

Safety in Practice Student Compliance Documentation Process

April 2023

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Responsible Officer	Associate Dean, Professional Experience Placement
Approved by	College of Health and Medicine Learning & Teaching Committee
Approved and commenced	October 2014
Reviewed	October 2022; March 2024
Review by	March, 2024
Relevant Policy or Procedure the Process supports	College of Health and Medicine Safety in Practice Compliance and Risk Assessment
Responsible Organisational Unit	College of Health and Medicine

1 Executive Summary

All students undertaking College of Health and Medicine (CoHM) 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 Process](#).

This process outlines the student [Safety in Practice Requirements](#) compliance documentation and associated deadlines for completion and submission.

2 Implementation and Further Information

2.1 Program PEP Administrators will:

- administer the process in accordance with stated timelines.

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 vulnerable people (children) registration;
- medical, physical and psychological capacity to safely undertake the College of Health and Medicine [Mandatory Functional Requirements](#);
- infectious disease and immunisation status; and
- additional specific program requirements as listed on the [CoHM PEP website](#).

3.3 National criminal history, working with vulnerable people registration and medical, physical and psychological disclosures, which are subsequently risk assessed for student capacity to practise safely, may inhibit student eligibility to participate in courses. Risk assessment must therefore, be completed prior to enrolment census date during the first semester of the first year of the course.

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

- week two of the first semester of your course; or
- in case of late enrolment, prior to beginning study.

The **Immunisation Record Form/Card** must be completed (with Hep B vaccination commenced) and submitted by census date in the first semester of your course.

Please Note: Students in the **Bachelor or Master of Laboratory Medicine** program are required to either provide evidence of immunity to Hepatitis B or administration of at least the first dose of a three dose of Hepatitis B vaccination, by week two of the first semester of the course.

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 Process

Failure to meet the Safety in Practice Requirements Submission Deadlines outlined 3.4 or 3.5 can lead to the following disciplinary process 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)

5 Glossary

Term/Acronym	Definition
Head of Program	Course Coordinator/Authorised Person
Organisational Unit	College of Health and Medicine
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 College of Health and Medicine Learning & Teaching Committee
Current	Version 3	Reviewed by Manager, PEP Safety in Practice

Appendix 1 Late Submission Form

College of Health and Medicine

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 Process](#) **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 Vulnerable People Registration
- 5 Other Program Requirements

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:

Date:

I am aware that failure to submit the indicated documentation by the date/s 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

Signed by Student:

Name: _____ Student ID number: _____

Student Signature: _____ Date _____

Signed on behalf of Head of Program by:

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