National Police Check Procedure for Students

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1 Objective

Australian healthcare facilities and non-Government Organisations, under the Health Practitioner Regulation National Law Act 2009, Aged Care Act 1997 and Australian Health Practitioner Regulation Agency (AHPRA) criminal history registration standards, require all staff, students and volunteers who will come into contact with children, elderly and vulnerable people and associated sensitive information to undertake a National Police Record Check.

2 Scope

All students enrolled in College of Health and Medicine (CHM) courses which include a professional experience placement are required to undertake a National Police Record Check as part of the pre-placement CHM Safety in Practice Compliance requirements, to ensure compliance with the University Police Record Check (Students) Policy.

3 Procedure

3.1 Student Responsibility

College of Health and Medicine students must:

- Undertake a National Police Record Check to obtain a National Police Certificate (NPC). In accordance with the Health Practitioner Regulation National Law Act 2009, Spent and Annulled Convictions Legislation are not applied (this means the student must disclose their entire criminal history on their NPC).

  The CHM will accept NPCs from fit2work or the Australian State or Territory Police in which the student resides. The fit2work application link is located on the CHM PEP website. The NPC must be no older than six months when submitted and remains current for 3 years, unless there are changes to the student's criminal history.

- Submit their current NPC/s to their Program PEP Administrator for sighting by week 2 of the first semester of their course or, prior to beginning study in case of late enrolment, and every 3 years thereafter. This submission date ensures sighting of the NPC and referral to the CHM Manager, PEP Safety in Practice for risk assessment, where required, occurs prior to census date in accordance with the CHM Safety in Practice Compliance and Risk Assessment Procedure.

- Provide their current NPC to PEP provider healthcare facilities for sighting, where required, at the start of their PEP. The Program PEP Administrator does not retain a copy of the NPC.

- Notify the Program PEP Administrator if/when an offence is committed during the course of study. Students may be required to obtain a new NPC.

International Students

In addition to the procedural requirements above, international students and students who have been a citizen of or have resided in another country since turning 16 years of age, must submit a National Police Certificate (or equivalent that has been translated into English) from the country of birth or country of residence.
Placements in other States/Territories and Countries
In addition to the procedural requirements above, students undertaking placements in other states/territories or countries may also be required to meet jurisdiction specific requirements – more information and assistance is provided to students where required. Current example:

- Tasmanian student of Nursing applies to undertake a placement in NSW. The student has an offence recorded on their NPC, so must submit their NPC to NSW Health for risk assessment. The student is contacted by the NSW PEP Coordinator to discuss the risk assessment process.

3.2 College Responsibility

College of Health and Medicine Manager, PEP Safety in Practice must:

- Assess the offences recorded on a student’s NPC for risk to public health and safety via the PEP NPC Risk Assessment Process (3.3).
- Notify the student and Program PEP Coordinator/Administrator of the outcome of the NPC risk assessment, as per one of the following:

  Tasmania:
  - The student is eligible to participate in the Program and is ‘Clear to attend PEP’.
  - The student is eligible to participate in the Program and is ‘Clear to attend PEP with conditions’, which are articulated.

  New South Wales:
  - The student is eligible to participate in the Program, but must also apply to NSW Health for authority to undertake Clinical Placements within NSW Public Health Facilities.

  OR in all cases:
  - The student is ‘Ineligible to participate in the Program’, and is advised of the:
    - reasons for the decision;
    - consequences for course completion;
    - notification to the Regulatory Agency (if required); and
    - the process available for the student to seek a review under Students Complaints - Ordinance 8.

3.3 PEP NPC Risk Assessment Process

The CHM PEP NPC risk assessment process is applied to determine whether a student who has conviction/s or charges pending is eligible to undertake PEP. Eligibility to participate in PEP is decided in accordance with University of Tasmania Safe to Practice Policy and AHPRA criminal history registration standards.

The Risk Assessment Outcome (table 1) is determined by the CHM Manager, PEP Safety in Practice through application of a risk assessment mechanism. In accordance with the Health Practitioner Regulation National Law Act 2009, all criminal history disclosures on the student’s NPC are assessed.
Table 1: PEP NPC Risk Assessment Outcomes

<table>
<thead>
<tr>
<th>No Risk</th>
<th>Assessable Risk</th>
<th>Unacceptable Risk</th>
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</thead>
<tbody>
<tr>
<td>Outcome</td>
<td>Clear to attend PEP</td>
<td>Clear to attend PEP or ineligible to participate in PEP</td>
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<tr>
<td>No Criminal History</td>
<td>Offence Against a Person</td>
<td>Sexual Offence and Murder</td>
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<tr>
<td></td>
<td>Offence Involving Violence</td>
<td>Offence Against a Vulnerable Person</td>
</tr>
<tr>
<td></td>
<td>Drug Possession</td>
<td>Offence Involving Strong Violence</td>
</tr>
<tr>
<td></td>
<td>Offence Involving Dishonesty or Fraud</td>
<td>Drug Trafficking</td>
</tr>
<tr>
<td></td>
<td>Offence Relating to Property Damage</td>
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<td></td>
<td>Driving Offence</td>
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4 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>NPC</td>
<td>National Police Certificate</td>
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<tr>
<td>Organisational Unit</td>
<td>College of Health and Medicine</td>
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<td>PEP</td>
<td>Professional Experience Placement</td>
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</tbody>
</table>

5 Supporting Documentation

The College of Health and Medicine National Police Check Procedure for Students complies with the:

- University of Tasmania [Safe to Practice Policy](#), 2009;
- Health Practitioner Regulation National Law Act, 2009;
- [Aged Care Act 1997](#);
- University of Tasmania [Privacy Policy](#); and
- Australian Health Practitioner Regulation Agency (AHPRA) [criminal history registration standards](#).
6 Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
<th>Version 1 - National Police Record Check Guidelines and Procedures</th>
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<tbody>
<tr>
<td></td>
<td>Approved - 4\textsuperscript{th} February 2009</td>
</tr>
<tr>
<td></td>
<td>Reviewed - 4\textsuperscript{th} February 2011</td>
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<tr>
<td></td>
<td>Amended – 29\textsuperscript{th} October 2014</td>
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