



UNIVERSITY of
TASMANIA

**College of Health
and Medicine**

**2023 Child and Family Health Stream
Get Ready 4 PEP! Pack**

Welcome to the Child and Family Health (CFH) stream.

During your child and family health 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, students need to advise the NSW PEP Team of their preferred dates and location. Students will also 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. Although you are already Registered Nurses, and have completed your own workplace compliance requirements, for the purposes of placement, you cannot undertake PEP unless your UTas and NSW Health student compliance is completed.

There are two components to PEP:

1. Requesting your preferred placement dates and location
2. Meeting Safety in Practice (compliance) requirements for placement

Placement Dates:

2023 NSW Professional Experience Calendar - New students		
Semester 1 20/02/2023 to 26/05/2023		
<i>In NSP1 you prepare for placement by completing your compliance requirements</i>		
Commence		By enrolment
All requirements in progress		Due 6 Mar 2023
All requirements completed (students cannot commence placement until all Utas and NSW Health compliance requirements are met)		Due 27 Mar 2023 (or 13 March if starting PEP on 27 March)
<i>Unit Code</i>	<i>Unit Name</i>	<i>Professional Experience Dates</i>
CNA752	Clinical Practice 1	120 hours (15 days/three weeks) to be completed between 27 March to 26 May 2023 (compliant students only)
Semester 2 – 10/07/2023 to 13/10/2023		
<i>Unit Code</i>	<i>Unit Name</i>	<i>Professional Experience Dates</i>
CNA753	Clinical Practice 2	120 hours (15 days/three weeks) to be completed between 10 July to 13 October 2023 (compliant students only)

Placement dates and locations preparation

The NSW PEP Team will organise your placement. Placement requires 15 days (120 hours/three weeks) attendance. Any missed days, including public holidays need to be made up (e.g. Easter, Anzac day). Most CFH clinics will only accept students on placement across full weeks, not part-time days. Weeks do not need to be consecutive.

Students are required to submit their preferred dates and clinic sites via NSW CFH preferred placement information, located in InPlace . This link is also available in InPlace (under 'My Details') and on the attached student planner. If students cannot attend PEP on full weeks, please contact the NSW PEP Team via sydney.placements@utas.edu.au to discuss your situation and options that may be available.

Semester one placement may commence from week six of semester one (27 March 2023). This gives students time to gain knowledge to apply to practice and time to complete the compliance requirements. If students are planning to commence placement 27 March, compliance needs to be completed two weeks prior (13 March 2023). Placement needs to be completed by end of semester (26 May 2023).

In semester two, another 15 days is required to be completed. Placement needs to be completed between 10 July to 13 October 2023. Requests can be completed via the same NSW CFH preferred placement information form above and can be submitted at any time.

To maximise your chances of attending placement for your preferred dates and location, students should submit their request as soon as possible and start the compliance process **NOW**. Placement will not be confirmed until students are well advanced in the compliance process. Students are only able to attend PEP if all UTas and NSW Health compliance requirements have been met.

Placement requests can be submitted via InPlace or [here](#).

A separate student planner document is also attached to assist you to complete the placement preparation and compliance processes.

The NSW PEP Team will organise your placement with NSW Health CFH sites. At times, this can take several weeks, therefore early requests for placement increase the success of attending placement on preferred dates and at preferred location.

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 are 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 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 **20 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. A special student price has been negotiated for students when using the supplied Utas link. Students need to enter the reference number into InPlace as due to the Privacy Act we are unable to accept the police certificate document.
- 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. If required, students are able to download the form from InPlace, and have it witnessed by a NSW Justice of the Peace.

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 the 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. Past vaccination information may be available via Medicare, GP and/or staff health. You need to commence your vaccinations now, and upload your card into InPlace as each vaccination is acquired. A hard copy is available from the NSW PEP Team.

Kate Hipsley, NSW Senior Immunisation Advisor, will also be in contact with you to advise on the vaccination compliance. NSW Health regularly updates their [Occupational Screening](#) policy. It is our experience that many CFH students are not fully up-to-date with the policy. Therefore, again, please start this process now, to ensure you are compliant to attend placement on your preferred dates.

All forms are available via InPlace or through the hyperlinks at the end of this pack as well as through InPlace – under 'My Details'.

NSW Health require students undertaking placement to have been Mask Fit Tested (MFT) as per the [Clinical Excellence Commission](#). If students have not been MFT, or are unable to be MFT at their workplace, please contact the NSW PEP Team for a list of recommended testers.

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. 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, only the reference number is accepted.

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

To assist with managing your compliance, please see the attached student planner and 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

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](#)
- Mask Fit Test results

Compliance Checklist

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	6/03/2023
NSW Working with Children Check (Valid 5 years)	Scan in a clearly readable format as a PDF and upload into InPlace	6/03/2023
National Police Certificate (Valid 3 years)	After applying for your Fit2work Police Check, submit the reference number only to InPlace.	6/03/2023
NSW Health Code of Conduct	Complete, then scan in a clearly readable format as a PDF and upload into InPlace	6/03/2023
NSW Health Tuberculosis (TB) Assessment Tool:	Complete, then scan both pages in a clearly readable format as a single PDF and upload into InPlace	6/03/2023
NSW Health Undertaking/Declaration Form	Complete, then scan in a clearly readable format as a PDF and upload into InPlace	6/03/2023
NSW Health Vaccination Card in progress	Vaccination card commenced as per the NSW Immunisation Checklist, and scan all pages and	6/03/2023

	supporting documentation in a clearly readable format as a single PDF and upload into InPlace after each update	
Mask Fit Testing Status	Upload your Mask Fit Test results into InPlace in a clearly readable format	6/03/2023
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	27 March 2023
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

The NSW PEP Team acknowledges the compliance process and placement preparation is complex. To assist students, understand the compliance and placement processes, there will be an online CFH PEP Orientation. This will be held 5.30-7pm 15 February 2023 via zoom: <https://utas.zoom.us/j/81989052368>. It is highly recommended that, if possible, students attend this session.

However, we would strongly urge that students commence the compliance process as soon as possible as it does take time. If not completed on time, this will lead to delays in placement commencement

Please also feel free to contact the NSW PEP Team as below.

NSW PEP Team

Sydney.placements@utas.edu.au

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CFH PEP Student Planner

Placement Name: **CNA752 & CNA753**

Placement Dates: **Semester 1: Between 27/03- 26.5.2023/Semester 2: Between 10.07 - 13.10.2023**

General Placement Administration

From Enrolment	<p><i>Students are required to complete both University of Tasmania mandatory PEP Requirements and NSW Health ClinConnect verification compliance processes to be able to attend placement.</i></p> <p><i>To ensure safety in practice requirements are met and you receive appropriate support and guidance, please ensure that if you become pregnant or your health status changes once you have completed your 2023 Safety in Practice Agreement, you discuss these changes with Therese Toohey, NSW PEP Coordinator.</i></p> <p><i>Further information on the compliance requirements is available overleaf. The NSW PEP Team can also be contacted with any questions you may have about compliance, placement dates and location via:</i></p> <p>Sydney.placements@utas.edu.au</p> <p>Login to InPlace and familiarise yourself with the system</p> <p>Receive emails from NSW PEP Team Subject: 2023 Welcome to Child and Family Health</p> <p>Order student ID card online via the Orientation and settling in webpage. Please note the first and last name on your ID card must match your enrolled name. Cards are generally posted from Tasmania, therefore please allow enough time for postal delivery</p> <p>Register for Health and Medicine Post Graduate Orientation</p> <p>Accept/decline invitation to online CFH Professional Experience Placement (PEP) Orientation 5.30-7PM Wednesday 15/02/2023</p> <p>Commence compliance requirements as early as possible to ensure you are prepared to attend your placement</p>
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Key Dates

Orientation 13-17 February 2023	<p>Attend Post-graduation programs orientation: 12-2pm Tuesday 14 February 2023</p> <p>Attend PEP online Orientation: 530-7 Wednesday 15 February 2023 via zoom: https://utas.zoom.us/j/81989052368</p> <p>If you have not already done so, commence the PEP compliance process (please note - any compliance requirement can be completed prior to the deadlines)</p>
February/March	<p>Placement Date and location: complete via InPlace under MyDetails</p> <p>Placement confirmed once compliance completed</p>
Compliance commenced 6 March 2023	<p>All compliance items commenced, police certificate reference number uploaded into InPlace, Vaccination records collected.</p> <p>Nominate preferred PEP dates and location via InPlace</p> <p>Check in to InPlace to view status of your compliance, if items are rejected, read any comments and follow instructions (you may need to click on 'see more' or the blue cross + to see all details)</p>
Compliance completed -27 March 2023	<p>Compliance Requirements</p> <ul style="list-style-type: none"> - Safety in Practice Agreement - NSW WWCC - NSW Health Code of Conduct - NSW Health Tuberculosis (TB) Assessment Tool - NSW Health Undertaking/Declaration Form - National Police Check (reference number only to be uploaded into InPlace as certificates cannot be uploaded) - NSW Vaccination Record Card all items completed except hepatitis B (must be started) and TB (it may several months to complete, you only need to have started the process) <p>Please see separate 'All you need to know about PEP' information pack for more details.</p> <p>Check in to InPlace to view status of your compliance, if items are rejected, read any comments and follow instructions (you may need to click on 'see more' or the blue cross + to see all details)</p> <p>When documentation is ready, eligible students will be advised to or the process for completing NSW Health ClinConnect verification requirements.</p> <p>If you are a NSW Health employee attending PEP within a NSW Health facility, you will need to email a copy of your NSW Health staff ID AND your UTas Student ID from your NSW Health email address to: HETI-ClinicalPlacements@health.nsw.gov.au</p> <p>Please do this ASAP to ensure you are able to attend placement as scheduled.</p>
CNA752 PEP may commence	<p>Eligible students may commence placement</p> <p>need to add placement preference info</p>
April/May Pre-Placement Requirements	<p>Review your placement details in InPlace including any pre-placement requirements by your facility</p> <p>Contact NUM/CNE ONE week prior to placement commencement to confirm first day meeting details and PEP roster</p> <p>Review your facility details, including the first day arrangements as these may be different to your regular shift times</p> <p>Undertake your own research into your allocated area to ensure you are fully informed of your placement</p> <p>Review Unit Outline, Reflection tool and PEP Workbook to understand your intended learning outcomes, scope of practice and assessment requirements for placement</p> <p>Research transport arrangements (http://www.transportnsw.info/) to ensure punctuality for placement</p> <p>2023 Flu vaccine now available, upload evidence of vaccination into InPlace</p>
During Placement	<p>Complete placement attendance and assessment requirements</p> <p>Participate in all opportunities to develop your practice, always within your scope of practice</p> <p>Seek feedback from clinical area staff and preceptor</p> <p>If absent from PEP, complete CFH Absence form</p>
End of Placement	<p>Complete placement facility survey</p> <p>Submit assessment items as per UTas protocols</p> <p>Complete UTas Work Integrated Learning (WIL) survey</p>

PEP MANDATORY REQUIREMENTS

PEP Requirements	Action	Due date
2023 Safety in Practice Agreement	Pages 5-8 completed and uploaded into InPlace	6 March 2022
NSW Working With Children Checks	Current NSW WWCC are accepted (either ending in V or E). Applications can be made through NSW Service. Once issued, upload WWCC notification into InPlace	6 March 2022
NSW Vaccination Requirements		
2023 Fluvax	Annual influenza is required each year. Only 2023 Fluvax is accepted (Available mid April 2023)	<p>Commence ASAP as it may take you some time to collect all required evidence.</p> <p>Sources of vaccination evidence include</p> <ul style="list-style-type: none"> * Australian Immunisation Register *Staff Health *GP <p>Your NSW Vaccination Record Card needs to be commenced and uploaded into InPlace by 6 March 2022 and needs to be completed by 27 March 2023</p> <p>Students wishing to attend PEP in April will need to complete their vaccination evidence two weeks prior to commencing PEP</p>
Diphtheria/Tetanus/Pertussis	Student must have evidence of vaccination within the last 10 years	
Hepatitis B	Students must have completed their course and submitted serology showing immunity ≥ 10 mmols	
Measles/Mumps/Rubella	Students must have completed their course or submitted serology	
Varicella	Students must have completed their course or demonstrated immunity	
COVID Vaccinations	Copy of Australian Immunisation Record with at least three doses recorded	
NSW Vaccination Record Card	All vaccinations recorded as above	
NSW Health Code of Conduct	Completed and uploaded to InPlace	6 March 2022
NSW Health Attachment 7: TB Assessment Tool	Completed and uploaded to InPlace	6 March 2022
NSW Health Attachment 6 : Student Undertaking/Declaration	Completed and uploaded to InPlace	6 March 2022
National Police Certificate (NPC)	Apply via Utas Fit2work link -(note it may take up to three weeks therefore apply ASAP) Upload reference number into InPlace	6 March 2022
All PEP Mandatory Requirements must have an expiry date of 13 October 2023 or later.		