



UNIVERSITY of
TASMANIA

**College of Health
and Medicine**

2023 Bachelor of Nursing: Get Ready 4 PEP! Pack

Welcome to the Bachelor of Nursing (BN) Program.

During your nursing studies, you will undertake Professional Experience Placement (PEP). PEP is usually the highlight of the program as it is where you put your theoretical knowledge into practice.

To undertake placement, you will need to be both safe to enter practice (protecting you) and safe in practice (protecting patients and staff).

This PEP pack contains information to assist you to complete the compliance process. You cannot undertake PEP unless your compliance is completed.

Compliance and Placement Dates:

2023 NSW Professional Experience Calendar - New students		
Nursing Study Period 1 30/01/2023 to 28/04/2023		
In NSP1 you prepare for placement by completing your compliance requirements		
Commence		By enrolment
All requirements in progress		Due 26 Feb 2023
All requirements completed and: - SON Mandatory Requirements (booking receipt submitted) - Vaccination Card in progress		Due 23 Apr 2023
Nursing Study Period 2 - 29/05/2023 to 18/08/2023		
Unit Code	Unit Name	Professional Experience Dates
NUR135	Nursing Practice 1	17 Jul - 28 Jul (compliant students only)
Nursing Study Period 3 - 18/9/2023 TO 8/12/2023		
Unit Code	Unit Name	Professional Experience Dates
NUR239	Nursing Practice 2	30 Oct - 17 Nov (compliant students only)

Compliance Explained

The first step in becoming a health care professional is making sure you can practise safely. This is the compliance process. It has many steps, takes time, and may involve personal expense. Therefore, it is important you read the following information carefully.

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

University of Tasmania Compliance

University of Tasmania Safety in Practice Agreement (SIP) needs to be completed annually. As you may be aware, to practise as a registered nurse, you must have the medical, physical and psychological capacity to practise safely.

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

Working with Children Check:

NSW students should submit their current NSW Working with Children Check. If you need to apply or renew, this can be done through [Service NSW](#) website.

Police Checks:

- If you don't have a police certificate issued since 30 July 2022 from an Australian police service, the University of Tasmania will accept a Fit2work certificate. You will need to visit the [College Compliance](#) website, and scroll down to the Fit2work link. This is the only online police check provider the University will accept, and therefore provides a discounted price to students. Due to the Privacy Act, you need to enter your reference number into InPlace.
- 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 the NSW PEP Team will witness for you – this document needs to be presented to the NSW PEP Team in person.

School of Nursing Mandatory Requirements:

1. Basic Life Support (BLS)
2. Hazardous Materials Task Handling (Manual Handling)
3. Mental Health: First Responder

The University of Tasmania is required to comply with all relevant Commonwealth and State legislation and regulations to ensure the safety of students and healthcare consumers. In line with both healthcare industry and accreditation requirements, all Bachelor of Nursing students must be deemed competent on an annual basis in Hazardous Materials Task Handling (Manual Handling), Basic Life Support (BLS) and Mental Health: First Responder. Initial training must occur prior to your first Professional Experience Placement (PEP).

The School of Nursing has partnered with [Intellilearn](#) as its preferred provider to deliver the required practical training and assessment on-campus. As a preferred provider of Utas, a special price has been negotiated with Intellilearn for students.

In 2023, Intellilearn training will only be held in 8-18 May on campus. If you require training outside of these dates, you are responsible for finding appropriate providers. Bookings can be made via the [Intellilearn](#) website.

NSW Health/ClinConnect Requirements

NSW Health Code of Conduct: Confidentiality agreement with NSW Health

NSW Health Tuberculosis (TB) Assessment Tool: The NSW Senior Immunisation Advisor will review and provide accurate information regarding your possible need for TB screening

NSW Health Undertaking/Declaration Form: Agreement with NSW Health to complete all required vaccinations

NSW Health Vaccination Record Card: This is a student's record of their required vaccination status, and will be part of your professional nursing life. You need to commence your vaccinations now, and upload your card into InPlace as each vaccination for preventable disease is updated. A hard copy is available from the NSW PEP Team.

All forms are available via InPlace or through the hyperlinks at the end of this pack.

Industry Partner Requirements

All industry partners require students to have been Mask Fit Tested (MFT) as per the [Clinical Excellence Commission](#). On campus testing will be organised by the SON.

Where the University of Tasmania organises opportunities for compliance requirements to be met through on-campus assessment, Utas has worked with partners to minimise the cost to students as much as possible.

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, there is a quick reference guide on the [InPlace](#) home page. You log in to InPlace with your University of Tasmania email and password. All compliance documents can be uploaded there with the exception of the police certificate. Due to the Privacy Act, you will need to enter your reference number only into InPlace.

You are encouraged to upload all your documents and information into InPlace as soon as possible. The NSW PEP Team are available on campus regularly during the semester to assist you. We are also contactable via sydney.placements@utas.edu.au

Students who have submitted all their required compliance requirements (or their booking application/booking receipts) by 2359 Sunday 26 February 2023 will able to view their NUR135 allocation shortly afterwards.

To assist with managing your compliance, please see the compliance checklist below:

University of Tasmania Compliance

Please follow the hyperlinks below to download your compliance documents:

- [College of Health and Medicine Compliance information page:](#)
 - Safety in Practice Agreement
 - NSW Working with Children Check
 - National Police Certificate
 - Safety in Practice Pregnancy Guidelines

School of Nursing Compliance

- [Bachelor of Nursing: Mandatory Requirements:](#)
 - Basic Life Support
 - Hazardous Materials Task Handling
 - Manual Handling and Mental Health: First Responder

NSW Health/ClinConnect Compliance

- National Police Check – information available as above
- [NSW Health Code of Conduct](#)
- [NSW Health Undertaking/Declaration](#)
- [NSW Health Tuberculosis \(TB\) Assessment Tool](#)
- [NSW Health Vaccination Record Card for Category A Workers and Students](#) (in progress)
 - Information on how to complete the vaccination requirements is available [here](#)
- [NSW Health Appendix 5: Statutory Declaration](#)

ITEM	REQUIREMENTS TO ACHIEVE VERIFICATION	DUE DATE
2023 Safety in Practice Agreement	Complete, then scan all pages into one PDF in a clearly readable format and upload into InPlace	26/02/2023
NSW Working with Children Check (Valid 5 years)	Scan in a clearly readable format as a PDF and upload into InPlace	26/02/2023
Basic Life Support * (Valid 1 year)	EITHER a Certificate or a booking receipt to be scanned in a clearly readable format as a PDF and uploaded into InPlace	23/04/2023
Manual Handling * (Valid 1 year)	EITHER a Certificate or a booking receipt to be scanned in a clearly readable format as a PDF and uploaded into InPlace	23/04/2023
Mental Health First Aid *	EITHER a Certificate or a booking receipt to be scanned in a clearly readable format as a PDF and uploaded into InPlace	23/04/2023
National Police Certificate (Valid 3 years)	Upload Fit2work reference number into InPlace	26/02/2023
NSW Health Code of Conduct	Complete, then scan in a clearly readable format as a PDF and upload into InPlace	26/02/2023
NSW Health Tuberculosis (TB) Assessment Tool:	Complete, then scan both pages in a clearly readable format as a single PDF and upload into InPlace	26/02/2023
NSW Health Undertaking/Declaration Form	Complete, then scan in a clearly readable format as a PDF and upload into InPlace	26/02/2023
NSW Health Vaccination Card in progress	Vaccination card commenced as per the NSW Immunisation Checklist, and scan all pages and supporting documentation in a clearly readable format as a single PDF and upload into InPlace after each update	26/02/2023
Mask Fit Testing Status	Upload your Mask Fit Test results into InPlace in a clearly readable format	Week 1 NSP – date TBA
Health Assessment Form	Only required if you declare a medical condition or impairment that may affect your mandatory functional requirements or as advised by University of Tasmania staff	As advised
NSW Health Appendix 5: Statutory Declaration	Declare this on InPlace – written document is only required if you have lived overseas for six months or more since turning 16 years of age. Please see the NSW PEP Team to complete it	As advised

NSW Health Vaccination Card Finalised	Vaccination card completed as per the NSW Immunisation Checklist, all pages scanned including supporting documentation, in a clearly readable format as a single PDF and uploaded into InPlace	30 September 2023
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- **Note:** Both training and assessment must include practical components. Online only certificates are not accepted.

NSW PEP Team

Sydney.placements@utas.edu.au

Therese Toohey

NSW PEP Coordinator
+61 2 8572 7996

Kerstin McElvenny

NSW Placement Officer
+61 2 8572 7906

Stella Yang

NSW Placement Officer
+61 2 8572 7907

Esther Marembo

NSW Fieldwork Coordinator
+61 438 379 537

Kathryn (Kate) Hipsley

NSW Senior Immunisation Advisor
+61 8572 7913