



Safety in Practice Student Compliance Documentation Guidelines and Procedure

December, 2017

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Responsible Officer	Associate Heads, Learning and Teaching
Approved by	School of Medicine and School of Health Sciences Learning and Teaching Committees
Approved and commenced	October, 2014
Reviewed	December, 2017
Review by	December, 2020
Relevant Policy or Procedure the Guideline supports	College of Health and Medicine Safety in Practice Compliance and Risk Assessment
Responsible Organisational Unit	School of Medicine and School of Health Sciences

1 Executive Summary

All students undertaking College of Health and Medicine programs with a professional experience placement (PEP) component are required to comply with the College of Health and Medicine [Safety in Practice Compliance and Risk Assessment Procedure](#).

These guidelines identify the student [Safety in Practice Requirements](#) compliance documentation and associated deadlines for completion and submission.

2 Implementation and More Information

2.1 Program PEP Administrators will:

- provide a copy of this document to all students enrolling in PEP programs; and
- administer student documentation submission compliance.

2.2 For further information, contact the PEP Program Administrator.

3 Safety in Practice Requirements Documentation Submission Deadlines

3.1 Students must complete the Safety in Practice Requirements documentation via the [Safety in Practice Agreement Form](#) (other requirements and forms are hyperlinked within the Agreement Form).

3.2 The College of Health and Medicine assesses student compliance with the following Safety in Practice Requirements:

- national criminal history;
- working with children registration
- medical, physical and psychological capacity to safely undertake the College of Health and Medicine [Mandatory Functional Requirements](#); and
- infectious disease and immunisation status.

3.3 National criminal history and medical, physical and psychological disclosures, which are subsequently risk assessed for student capacity to practice safely, may inhibit student eligibility to participate in courses. Risk assessment must therefore, be completed prior to enrolment census date.

3.4 **Newly enrolled students** must **complete** and **submit** the Safety in Practice Requirements documentation to the Program PEP Administrator by:

- week two of semester one; or
- in case of late enrolment, prior to beginning study.

The **Working with Children Registration Card** and **Immunisation Record Form/Card** must be **completed** (with Hep B vaccination commenced) and **submitted by week 1 of semester 2**, unless **required earlier by individual Program** - Program to advise).

- 3.5 **Continuing students** must **submit** the Safety in Practice Requirements documentation to the Program PEP Administrator **by**:
- **census date of semester one; or**
 - **earlier as per any individual Program requirements** (Program to advise).
- 3.6 Student non-compliance with these submission deadlines can lead to disciplinary action.

4 Submission Non-Compliance Procedure

Failure to meet the Safety in Practice Requirements Submission Deadlines in 3.4 or 3.5 above can lead to the following disciplinary procedure being initiated:

- 4.1 Student must meet with the PEP Administrator to receive formal notification of the outstanding Safety in Practice Requirements documentation and to sign Compliance Documentation Submission Form (**Appendix 1**).
- (Failure to attend will result in referral to the Head of Program)**
- 4.2 Student will then have until the date/s specified on the Compliance Documentation Submission Form to submit the outstanding documentation.
- (Failure to submit will result in referral to the Head of Program)**
- 4.3 Student will then be contacted to attend an appointment with the Head of Program to submit the outstanding documentation directly.
- (Documentation will no longer be accepted by the PEP Administrator)**
- 4.4 The Head of Program has the discretion to initiate an allegation of general misconduct against any students who still fail to comply with the Safety in Practice Requirements Submission Deadlines under [Ordinance 9 – Student Discipline](#).

5 Glossary

Term/Acronym	Definition
Head of Program	Degree Coordinator/Authorised Person
Organisational Unit	School of Medicine and School of Health Sciences
PEP	Professional Experience Placement
PEP Administrator	Program PEP Administration Point of Contact Person
Program	Degree

6 Versioning

Initial	Version 1	Pharmacy Program, 2014
Version	Version 2	Approved April, 2017; by School of Medicine and School of Health Sciences Learning and Teaching Committees
Current	Version 3	Reviewed by Faculty Manager, PEP Safety in Practice

Appendix 1 Late Submission Form

School of Medicine and School of Health Sciences

Safety in Practice Compliance Documentation – Late Submission Form

Dear _____ ID _____, you have failed to submit the **completed** College of Health and Medicine [Safety in Practice Requirements](#) documentation indicated below, in accordance with the [Safety in Practice Student Compliance Documentation Guidelines and Procedure](#) **submission deadlines**.

- 1 Safety in Practice Agreement
 Health Assessment (where required) **1a**
- 2 National Police Certificate
- 3 Immunisation Record Form/Card
 Safety in Practice Immunisation Variation Form (where required) **3a**
- 4 Working with Children Registration

You are required to contact (*insert PEP Administrator name*) to discuss the late submission process below.

Student Declaration

As discussed and agreed with the PEP Administrator, I am aware that I must submit the completed above indicated documentation by:

- **1 & 2 30th April**
- **3 & 4 30th July**

I am aware that failure to submit the indicated documentation by this date will result in my having to meet with the Head of Program to discuss possible:

- submission of the documentation directly to the Head of Program; or
- allegation of general misconduct under [Ordinance 9 – Student Discipline](#), which can be initiated by the Head of Program against any student who fails to comply with the Safety in Practice Student Compliance Documentation Guidelines and Procedure **submission deadlines**.

Signed by Student:

Name: _____ Student ID number: _____

Student Signature: _____ Date _____

Signed on behalf of Head of Program by:

(*insert PEP Administrator name*): _____ Date _____