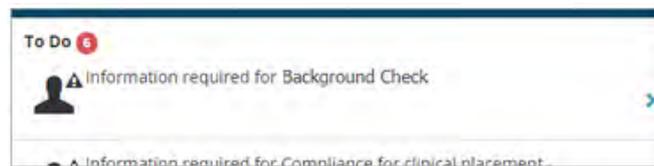
Note: Syncing instructions may vary across operating systems so you'll need to find and follow the steps that apply to your own device.

Manage your student details data

The My Details page displays your personal details and all placement prerequisites. You can upload and manage documentation for your placements immunisation records, criminal background checks, and driver's licence information. You access the page by clicking your username on the toolbar and then clicking My Details on the User Account menu. You can also open it by clicking a relevant task in the To Do list (on your home page).

You're alerted to missing, outdated or rejected information by a task (such as 'Information required' or 'Verification rejected') in the To Do list on your home page.

1. In the To Do list on your Home page, click the task.
The task lists the section of your My Details page that needs attention. For example, 'Placement Compliance'.

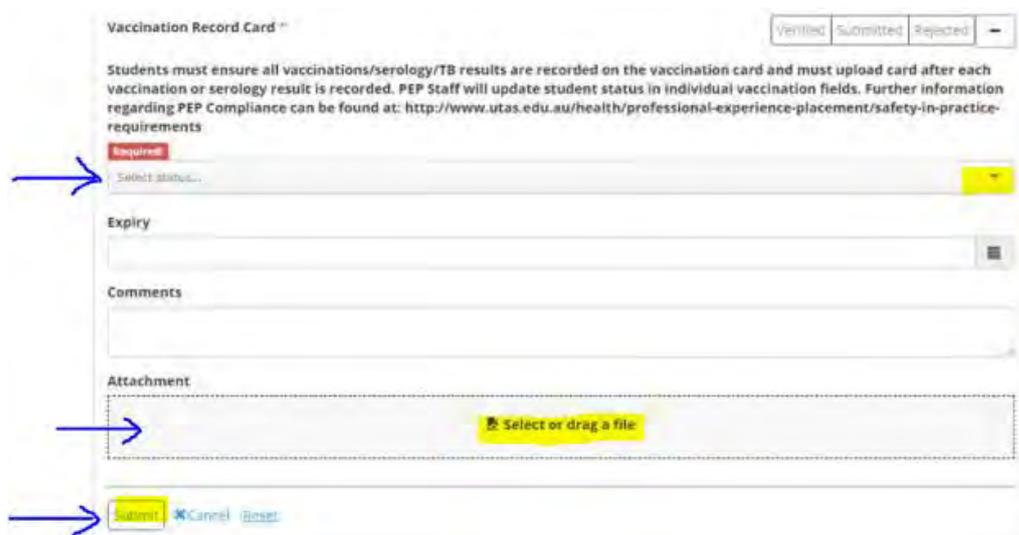


The My Details page opens.

2. Locate the section that requires attention and click its plus icon (+) to expand it.



3. Enter the required information, including uploading any relevant documents, and click Submit.



4. Once submitted, this box will turn blue. When fully verified, it will show green. If further action is required, it will be rejected and show red. You will then need to revisit the 'to do' list on your home page to review what is required.

SAFETY IN PRACTICE AGREEMENT

INTRODUCTION

College of Health and Medicine (CHM) students undertaking a professional experience placement (PEP), laboratory **and/or** field activity (**placement**) as a requirement of a unit or course of study must sign a *Safety in Practice Agreement* annually. The purpose of the Agreement is to ensure that you are aware of your rights and responsibilities while undertaking PEPs.

The agreement should be completed in accordance with the CHM [Safety in Practice Student Compliance Documentation Guidelines and Procedure](#), scanned and submitted via upload into [InPlace](#). The PEP Coordinator/Administrator of your Program will be able to discuss any additional arrangements and support that you may need. The PEP Administrator of your Program will sign this agreement on behalf of the Program and it will be 'verified' and remain accessible to you in [InPlace](#).

Important Note:

*Any student **under the age of 18 years** enrolled in Programs that include PEP must have the **written consent of their parent or guardian** when completing this Agreement.*

You will not be permitted to undertake your PEP if a completed and signed Agreement has not been received.

Period of Agreement: January 1st, 2020 - February 28th, 2021

COURSE NAME AND CODE

Please enter the Course Name and Code in which you are enrolled into the designated area on page 5 of this Agreement.

EXPLANATORY NOTES

You should carefully read the *Explanatory Notes* relating to each section before completing and signing the Agreement.

SECTION 1: PERSONAL DETAILS

You must change your contact information through the e-student centre or notify Student Administration of any changes to your address or other contact information.

Personal information is collected by the University of Tasmania (UTAS) in relation to PEPs to assist in the administration and to enable you to participate in the program. Failure to provide the University with the requested information will result in your PEP being refused. Some of your personal information including your name, student number and photo, contact details and information on special requirements will be disclosed to the healthcare provider where you are undertaking your PEP. Where personal information is provided to a healthcare provider, the provider will be informed that they are bound by the privacy provisions of the University in relation to the use, disclosure and storage of personal information.

Your de-identified personal information (that is information that does not readily identify an individual) may be used by the healthcare provider for management of PEPs, research and statistical purposes. The healthcare provider will ensure that data will:

SAFETY IN PRACTICE AGREEMENT

- be protected;
- not be provided to unauthorised third parties;
- only be used for the stated purposes; and
- remain de-identified.

Your personal information will only be used or disclosed for the primary purpose for which it is collected. Personal information will be managed in accordance with the *Personal Information Protection Act 2004, Privacy Act 1988 (Cth)*, the UTAS Privacy Policy and Privacy Statements available here:

www.utas.edu.au/privacy For more information on how your information is being used by the University, or to access your personal information, visit the University's website at <http://www.utas.edu.au/>, or contact the University on (03) 6226 4858.

The University may be required to provide your name, course information, healthcare provider details and your start and end date to the commonwealth government. The information is required for funding purposes and failure to consent to that information transfer will result in you not being permitted to undertake PEP. Further information will be provided to you via email when the data collection commences including the Privacy Policy for the commonwealth government and a contact person.

SECTION 2: EMERGENCY CONTACT

An emergency contact is requested so the University can identify and contact the most appropriate person in the case of an emergency during your PEP.

SECTION 3: SAFE TO PRACTISE POLICY

In order to meet the University work, health and safety requirements, you are required to read the University [Safe to Practice Policy](#). If you make a disclosure in Section 9, then you will need to take the CHM [Health Assessment Form](#) to your Medical Practitioner for completion before you sign the Agreement.

SECTION 4: CODE OF PROFESSIONAL AND ETHICAL CONDUCT

You are required to read the CHM [PEP Code of Ethical and Professional Conduct](#) which contains rules which must be adhered to by all students undertaking PEPs. These rules are as clear, precise and unambiguous as possible and constitute basic, non-negotiable requirements for completion of your degree at UTAS. It is not possible to create a rule for every situation or contingency, hence the Code also provides a framework for you to apply to different circumstances during practise.

SECTION 5: NATIONAL POLICE RECORD CHECK AND WORKING WITH CHILDREN REGISTRATION

Most Australian health care agencies and non-government organisations require National Police Record Checks and Working with Children Registration for all staff, students and volunteers who deal with sensitive information and will come into contact with children, elderly and vulnerable people.

The College of Health and Medicine has determined that all students enrolled in courses involving PEP will require:

1. A **National Police Record Check**. When you apply for a National Police Record check you will receive a National Police Certificate.

You are required, in accordance with CHM [National Police Check Procedure](#), to obtain a current National Police Certificate by **week 2 of the first semester** of your course and every 3 years thereafter. In addition, international students and students who have been a citizen of or have resided in another country since turning 16 years of age, must provide a National Police Certificate from the country of birth or country of residence.

If you **commit an offence during your course of study** you are required to immediately notify the:

- Australian Health Practitioner Regulation Agency, where applicable; and

SAFETY IN PRACTICE AGREEMENT

- PEP Coordinator/Administrator for your Program. Your case may be referred to the Manager, College of Health and Medicine PEP Safety in Practice for assessment. The Manager, PEP Safety in Practice may require you to undertake a new National Police History Record Check.
2. **Working with Children Registration.** When you apply for registration you will receive a Working with Children Registration Card (Tasmania) or Letter (NSW). (*Laboratory Medicine students are exempt*)

You are required, in accordance with the CHM [Working with Vulnerable People \(Children\) Registration Procedure](#), to [obtain Working with Vulnerable People \(Children\) Registration](#).

SECTION 6: INFECTIOUS DISEASE GUIDELINES AND PROCEDURES

The CHM [Infectious Disease Guidelines and Procedures](#) apply to students who are required to undertake PEPs in health care settings including the provision of patient/client care and services with exposure-prone procedures (e.g. research, laboratory). You are also required to comply with all local policies, procedures and guidelines which apply to employees/health care workers within the health care setting. College of Health and Medicine students are also required to read and comply with the following College documents prior to undertaking PEPs:

- [Infectious Disease Guidelines and Procedures](#); and
 - [Infection Control Guidelines](#); and
 - [Tasmanian Student Immunisation Record Form](#);
- or
- [NSW Student Immunisation Record - Information Checklist](#).

SECTION 7: LEARNING REQUIREMENTS

You are required to read and become familiar with the learning requirements for the PEP units in your course that you will complete during the period of this agreement.

SECTION 8: WORK HEALTH AND SAFETY

You are required to read and become familiar with the work health and safety information and procedures relating to incident, accident and injury and student insurance located at [Work Health and Safety](#).

SECTION 9: SAFETY IN PRACTICE DISCLOSURES

UTAS is committed to continuously improving the management and standards of work, health and safety and in so doing we strive to protect the health and safety of our students and other people in the community with whom students interact as part of their study.

In accordance with the University of Tasmania *Safe to Practise Policy and Work, Health and Safety Policy*, all students required to undertake PEP(s) are to establish and maintain their medical, physical and psychological capacity to practise safely.

You are therefore, required to declare your capacity to safely undertake the following professional experience placement **Mandatory Functional Requirements** for your course:

1. **Capacity to read and write** to enable the student to:
 - read and understand patient/client records, charts and/or medication labels and dosages; and
 - accurately record patient/client notes.
2. **Capacity to undertake critical thinking and reflective analysis** to:
 - self-evaluate and reflect upon one's own practice, feelings and beliefs and the consequences of these for individuals and groups.
3. **Capacity to communicate** to enable the student to:

SAFETY IN PRACTICE AGREEMENT

- interact with patients/clients and health practitioners in a professional setting;
- accept instruction and professional criticism;
- question directions and decisions which are unclear; and
- resolve conflict and negotiate with staff and patients/clients.

4. Psychological capacity to:

- understand the importance of and demonstrate the professional attributes of honesty, integrity, critical judgement, insight and empathy;
- interact with patients/clients, carers and others in a caring, respectful manner to provide emotional support and health education; and
- maintain self-control in professional situations.

5. Physical capacity to: *(5. N/A for Postgraduate Counselling and Psychology students)*

- use technical equipment, which includes having the dexterity to undertake clinical procedures and handle, maintain and program equipment;
- apply clinical procedures (e.g. physical examination, wound management), support patients/clients and perform cardiopulmonary resuscitation (CPR); and
- manage essential equipment and materials.

If you answer **YES** to any of the questions in the Safety in Practice Disclosure, you are required to have the CHM [Health Assessment Form](#) completed by a Medical Practitioner. Declaring a medical, physical and/or psychological condition will not automatically exclude you from undertaking PEP.

UTAS is committed to anti-discrimination practices and will provide reasonable adjustments to enable students to participate in PEPs as long as safety requirements are not compromised.

Your health information will only be used for the direct purpose for which it is collected. The information provided by you in Section 9 may be disclosed to the healthcare provider at which you are undertaking your PEP, in which case that provider will be informed that they are bound by the privacy provisions of the University and that they are required to contact you in relation to the use, storage and disclosure of your health information. If you do not provide the information requested you may be refused PEP.

SECTION 10: SUPPORT TO MEET PLACEMENT REQUIREMENTS

The University aims, wherever possible, to arrange for PEPs to be flexible enough to meet the needs of all participating students. You are asked to indicate if there are any factors that may impact your ability to undertake your PEP, including relocation to a region away from place of residence. These might relate to family circumstances or responsibilities, your state of health, disability, cultural or spiritual requirements. The Academic Coordinator of Professional Experience of your Program will discuss possible options with you and if necessary, negotiate any additional arrangements and support that may be required.

SECTION 11: CONFIDENTIALITY STATEMENT

During the PEP you may be provided with access to confidential information about the healthcare provider or its patients/clients. By signing the Agreement, you agree not to discuss or disclose confidential information with anybody other than in accordance with your PEP conditions.

SECTION 12: STUDENT DECLARATION

IMPORTANT: You must read and sign this section.

By signing the Student Declaration you agree that you have read and understood your rights and responsibilities regarding your PEP; and at the time of signing, have read and understood the UTAS *Safe to Practise Policy* and that all information provided by you is true and correct to the best of your knowledge.

SECTION 13: STAFF AGREEMENT

The agreement will be signed on behalf of the University by the person designated by the Head of Program or their nominee.

PLEASE READ THE *EXPLANATORY NOTES ON PAGE 1* BEFORE YOU COMPLETE THIS AGREEMENT.

AGREEMENT

Period of Agreement: **January 1st, 2020** - **February 28th, 2021**

Course Name and Code: NSW Child and Family Health Nursing

SECTION 1: PERSONAL DETAILS

Name: _____

Student ID Number: _____ Date of Birth: _____

Residential Address: _____

_____ Postcode: _____

Phone - Home: _____ Mobile: _____

University Email: _____

SECTION 2: EMERGENCY CONTACT

Please provide the details of the person to be contacted in case of emergency during your PEP.

Name: _____

Relationship to Contact: _____

Residential Address: _____

Phone - Home: _____ Work: _____ Mobile: _____

Alternative contact name: _____

Relationship to Contact: _____

Residential Address: _____

Phone - Home: _____ Work: _____ Mobile: _____

Optional:

Name of **Doctor:** _____ Doctor's phone number: _____

SECTION 3: SAFE TO PRACTISE POLICY

PLEASE mark **all** boxes to acknowledge your adherence to compliance items.

- I have read and understood the University [Safe to Practice Policy](#) and I will disclose any **existing** health issue (disability, impairment or condition), which may detrimentally affect my capacity to safely undertake PEP, immediately to the PEP Coordinator/Administrator and undertake a CHM [Health Assessment](#) if required.

SECTION 4: CODE OF PROFESSIONAL AND ETHICAL CONDUCT

- I have read and agree to comply with the principles and rules set down in CHM [PEP Code of Ethical and Professional Conduct](#).

SECTION 5: NATIONAL POLICE RECORD CHECK AND WORKING WITH CHILDREN REGISTRATION

1. I have read and complied with the CHM [National Police Check Procedure](#).

I agree to provide a copy of my National Police Certificate to individual healthcare providers upon request.

If I commit an offence during the course of study, I will immediately notify the:

- Australian Health Practitioner Regulation Agency via the [AHPRA - Form - NOCE-00 - Notice of certain events](#); and
- PEP Coordinator/Administrator and apply for a new National Police Certificate if required by the Manager, College of Health and Medicine PEP Safety in Practice.
2. I have complied with the CHM [Working with Vulnerable People \(Children\) Registration Procedure](#) and completed a Working with Children Registration. *(Laboratory Medicine students are exempt)*
- I agree to provide a copy of my Working with Children Registration Card or Letter to individual healthcare providers upon request.

SECTION 6: INFECTIOUS DISEASE GUIDELINES AND PROCEDURES

I have read, understood and accept and agree to comply with the student responsibility requirements as documented in the College of Health and Medicine:

- [Infectious Disease Guidelines and Procedures](#); and
- [Infection Control Guidelines](#).

I have complied with the Immunisation Requirements by uploading my completed Student Immunisation Record or NSW Health Vaccination Record Card to InPlace (Student Placement System) for verification.

- I agree to check InPlace on a weekly basis until I have received verification for all components. I will also maintain possession of the card.
- I will immediately notify the PEP Coordinator/Administrator **if my infection status changes**.
- I understand that I can only enter practice after I have had at least the first and second dose of Hepatitis B vaccine, have completed the TB questionnaire/assessment for my location and that all other immunisation requirements have been met. I further understand that my Hepatitis vaccination course, including post vaccination serology, must be completed prior to any subsequent placements.

SECTION 7: LEARNING REQUIREMENTS

I will read and familiarise myself with the learning requirements for this unit, or year of my course, and of the PEP/s.

Yes No

SECTION 8: WORK HEALTH AND SAFETY

I have read and understood the student work health and safety information and procedures relating to incident, accident and injury and student insurance located at [Work Health and Safety](#).

Yes No

SECTION 9: SAFETY IN PRACTICE DISCLOSURE

Do you have any permanent, episodic or temporary health condition/s or impairment/s, including visual or auditory processing (learning disability)?

IMPORTANT: Minor **treated** and **stable** conditions (e.g. *Asthma, hyper/hypothyroidism, stomach reflux, eye lenses*) do **not need to be disclosed**.

Yes No

Do you take any medication (prescribed or non-prescribed) or other substances that may affect your judgment, mental alertness and/or coordination (e.g. medication labelled with a warning sticker alerting the user not to drive a motor vehicle or operate machinery)?

Yes No

Have you experienced seizures, fits, convulsions, epilepsy, recurrent fainting, significant visual or hearing impairment (which is unable to be corrected with devices, such as glasses or hearing aids), sleep disorders, sleep apnoea, narcolepsy or diabetes within the last 5 years?

Yes No

Do you have any other known medical conditions, physical conditions, psychological issues or medication requirements which may impair your capacity to safely undertake Professional Experience Placements, laboratory and/or field activities?

Yes No

After reading the College of Health and Medicine **Mandatory Functional Requirements** (pages 3 & 4), do you have any concerns about your capacity to safely undertake Professional Experience Placements, laboratory and/or field activities?

Yes No

If you have answered YES to any of the questions above please take the [Health Assessment Form](#) to your Medical Practitioner for completion or procure a copy of your Educational Psychological Assessment Report (learning disability), then scan and submit the Form or Report via InPlace.

SECTION 10: SUPPORT TO MEET PLACEMENT REQUIREMENTS

In accordance with specific Course Requirements, students are allocated to professional experience placements subject to availability and generally must relocate to regions away from their place of residence.

I understand this statement: Yes

I require additional arrangements or learning support to successfully undertake the PEP:

No **Go to Section 11** Yes complete below

I have discussed with the Course Coordinator of my Program the additional arrangements and support I require to undertake PEP in the agreed location and am satisfied with the outcome.

Yes No

SECTION 11: CONFIDENTIALITY STATEMENT

In relation to my PEP, I agree to:

- maintain confidentiality of information, including clients, staff and workplace procedures;
- ensure the anonymity of clients when writing up case notes or any other documentation produced as part of my PEP; and
- sign a workplace specific Confidentiality Agreement if required by the healthcare provider.

SECTION 12: STUDENT DECLARATION

I have read and understood the Unit information in the Handbook, the policies, guidelines and procedures outlined in this agreement, and any additional information provided by the PEP Coordinator/Administrator and I am aware of the requirements of the PEP, laboratory and/or field activity. The special conditions relating to this/these have been explained to me and I have agreed to meet them. I consent to information from this form, any previous PEPs and academic progress being used in discussions with potential PEP providers.

- I agree to advise the PEP Coordinator/Administrator immediately of **any change to my circumstances** which are likely to impact upon my ability to practise safely throughout the period of my study.

I have truthfully completed all details relating to my PEP, laboratory and/or field activity requirements.

SIGNED by _____
(Signature of Student) (Date)

SECTION 13: STAFF AGREEMENT

THIS AGREEMENT is made on the _____ day of _____, 20 _____

BETWEEN THE UNIVERSITY OF TASMANIA

AND _____
(Print Student Name) (Student ID)

SIGNED for and on behalf of the **UNIVERSITY OF TASMANIA** by PEP Administrators via Electronic signature:

Name: _____

(Signature of PEP Administrator) (Date)

How to Obtain a National Police Certificate

Students who undertake professional experience placement (PEP) within the College of Health and Medicine (CHM) are required to obtain a National Police Certificate in compliance with the CHM National Police Check Procedure.

The College have an agreement with fit2work who provide an online National Police Check service, however, students are also able to obtain a National Police Certificate from the Tasmanian Police Department for students studying in Tasmania or the New South Wales (NSW) Police Department for students studying in NSW. Further information on each of these services is provided below.

NOTE: The only online National Police Certificates that will be accepted by the CHM are those offered from fit2work. Upon Receipt of your National Police Certificate please provide the Original Document to the Professional Experience Placement Coordinator/Administrator of your relevant Program.

fit2work Online National Police Check

fit2work offer an online application process to obtain a National Police Certificate at a cost of \$19.90 (plus GST) for all CHM students. You are only able to access this offer through the [College of Health and Medicine Compliance](#) page or by clicking on the link below:

<https://fit2work.com.au/PreEmployment.aspx?id=unitas>

Once you have applied for your [Fit2work police check](#), please upload the reference number and your full name into the police check item on [InPlace](#).

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

How to Obtain Working with Vulnerable People (Children) Registration

Students intending to undertake professional experience placement (PEP) must obtain registration in compliance with College of Health and Medicine [Working with Vulnerable People \(Children\) Registration Procedure](#) requirements. Registration is a legislated (**mandatory**) requirement for College of Health and Medicine students who undertake PEP as part of their course. There is capacity for **exemption** from registration in specific circumstances.

Working with Vulnerable People (Children) Registration Application (*mandatory*)

Please obtain registration via the guidelines below. Once registered, upload a scanned copy of your Working with Children Registration Card/Letter into [InPlace](#) to enable sighting and Verification by your Program PEP Administrator.

1 Tasmanian Students

To apply for Registration to Work with Vulnerable People (Children), go to the Tasmanian Government (*Department of Justice*) Consumer, Building and Occupational Services website at <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/applications/apply>.

Read and follow the instructions on that page and then click on **Start My Application** at the bottom of the page. If you have **current** Tasmanian Registration to Work with Vulnerable People (Children) (*Employee or Volunteer*) relating to your involvement with another 'Organisation', you can transfer the registration Organisation Name to the 'University of Tasmania - Health and Medicine'.

Include the following details on the application form:

- Are you submitting this form for yourself? Choose - 'Yes'
- Class of registration: Choose - 'Volunteer'
- Child-related activity: Choose - 'Child health program and child health service'
- Are you currently working or volunteering in a child related activity? Choose - 'Yes'
- **Employment and Volunteering Details** - Organisation Name: Choose - 'University of Tasmania - Health and Medicine'
- What is your job title or volunteer role? Type in - 'Student'
- In what capacity are you engaged in this activity? Choose - 'Volunteer'
- Are you also required to be registered, accredited, approved or licensed by another authority (e.g. teaching, child care, public passenger vehicle)? Choose - 'No'

1.1 International Students Coming to Tasmania

As part of the application process above, international students coming to Tasmania are required to provide an original copy of their National Police Certificate (NPC) (translated into English) from their country of origin or the country they have resided in the last 12 months.

Applicants from overseas can complete the online Application for Registration to Work with Vulnerable People (Children) before coming to Australia and post or email their ID, photo and payment to the Department of Justice (within 20 days of completing the form or it will expire). See the Interstate and Overseas Applicants Checklist at: https://www.cbos.tas.gov.au/data/assets/pdf_file/0018/408024/Interstate-overseas-applicants-checklist.pdf

Important Note:

In cases where a person cannot obtain a NPC from their country of origin for a genuine reason (e.g. the country won't provide it once they have left), the Department of Justice may accept Visa documents (copy) and a character reference letter supplied by someone the person has worked for or volunteered with in their country of origin.

Students in this case, or where their resident country process for providing a NPC takes quite some time, should proceed with the application and, once payment has been made, the Department of Justice will contact them to request additional documentation if/as required.

Once the application is completed and payment made, students can download the Supervised Employment Statutory Declaration form at: https://www.cbos.tas.gov.au/data/assets/pdf_file/0004/408064/Supervised-Employment-Statutory-Declaration.pdf. Completion of the Statutory Declaration form allows the students to undertake PEP under the supervision of a registered person until their Working with Children Registration is granted.

1.2 Interstate Students Undertaking Electives in Tasmania

In accordance with Tasmanian legislation as identified on the [Tasmanian Government Consumer, Building and Occupational Services](#) website, students with interstate WWC Registration undertaking PEP in Tasmania for **less than 28 days per year are exempt** from acquiring WWC Registration.

2 New South Wales Students

To apply for a Working with Children Check, go to the NSW Office of the Children's Guardian website at <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>. Under the 'Need more help?' menu, access the 'What do I need to do as an applicant?' video and then go to and click on the **Start Here** logo at the top of the page.

Include the following details on the application form:

- | | | |
|-------------------------|----------------------------|------------------|
| • Purpose for check: | Volunteer | (free of charge) |
| • Child-related sector: | Children's health services | |

2.1 Tasmanian Students Undertaking PEP in NSW

In accordance with NSW legislation and as identified on the [NSW Office of the Children's Guardian](#) Working with Children Check website, Tasmanian students with Tasmanian WWC Registration undertaking PEP in NSW for **less than 30 days per year are exempt** from acquiring NSW WWC Registration.

3 Placements in other States and Territories

Students undertaking placements in other states and territories will require the relevant State or Territory Registration. See: <https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks#table-1>

NSW Health Code of Conduct Agreement for Students

Step 1: Read the NSW Health Code of Conduct

The NSW Health Code of Conduct is available here:

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

Step 2: Enter your details

Name: _____

Date of Birth: _____ Gender: _____ Student ID: _____

University/TAFE/Training Organisation: _____ University of Tasmania

UTAS Email address: _____

Step 3: Declaration and signature

- 1. I have read and understood the NSW Health Code of Conduct, and agree to comply with its provisions at all times whilst attending student placements in NSW Health.*
- 2. I undertake that if I am charged or convicted of any criminal offence after the date of my National Police Certificate that I will notify NSW Health before continuing with my clinical placement.*
- 3. I declare that the information I have provided to NSW Health for the purpose of undertaking student placements is correct to the best of my knowledge. I understand that if I am found to have deliberately withheld or provided false information, my placements may be withdrawn.*

Signature: _____

Date: _____



NSW STUDENT VACCINATION RECORD COMPLETION GUIDE

Vaccination Requirements for Professional Experience Placement (PEP) within NSW Healthcare Agencies

The University of Tasmania is required to comply with Commonwealth and State legislation and regulations to ensure the safety of students and healthcare consumers. The College of Health and Medicine has a duty of care towards both students and healthcare consumers to prevent or minimise the risk of transmission of infectious or blood-borne diseases.

This fact sheet accompanies the Vaccination Record Card for Health Care Workers and Students. All vaccinations, screening and serology reports **MUST** be documented on the Vaccination Record Card to enable you to comply with both the College of Health and Medicine & NSW Health Occupational Assessment, Screening and Vaccination against Specified Infectious Policy (PD2018_009) for students undertaking PEP in NSW health care agencies.

It is a NSW Health requirement that only a GP or an Authorised Nurse Immuniser complete the Vaccination Record Card for Health Care Workers and Students. A clinic/practice stamp, practitioner name and signature is required next to all entries on the Vaccination Record Card. All vaccination records and entries on the Vaccination Record Card must be legible and in English.

Prior to visiting your GP please check the following sources for your vaccination records- child health records/baby books, vaccination/travel clinics, staff health records and GP medical records. Students previously immunised in Australia may also be able to download their immunisation history from the Australian Immunisation Register.

The Vaccination Record Card for Health Care Workers and Students is available from the NSW PEP Team. Students are responsible for all costs associated with completing vaccination compliance. It is recommended that you take this letter to your health care provider with your vaccination card.

Once you have **commenced** your Vaccination Record Card you are required to:

- Scan your Vaccination Record Card into a single PDF and upload to InPlace for verification by the NSW Authorised Nurse Immuniser after each individual vaccination (if required) for verification during Semester 1 Year 1 and at other times as requested
- After uploading your Vaccination Record Card to InPlace, you will also need to submit it to NSW Health during ClinConnect Bulk Compliance Day on campus in Semester 1 Year 1 and at other times as required
- Once you have completed all vaccination/serology/screening requirements, your Vaccination Record Card needs to be scanned into a single PDF and upload to InPlace for final verification.
- Take your Vaccination Record Card with you on 1st day of PEP to all Private Health Care Agencies

If you do not upload your Vaccination Record Card to InPlace and/or submit all other compliance documents to your PEP Coordinator/NSW Authorised Nurse Immuniser by the end of Semester 1 Year 1, you may not be eligible to undertake PEP as scheduled.

Further information regarding [Vaccine Preventable Diseases](#) is available from the [College of Health and Medicine Compliance](#) Webpage

To upload your Vaccination Record Card into InPlace:

Login to InPlace: <https://inplace.utas.edu.au/>

- click 'Staff and Students'
- Your **username** is your University email address, i.e. student123@utas.edu.au

Your **password** is the same for all University accounts, i.e. MyLO, eStudent and Webmail

NSW Health Vaccination Record Card for Health Care Workers and Students

Completion Instructions

Disease	Vaccination Record Card entry must include
Diphtheria, Tetanus and Pertussis	<p>One adult dose of dTpa vaccine given within the last 10 years Documented on Vaccination Card including</p> <ul style="list-style-type: none"> • Date of administration AND • Batch number (if no batch number provided, an adult dTpa booster will be required) AND • Health care provider signature AND • Health care provider practice stamp • No serology results are accepted. Do not use ADT vaccine
Hepatitis B	<p>History of a completed age appropriate course of Hep B vaccinations OR</p> <ul style="list-style-type: none"> • If a student has been vaccinated but cannot locate Hep B vaccination records, a verbal history of Hep B vaccinations must be recorded on the Vac Card by GP an Authorised Nurse Immuniser AND a NSW Health Attachment 9 Hepatitis B Statutory Declaration must be completed and witnessed by an Authorised Nurse Immuniser or GP. This Statutory Declaration must always accompany the Vac Card AND • Hep B surface antibody serology. Result must only be recorded as a numerical value ≥ 10 IU/ml (<i>note: positive, immune or detected are not accepted</i>) OR Documented evidence of anti HBc, indicating past Hepatitis B infection • If a Hep B non-responder after three (3) Hepatitis B vaccinations, please contact NSW PEP team ASAP for further information, as further serology and vaccinations will be required. • All Hep B vaccinations must be documented on Vaccination Card including <ul style="list-style-type: none"> • Date of administration AND • Batch number if given within last two (2) years AND • Health care provider signature AND • Health care provider practice stamp
Measles, Mumps, Rubella	<p>Evidence of two (2) MMR vaccinations, administered at least one month apart and documented on Vac Card including</p> <ul style="list-style-type: none"> • Date of administration AND • Batch number if given within last two (2) years AND • Health care provider signature AND • Health care provider practice stamp OR • Serology result indicating positive IgG for Measles and Mumps and Rubella, AND • Rubella serology result must be recorded on the Vac Card as a numerical value ONLY (<i>note: positive, immune or detected are not accepted</i>) AND • Rubella serology report must also be attached to Vac Card. • All MMR serology results must be documented on Vaccination Card including date of serology, health care provider signature and health care provider practice stamp OR • Born prior to 1966

<p>Varicella</p>	<p>Evidence of an age appropriate course of vaccination:</p> <ul style="list-style-type: none"> • If vaccinated at under 14 years old, evidence of one (1) Varicella vaccination. • If vaccinated at 14 years or older, evidence of two (2) Varicella vaccinations, administered at least one month apart. • All Varicella vaccinations must be documented on Vaccination Card including <ul style="list-style-type: none"> • Date of administration AND • Batch number if given within last 2 years AND • Health care provider signature AND • Health care provider practice stamp OR • Positive Varicella IgG serology • Documented on Vaccination Card with date of serology, health care provider signature and health care provider practice stamp.
<p>TB</p>	<p>TB Screening- Interferon Gamma Release Assay (IGRA) or Tuberculin Skin Test (TST) is required if:</p> <ul style="list-style-type: none"> • If you were born in a country with a high incidence of TB, or have resided or travelled for a cumulative time of 3 months or longer in a country with a high incidence of TB, as listed at: http://www.health.nsw.gov.au/Infectious/tuberculosis/Documents/countries-incidence.pdf, • OR if you have previously been assessed as TB compliant but resided or travelled for a cumulative period of 3 months or more to a country/countries with a high incidence of TB since your last TB assessment • OR if you have had contact with a person who has infectious TB disease you will require TB screening. <p>TB Screening</p> <ul style="list-style-type: none"> • IGRA (blood test) can be performed by a GP with results documented on Vac Card including: <ul style="list-style-type: none"> • Date of IGRA blood test AND either positive or negative result • Health care provider signature AND • Health care provider practice stamp <p>TST/Mantoux</p> <ul style="list-style-type: none"> • is required if a positive IGRA result occurs or if previously screened with TST. It must only be performed at a designated NSW TB Service, not by a GP or pathology company. It must be one month apart from the administration of any live vaccines (MMR & Varicella) • If you have a history of a BCG vaccination or if you have never had a BCG vaccination, this must also be recorded on the Vac Card at 'TB Screening' under "History of BCG vaccination" <p>TST/Mantoux Tests Interpretations:</p> <ul style="list-style-type: none"> • Reaction is negative, and no BCG scar, no further action • Reaction > 8 mm and no BCG, CXR required and results recorded on Vac Card • Reaction is negative, and BCG scar present, repeat mantoux test, if still negative, no further action • Reaction >10mm and BCG confirmed, CXR required and results recorded on Vac Card <p>All entries must include date, health care provider signature, health care provider practice stamp</p>

<p>Influenza Vaccination</p>	<p>For all UTas students undertaking PEP, the annual influenza vaccination is mandatory. Evidence of the annual influenza vaccination MUST be provided 2 weeks prior to 1st June each year using the</p> <ul style="list-style-type: none"> • UTas Safety in Practice Annual Influenza Vaccination Form http://www.utas.edu.au/_data/assets/pdf_file/0013/1170103/Safety-in-Practice-Influenza-Vaccination-Form.pdf <p>OR</p> <p>another form of evidence, which includes pharmacy/ hospital influenza consent form, GP immunization summary/list/statement or NSW Health Vaccination Record Card for Health Care Workers and Students. All other forms of evidence MUST include student name, date of birth, influenza vaccine name, vaccine batch number, date of administration, vaccinator name, signature and practice stamp/letterhead.</p>
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Sample Vaccination Record Card

Vaccination Record Card for Health Care Workers and Students



Personal Details (please print)

Please refer to instructions overleaf

Table with personal details: Surname (GAZING), Given names (STAR), Address (63 MILKY WAY OUTER GALAXY), State, P/code, Date of Birth (00/00/00), Email (sgazing@utas.edu.au), Staff/student ID No. (000 000), Contact numbers (mobile, home, work).

Main vaccination record table with columns: Vaccine, Date, Batch No., Official Certification by Vaccination Provider. Includes rows for Adult formulation diphtheria, tetanus, acellular pertussis (whooping cough), Hepatitis B vaccine, AND Serology: anti-HBs, Serology: anti-HBc, Influenza vaccine, Measles, Mumps and Rubella (MMR) vaccine, Varicella vaccine, TB Screening, Requires TB screening?, History of BCG vaccination, TB screening - Interferon Gamma Release Assay (IGRA) OR Tuberculin Skin Test, TST injection, and Other TB investigations.

Vaccination Record Card for Health Care Workers and Students



Personal Details (please print)

Please refer to instructions overleaf

Surname	GAZING	Given names	STAR
Address	63 MILKY WAY OUTER GALAXY		
	State:	P/code: 0000	Date of Birth: 00/00/00
Email	sgazing@utas.edu.au		Staff/student ID No. 000 000
Contact numbers	(best contact) 00000000	(work) —	(Medicare number) 000 00000

Vaccine	Date	Batch No. (if available)	Official Certification by Vaccination Provider (clinic/practice stamp, full name and signature)
Adult formulation diphtheria, tetanus, acellular pertussis (whooping cough)			Dr Full Moon Milky Way General Practice Southern Cross Drive Outer Galaxy NSW 2099 Provider No: 1234567A
Dose 1			
Booster 10 years after previous dose	1/9/19	AC37B286CE	<i>m</i> 1/9/19
Hepatitis B vaccine (age appropriate course of vaccinations AND hepatitis B)			Dr Full Moon Milky Way General Practice Southern Cross Drive Outer Galaxy NSW 2099 Provider No: 1234567A
Dose 1	1/12/18	AHBVC123C	<i>m</i> 1/12/18
Dose 2	3/1/19	AHBVC8586C	<i>m</i> 3/1/19
Dose 3	1/6/19	AHBVC2171C	<i>m</i> 1/6/19
			Dr Full Moon Milky Way General Practice Southern Cross Drive Outer Galaxy NSW 2099 Provider No: 1234567A
AND			
Serology: anti-HBs	10/7/19	Result 878 mIU/mL	<i>m</i> 10/7/19
OR		Result mIU/mL	
Serology: anti-HBc		Positive Negative	
Influenza vaccine (strongly recommended for all health care workers & risk health care workers)			Dr Full Moon Milky Way General Practice Southern Cross Drive Outer Galaxy NSW 2099 Provider No: 1234567A
Fluarix Tetra	1/4/20	AFLBA285AA	<i>m</i> 1/4/20
Measles, Mumps and Rubella (MMR) vaccine (2 doses MMR vaccine at least 1 month apart OR positive serology for measles)			Dr Full Moon Milky Way General Practice Southern Cross Drive Outer Galaxy NSW 2099 Provider No: 1234567A
Dose 1	1/12/18	AB9FC920A	<i>m</i> 1/12/18
Dose 2	3/1/19	AB9FC456A	<i>m</i> 3/1/19
OR			Dr Full Moon Milky Way General Practice Southern Cross Drive Outer Galaxy NSW 2099 Provider No: 1234567A
Serology Measles		IgG Result	
Serology Mumps		IgG Result	
Serology Rubella		IgG Result	
Varicella vaccine (age appropriate course of vaccination OR positive serology)			Dr Full Moon Milky Way General Practice Southern Cross Drive Outer Galaxy NSW 2099 Provider No: 1234567A
Dose 1			
Dose 2			
OR Serology Varicella	1/12/18	IgG Result positive	<i>m</i> 1/12/18
TB Screening	Date	Batch No. or Result	Given (clinic/practice stamp, full name and signature)
Requires TB screening?	1/12/18	<input checked="" type="radio"/> YES <input type="radio"/> NO (please circle)	<i>m</i> 1/12/18
History of BCG vaccination	1/12/18	<input type="radio"/> YES <input checked="" type="radio"/> NO (please circle)	<i>m</i> 1/12/18
TB screening - Interferon Gamma Release Assay (IGRA) OR Tuberculin Skin Test (TST) Services only			Dr Full Moon Milky Way General Practice Southern Cross Drive Outer Galaxy NSW 2099 Provider No: 1234567A
IGRA	1/12/18	Positive Indeterminate <input checked="" type="radio"/> Negative	<i>m</i> 1/12/18
OR			
TST injection			
Reading		Induration mm	
TST injection if 2 step required			
Reading		Induration mm	
Other TB investigations (including chest X ray)			

Vaccination Record Card for Health Care Workers and Students



Personal Details (please print)

Please refer to instructions overleaf

Surname			Given names	
Address				
	State:	P/code:	Date of Birth	
Email			Staff/student ID No.	
Contact numbers	(best contact)	(work)	(Medicare number)	

Vaccine	Date	Batch No. (if available)	Official Certification by Vaccination Provider (clinic/practice stamp, full name and signature)
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Adult formulation diphtheria, tetanus, acellular pertussis (whooping cough) vaccine (adult dose of dTpa vaccine)

Dose 1			
Booster 10 years after previous dose			

Hepatitis B vaccine (age appropriate course of vaccinations AND hepatitis B surface antibody ≥ 10 mIU/mL OR core antibody positive)

Dose 1			
Dose 2			
Dose 3			

AND

Serology: anti-HBs		Result	mIU/mL
OR		Result	mIU/mL
Serology: anti-HBc		Positive	Negative

Influenza vaccine (strongly recommended for all health care workers & **mandatory** for Category A High Risk health care workers)

Measles, Mumps and Rubella (MMR) vaccine

(2 doses MMR vaccine at least 1 month apart OR positive serology for measles, mumps and rubella OR birth date before 1966)

Dose 1			
Dose 2			

OR

Serology Measles		IgG Result	
Serology Mumps		IgG Result	
Serology Rubella		IgG Result	

Varicella vaccine (age appropriate course of vaccination OR positive serology)

Dose 1			
Dose 2			
OR Serology Varicella		IgG Result	

TB Screening	Date	Batch No. or Result	Given by/Read by (clinic/practice stamp, full name and signature)
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Requires TB screening?		YES NO (please circle)	
History of BCG vaccination		YES NO (please circle)	

TB screening - Interferon Gamma Release Assay (IGRA) OR Tuberculin Skin Test (TST) performed at NSW TB Services only

IGRA		Positive	Indeterminate	Negative
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OR

TST injection			
Reading		Induration	mm
TST injection if 2 step required			
Reading		Induration	mm

Other TB investigations (including chest X ray)

Attachment 6 Undertaking/Declaration Form

All new recruits/other clinical personnel/ students /volunteers / facilitators must complete each part of this document and Attachment 7 *Tuberculosis (TB) Assessment Tool* and provide a NSW Health Vaccination Record Card for Health Care Workers and Students and serological evidence of protection as specified in Attachment 4 *Checklist: Evidence required from Category A Applicants* and return these forms to the health facility as soon as possible after acceptance of position/enrolment or before attending their first clinical placement. (Parent/guardian to sign if student is under 18 years of age).

New recruits/other clinical personnel/ students /volunteers / facilitators will only be permitted to commence employment/attend clinical placements if they have submitted this form, have evidence of protection as specified in Attachment 4 *Checklist: Evidence required from Category A Applicants* and submitted Attachment 7 *Tuberculosis (TB) Assessment Tool*. Failure to complete outstanding hepatitis B or TB requirements within the appropriate timeframe(s) will result in suspension from further clinical placements/duties and may jeopardise their course of study/duties.

The education provider/recruitment agency must ensure that all persons whom they refer to a NSW Health agency for employment/clinical placement have completed these forms, and forward the original or a copy of these forms to the NSW Health agency for assessment. The NSW Health agency must assess these forms along with evidence of protection against the infectious diseases specified in this policy directive.

Part	Undertaking/Declaration	✓
1	I have read and understand the requirements of the NSW Health <i>Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases Policy</i>	
2	a. I consent to assessment and I undertake to participate in the assessment, screening and vaccination process and I am not aware of any personal circumstances that would prevent me from completing these requirements, OR	a
	b. I consent to assessment and I undertake to participate in the assessment, screening and vaccination process; however I am aware of medical contraindications that may prevent me from fully completing these requirements and am able to provide documentation of these medical contraindications. I request consideration of my circumstances.	b
3	I have provided evidence of protection for hepatitis B as follows:	a
	a. history of an age-appropriate vaccination course, <u>and</u> serology result Anti-HBs ≥ 10 mIU/mL OR	
	b. history of an age-appropriate vaccination course and additional hepatitis B vaccine doses, however my serology result Anti-HBs is < 10 mIU/mL (non-responder to hepatitis B vaccination) OR	b
	c. documented evidence of anti-HBc (indicating past hepatitis B infection) or HBsAg+ OR	c
	d. I have received at least the first dose of hepatitis B vaccine (documentation provided) and undertake to complete the hepatitis B vaccine course (as recommended in the <i>Australian Immunisation Handbook</i> , current edition) and provide a post-vaccination serology result within six months of my initial verification process.	d
4	I have been informed of, and understand, the risks of infection, the consequences of infection and management in the event of exposure (refer Attachment 5 <i>Specified Infectious Diseases: Risks and Consequences of Exposure</i>) and agree to comply with the protective measures required by the health service and as defined by PD2007_036 Infection and Control Policy.	
Declaration: I _____ declare that the information provided is correct		
Full name:	Worker cost centre (if available):	N/A
D.O.B:	UTAS Student ID :	
UTAS Email:	Education provider:	UTAS
Signature:	Date:	

Attachment 7 Tuberculosis (TB) Assessment Tool

All new recruits, other clinical personnel, volunteers and students are required to complete this Tuberculosis Assessment Tool along with a NSW Health Record of Vaccination for Health Care Workers and Students and Attachment 6 *Undertaking/ Declaration Form*. They should advise the NSW Health agency if they prefer to provide this information in private consultation with a clinician.

The NSW Health agency will assess this form and decide whether TB screening or clinical review is required.

New recruits, other clinical personnel and volunteers will only be permitted to commence duties if they have submitted this form to the employing NSW Health agency. Failure to complete outstanding TB requirements within the appropriate timeframe may affect their employment status.

The education provider must forward a copy of this form to the health service for assessment.

Existing Category A staff, clinical personnel, volunteers and students who spend more than 3 months in a country with high incidence of TB after their initial TB assessment must complete and submit this tool for reassessment on return to a NSW Health agency.

Part A		
1. Do you currently have a cough that has lasted longer than 2 weeks?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. If yes, have you had any episode of haemoptysis (coughing up blood)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Have you had unexplained fever, chills or night sweats in the past month?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Have you had any unexplained weight loss in the past month?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If you answered yes to any of the above questions, please attach relevant details on a separate page, including all results of any investigations or medical assessment you may have had it to this form.</i>		
Part B		
1. What is your country of birth?		
2. Have you ever in your lifetime (new personnel), or since your last occupational TB Assessment (existing personnel), lived or travelled overseas? If yes, provide details Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>Country</i>	<i>Duration of stay</i>	<i>Approximate dates/ year</i>
_____	_____	_____
_____	_____	_____
<i>(attach a separate page if necessary)</i>		
3. Have you ever had contact with a person known to have TB? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, detail the nature of the contact (attach separate page if necessary):		
4. Have you ever been tested for TB before? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>If you answered yes to any of the above questions, please attach further information on a separate page, including the date and results of any previous tests for TB (including TST, IGRA, sputum culture, chest x-ray) and attach it to this form</i>		
Worker/Student Declaration: I declare that the information provided on this form is correct		
Full name: _____	Worker cost centre (if applicable): N/A	
Date of birth: / /	UTAS Student ID:	
Phone: _____	Education provider: UTAS	
UTAS Email:		
Signature:	Date:	

Safety in Practice Pregnancy Guidelines

In accordance with [UTAS Safe to Practice Policy](#), through College of Health and Medicine (CHM) Professional Experience Placement (PEP) Safety in Practice requirements, all students must ensure that they have the capacity to safely undertake practice during their allocated PEP, including during pregnancy and post-delivery. CHM must also ensure that the health of students during pregnancy and post-delivery is not put at risk. As such, students who are pregnant cannot undertake PEP at some healthcare facilities, where patient/client behaviour, radiology and operating theatre procedures or infectious disease poses unacceptable risk.

The following guidelines outline CHM Safety in Practice requirements for students during pregnancy and post-delivery. Students will also be required to comply with individual PEP provider/facility policies.

Pre-PEP

Students who are pregnant:

- are required to disclose their pregnancy to their Program PEP Administrator/Coordinator;
- are required to have completed their pre-PEP vaccination requirements (discuss with their Obstetrician or GP). If unable to complete vaccinations, the student's PEP will be deferred or the student may need to withdraw from the PEP unit and re-enrol the following year; and
- students must be **no more than** 36 weeks pregnant at the completion of PEP date. If students wish to attend PEP after 36 weeks, they must have a Safety to Practice [Health Assessment Form](#) completed by their Obstetrician or GP.

Note: This must also comply with healthcare facility policy.

Program PEP Administrators/Coordinators may request the student to have an additional [Health Assessment Form](#) completed if any concerns with their pregnancy are identified or if they express concerns about their capacity to practice safely on PEP.

Pregnancy from 20 weeks needs to be disclosed to the Program PEP Administrator/Coordinator.

During PEP

Student attendance requirements for pregnancy related illness are the same as with general sickness.

Students can attend PEP 4 weeks post a normal vaginal delivery and 6 weeks post caesarean delivery, providing there are no existing post-natal health related issues. Should there be existing post-natal health concerns, students will be required to have a [Health Assessment Form](#) completed by their GP.

Program PEP Administrators/Coordinators can negotiate for students attending PEP post-delivery to have reasonable breaks to express milk, but the student cannot take the baby onsite or make any childcare arrangements with the PEP provider/facility.