

**NSW Bachelor of Paramedic Practice:  
Continuing Students  
2021 NSW PEP Requirements**

Welcome to the final year of your Bachelor of Paramedic Practice (BPP) Program.

As you are aware, to complete your studies, all students will undertake professional experience placement (PEP). Placements in 2021 will give students the opportunity to continue to develop the required skills to practice as a registered paramedic.

This PEP information pack contains information to assist students in preparing for 2021 placements. As a student healthcare practitioner, it is important that you remain up to date with your compliance status. The compliance process ensures students are safe to enter the practice environment and are safe in practice.

The following pages contain the below information and documents to assist you in completing the compliance process, and attaining verification for the upcoming year.

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## **2021 Professional Experience Placements**

NSW Ambulance continues to experience structural and operational change, which means there are a limited number of placements across the Metropolitan Region. The Metropolitan division stretches from Engadine in Southern Sydney to Toukley on the Central Coast and across to Katoomba. Due to the limited number of places, metropolitan students will only be able to submit comments for these placements, not station expression of interests.

Regional placements offer unique opportunities for personal and professional growth as students attend placement while living and practicing in regional NSW communities. These experiences are highly valued by future employers.

Students allocated to a regional placement will be able to submit preferences, which will be taken into consideration along with course requirements and station availability. If any student would prefer to complete a second regional placement, please contact the NSW PEP Team.

InPlace will automatically allocate students to their placement based on station availability, previous placement and term address as listed in eStudent. Final allocations will be reviewed with Suzanne Avis, Academic Lead, Sydney.

Further information is available from the [NSW BPP PEP](#) webpage.

### **2021 PEP Dates**

During this year, placements are currently planned for the following units of study.

- **CAA207: Emergency Ambulance (28 August – 24 September 2021)**
- **CAA208: Emergency Ambulance (25 December 2021 – 21 January 2022)**

Whilst every possible care and attention has been taken to ensure accuracy of PEP dates for 2021, they can be subject to change due to external influences. In this situation, any affected students will be notified as soon as possible.

## Compliance

As you would recall from earlier this year, the compliance process has many steps and can take some time. It is a process you will undertake regularly in your paramedic career. Therefore, it is important you read the below information carefully.

Through your previous placements, students will have realised that the University of Tasmania and our partners take student safety seriously. In line with legislative and policy requirements, strict criteria have been set that must be met prior to students attending placement.

Students will have completed the majority of their compliance items in first year. However, students need to be aware several compliance items do have expiry dates (see below), which need to be current to the end of each placement.

As only compliant students will be able to submit expressions of interest and/or comments prior to each placement, students will need to ensure compliance requirements that expire prior to or during placement are updated before the preference period opens. Information about placement processes will be provided at least six weeks prior to each placement.

- **Safety in Practice Agreement (SIP)** needs to be completed annually. As you may be aware, to practise as a paramedic, you must have the medical, physical and psychological capacity to practise safely.
  - Complete the University of Tasmania Safety in Practice (SIP) Agreement
  - Under section 9, students are required to make a Safety in Practice Disclosure, in regards their medical, physical and psychological capacity to practise safely.  
*Please consider these questions carefully. If students answer yes to any of the questions in the Disclosure, a Health Assessment Form needs to be completed by the student and their treating healthcare practitioner. This will allow the university to make any reasonable adjustments to assist you undertake your placement.*
- Scan the completed form into a single PDF and upload into InPlace.
  
- **National Police Certificate:** is valid for three years only. If expiring, please go to the [College Compliance](#) website, and scroll down to the Fit2work link. This is a specially created link that provides access to an online national police certificate provider at a discounted rate. Fit2work is only online police check provider accepted by the University.
  
- **NSW Working With Children Check:** is valid for five years only. applications and renewals can be made via the [NSW Office of the Childrens Guardian](#) website.

**First Aid and CPR** are entry only requirements to the Bachelor of Paramedic Practice and do not require updating.

*Students are responsible for the cost of and ensuring any items expiring prior to/during a placement are updated. Students are advised to retain their original compliance documents, as these documents will need to be presented in person to NSW Health and partners, and will form part of graduate program application at the completion of your studies.*

For further information regarding PEP please refer to [College Compliance](#). The [NSW PEP Team](#) look forward to delivering your PEP and can be contacted via [Sydney.placements@utas.edu.au](mailto:Sydney.placements@utas.edu.au) or as below:

Kind Regards

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## InPlace Quick Reference Student User Guide

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InPlace is the University of Tasmania’s web-based system used by staff to organise Professional Experience Placements (PEP).

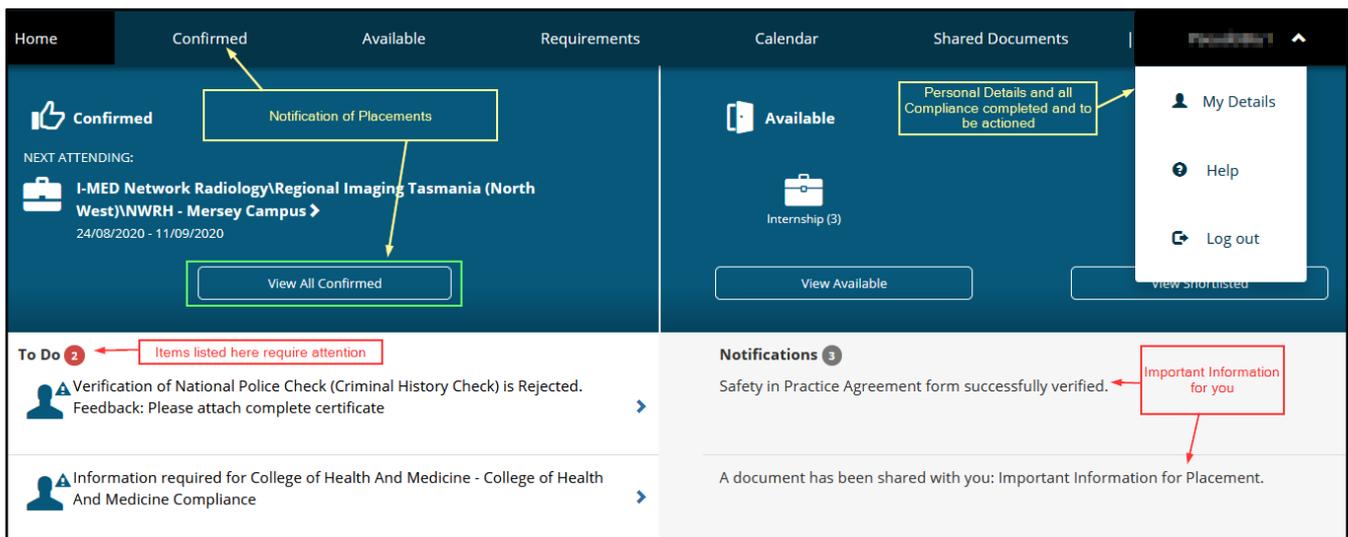
In InPlace students can access their course compliance requirements, upcoming placements and facility information.

## Logging in for the first time

- Go to: <https://inplace.utas.edu.au/> and click on ‘Staff and Students’
- Your **username** is your University email address, e.g. [student123@utas.edu.au](mailto:student123@utas.edu.au)
- Your **password** is the same for all University accounts, i.e. MyLO, eStudent, Webmail and InPlace
- When you log in to InPlace you will be presented with **Terms and Conditions** that you need to accept to access the system.

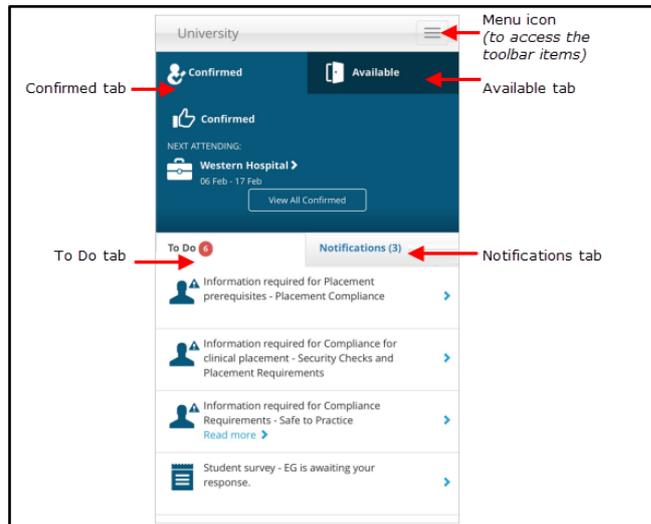
**Note:** Once you have logged in for the first time, University of Tasmania single sign on should apply and you will not have to log in to the system each time.

## Your Home Page



The screenshot shows the InPlace Home Page interface. At the top, there is a navigation bar with tabs: Home, Confirmed, Available, Requirements, Calendar, and Shared Documents. The 'Confirmed' tab is active. Below the navigation bar, there are two main sections: 'Confirmed' and 'Available'. The 'Confirmed' section shows a notification of placements and a list of next attending placements, including 'I-MED Network Radiology\Regional Imaging Tasmania (North West)\NWRH - Mersey Campus'. The 'Available' section shows a calendar view of placements, including 'Internship (3)'. On the right side, there is a user profile menu with options: My Details, Help, and Log out. Below the main sections, there are two panels: 'To Do' and 'Notifications'. The 'To Do' panel shows two items: 'Verification of National Police Check (Criminal History Check) is Rejected. Feedback: Please attach complete certificate' and 'Information required for College of Health And Medicine - College of Health And Medicine Compliance'. The 'Notifications' panel shows two notifications: 'Safety in Practice Agreement form successfully verified.' and 'A document has been shared with you: Important Information for Placement.' Annotations with arrows point to various elements: 'Notification of Placements' points to the notification in the Confirmed section; 'Personal Details and all Compliance completed and to be actioned' points to the My Details menu item; 'Items listed here require attention' points to the To Do panel; and 'Important Information for you' points to the Safety in Practice Agreement notification.

On a mobile device your home screen will look a little different; the same information is available and easy to access.



## Quick Reference

<b>TAB</b>	
<b>Home</b>	Click to return to the Home page.
<b>Confirmed</b>	Click to view all your placements; confirmed, completed and upcoming and confirmed (successful) opportunities. A number appears beside the link if there are new items to view. From the Confirmed page you can open a placement and then access your schedule (including your logbook or timesheets) and any documents linked to the placement and use the carpool feature.
<b>Available</b>	Click to view a list of all advertised opportunities i.e. placement, internship and volunteer positions you can apply for, along with any that have been shortlisted for you. If new opportunities have been added recently the number displays beside the link.
<b>Requirements</b>	Indicates progressive placement hours required in your course and required hours completed/allocated/not allocated.
<b>Calendar</b>	Click to open your Calendar. <b>Note: Internet Explorer is not a recommended browser to view your student calendar</b>
<b>Shared Documents</b>	Click to open the Shared Documents page and view all documents available to you.
<b>&lt;your username&gt;</b>	Click your username to view the User Account menu. From here you can: <ul style="list-style-type: none"> <li>• click My Details to open the My Details page and review your personal details and all required compliance documentation for your placements.</li> <li>• click Help to open the InPlace online help</li> <li>• click another InPlace account (such as Staff Account), if you have more than one role, to switch to that view of InPlace. (Some users have more than one account. For example, they may be both a staff member and a student.)</li> </ul>

## Compliance Required for your Course

Compliance required includes e.g. Safety in Practice Agreement, criminal history check and some items that may be specific to your course. Compliance must be completed as required before you can enter any practice environment.

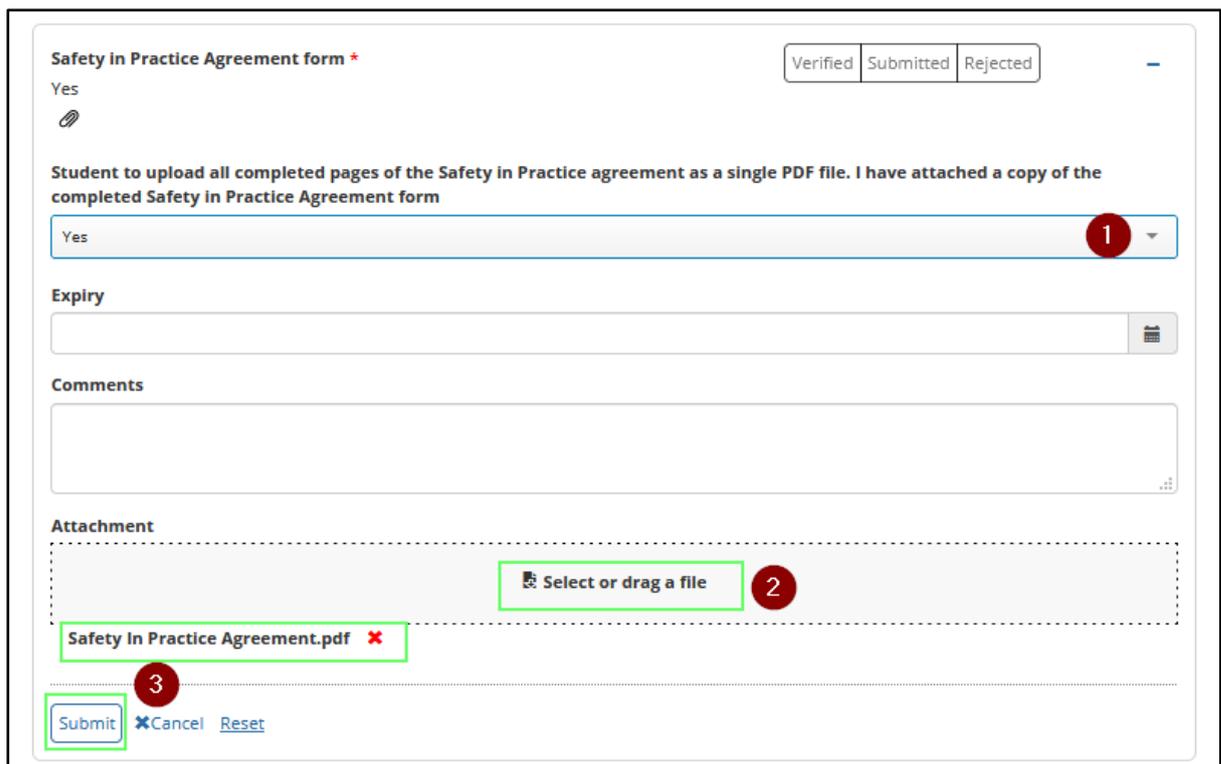
### Access and complete compliance requirements

1. Click on 'My Details' and scroll down to find required compliance items.
2. Locate the section requiring attention and click on the **+** icon to expand. **Note:** Any item marked with a red \* must be completed.



This screenshot shows a card for the 'Safety in Practice Agreement form'. The card includes the title 'Safety in Practice Agreement form' with a red asterisk, an expiration date of 'Expires 21/12/2020', and a small thumbnail icon. On the right side, there are three status buttons: 'Verified', 'Submitted', and 'Rejected'. A green box highlights a plus sign icon in the top right corner, with a red arrow pointing to it from the left.

3. Populate the fields and upload relevant documents; then click 'Submit' **Note:** Documents must be uploaded as a single PDF file; if you upload one page on top of another, the first page will be overridden.



This screenshot shows the expanded submission form for the 'Safety in Practice Agreement form'. It includes a title bar with 'Verified', 'Submitted', and 'Rejected' buttons. The form contains several sections:
 

- A 'Yes' radio button with a red circle '1' next to it.
- An 'Expiry' date field with a calendar icon.
- A 'Comments' text area.
- An 'Attachment' section with a dashed border, containing a 'Select or drag a file' button (circled in red with '2') and a file named 'Safety In Practice Agreement.pdf' (circled in green with '3').
- A bottom bar with 'Submit', 'Cancel', and 'Reset' buttons.

4. Once successfully submitted the box in the top right will be blue.



This screenshot shows the 'Safety in Practice Agreement form' card after successful submission. The status buttons are 'Verified', 'Submitted' (highlighted in blue), and 'Rejected'. The red asterisk is still present next to the title.

5. When the information you have provided is confirmed the box in the top right will be green.

**Safety in Practice Agreement form \*** 
Verified
Submitted
Rejected

6. If you have not completed all details correctly, your submission will be rejected. The box in the top right will be red and feedback made available to you under 'Verification Comment'. This feedback will also appear on your home screen in the To Do section. You will then need to complete as requested, upload a new document, if required, and re-submit.

**Safety in Practice Agreement form \*** 
Verified
Submitted
Rejected

Yes  
Expires 28/02/2021  


**Student to upload all completed pages of the Safety in Practice agreement as a single PDF file. I have attached a copy of the completed Safety in Practice Agreement form**

Yes

**Expiry**  
28/02/2021 

**Comments**

**Verification Comment**  
26/08/2020 Please complete all details on page 5 of the Safety in Practice agreement and re-submit

**To Do** 5

  Verification of Safety in Practice Agreement form is Rejected. Feedback: 26/08/2020 Please complete all details on page 5 of the Safety in Practice agreement and re-submit ➔

## Safety in Practice Agreement

All students are required to complete a Safety in Practice Agreement on enrolment into a College of Health and Medicine course when a placement will be undertaken during their course.

## Health Assessment Form

If you answer **YES** to any of the questions in the Safety in Practice Disclosure (Section 9, as below), you are required to have the [CHM Health Assessment Form](#) completed by a Medical Practitioner. Declaring a medical, physical and/or psychological condition will not automatically exclude you from undertaking PEP.

**SECTION 9: SAFETY IN PRACTICE DISCLOSURE**

Do you have any permanent, episodic or temporary health condition/s or impairment/s, including visual or auditory processing (learning disability)?

**IMPORTANT:** Minor **treated** and **stable** conditions (e.g. Asthma, hyper/hypothyroidism, stomach reflux, eye lenses) do **not need to be disclosed**.

Yes  No

Do you take any medication (prescribed or non-prescribed) or other substances that may affect your judgment, mental alertness and/or coordination (e.g. medication labelled with a warning sticker alerting the user not to drive a motor vehicle or operate machinery)?

Yes  No

Have you experienced seizures, fits, convulsions, epilepsy, recurrent fainting, significant visual or hearing impairment (which is unable to be corrected with devices, such as glasses or hearing aids), sleep disorders, sleep apnoea, narcolepsy or diabetes within the last 5 years?

Yes  No

Do you have any other known medical conditions, physical conditions, psychological issues or medication requirements which may impair your capacity to safely undertake Professional Experience Placements, laboratory and/or field activities?

Yes  No

After reading the College of Health and Medicine **Mandatory Functional Requirements** (pages 3 & 4), do you have any concerns about your capacity to safely undertake Professional Experience Placements, laboratory and/or field activities?

Yes  No

If you have answered YES to any of the questions above please take the [Health Assessment Form](#) to your Medical Practitioner for completion or procure a copy of your Educational Psychological Assessment Report (learning disability), then scan and submit the Form or Report via InPlace.

1. If you are required to submit, you can upload your completed Health Assessment form in the My Details section in InPlace.

Health Assessment form

Verified

Submitted

Rejected

+

**Health Assessment form** Verified Submitted Rejected -

I have attached a copy of the completed Health Assessment form – ONLY REQUIRED if you have answered YES to any of the questions in Section 9 of the Safety in Practice Agreement or advised by PEP staff. If you are not sure if this item is applicable to you please contact your Placement Coordinator. If NOT APPLICABLE to you, please DO NOT make any changes to this item – LEAVE BLANK and select Cancel. Your Health Assessment Form is treated with the strictest confidence and once loaded to InPlace can only be viewed by the College of Health and Medicine PEP Safety in Practice Manager and the Director/Manager PEP.

Select status... ▼

**Expiry**

**Comments**

**Attachment**

 Select or drag a file

Add your PDF form here

Submit
✕Cancel
[Reset](#)

- Once successfully submitted the box in the top right will be blue; the paperclip indicates there is a document attached.

**Health Assessment form** Verified **Submitted** Rejected +

Yes 

- Once verified, the box in the top right will be green and an expiry date will appear.

**Health Assessment form** **Verified** Submitted Rejected +

Yes **Expires 28/02/2021**

## Confirmed Placement/s

All your placements can be found by clicking on the 'Confirmed' tab from your home screen.



Completed, current and future placements will be listed here.

1. Completed – placement has been confirmed as completed.
2. To be finalised – has been completed; completion yet to be confirmed.
3. Upcoming – placement is scheduled in the future.
4. Current – placement is in progress now.

Name	Type	Period	Duration	Status
<a href="#">St Vincent's Hospital, Sydney</a>	Placement	9/09/2019 - 20/09/2019	80 HOUR Aged Care	Completed
<a href="#">SLHD Community Health</a>	Placement	13/01/2020 - 24/01/2020	80 HOUR Primary Health & Community Care	Completed
<a href="#">SLHD Mental Health</a>	Placement	27/01/2020 - 7/02/2020	72 HOUR Mental Health	Completed
<a href="#">Canterbury Hospital</a>	Placement	4/05/2020 - 29/05/2020	152 HOUR Hospital/Surgical	Completed <span style="color: red; font-weight: bold;">1</span>
<a href="#">St Vincent's Hospital, Sydney</a>	Placement	20/07/2020 - 28/08/2020	240 HOUR Hospital/Medical	To be finalised <span style="color: red; font-weight: bold;">2</span>
<a href="#">St. George Hospital</a>	Placement	9/11/2020 - 18/12/2020	240 HOUR Hospital/Medical	Upcoming <span style="color: red; font-weight: bold;">3</span>
<a href="#">International Placement New South Wales</a>	Placement	1/01/2020 - 31/12/2020	240 HOUR	Current <span style="color: red; font-weight: bold;">4</span>

## Confirmed Placement Tabs

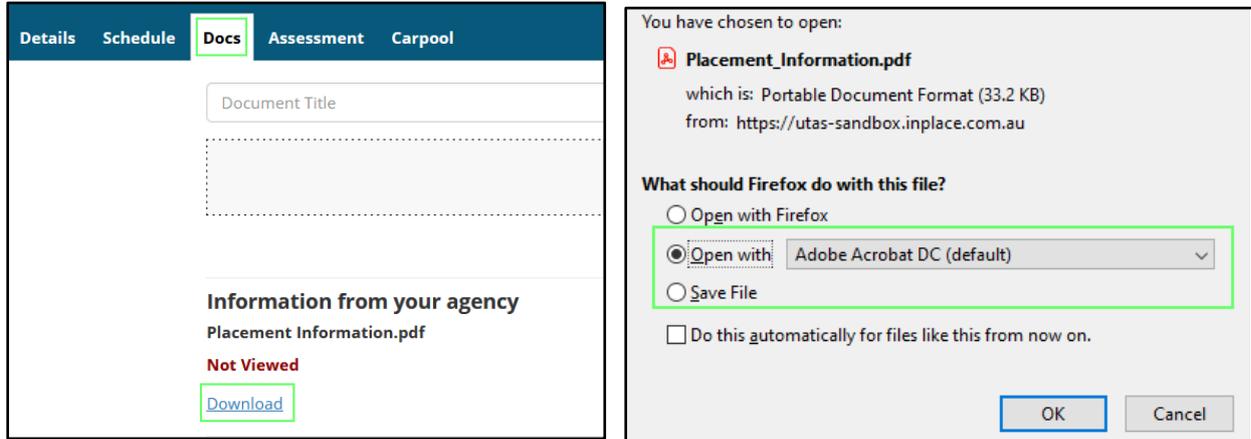
### Schedule

If a placement roster has been added for your placement you will see it here.

Details	Schedule	Docs	Assessment	Carpool
<b>Attendance summary</b>				
0%				
○ 10 required ● 0 completed				
	Date	Agency	Shift	
○	9/09/2019	Liverpool Hospital\CB4A - Neuro Medicine	AM	
○	10/09/2019	Liverpool Hospital\CB4A - Neuro Medicine	AM	
○	11/09/2019	Liverpool Hospital\CB4A - Neuro Medicine	AM	
○	12/09/2019	Liverpool Hospital\CB4A - Neuro Medicine	AM	

## Documents

There may be a document relating to your placement which you can open or save. This could be information specific to your placement or the agency where you are placed, or it may be a form you need to complete in order to undertake the placement.



The image shows two side-by-side screenshots. The left screenshot is a web application interface with a dark blue header containing tabs: 'Details', 'Schedule', 'Docs' (highlighted with a green box), 'Assessment', and 'Carpool'. Below the tabs is a form with a 'Document Title' input field and a dashed-line placeholder. At the bottom, there is a section titled 'Information from your agency' for 'Placement Information.pdf', which is marked as 'Not Viewed' and has a 'Download' button highlighted with a green box. The right screenshot is a Firefox file dialog box. It displays the file 'Placement\_Information.pdf' (33.2 KB) from 'https://utas-sandbox.inplace.com.au'. Under the heading 'What should Firefox do with this file?', the 'Open with' option is selected and highlighted with a green box, with 'Adobe Acrobat DC (default)' shown in a dropdown menu. Other options include 'Open with Firefox', 'Save File', and a checkbox for 'Do this automatically for files like this from now on.' 'OK' and 'Cancel' buttons are at the bottom.

## Calendar

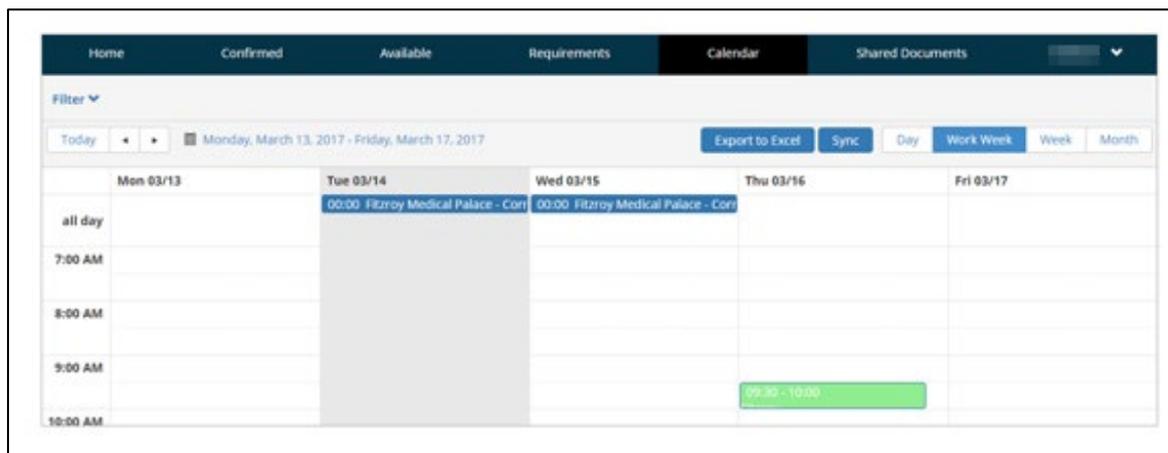
The InPlace Calendar lets you view your confirmed placements and any self-selectable placements you have nominated.

It may also show your course-related engagements (classes, lectures and so on) imported from an external calendar if your institute uses one.

The Calendar offers you the option to sync your calendar data with your own external calendar (for example, a Google calendar).

**Note:** Internet Explorer is not a recommended browser to view your student calendar

### Open the Calendar



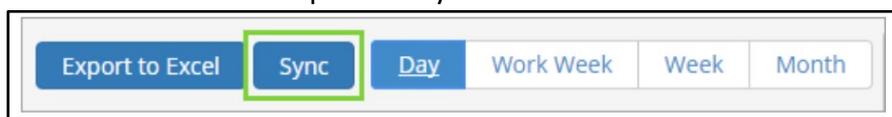
Click Calendar on the toolbar. The default view is Work Week.

- All your placements are shown in blue, nominated self-selectable placements are pink, and all non-placement engagements are green.
- In the Day and Week views all-day events (or ones where no specific time range has been set up) are shown at the top, in the all-day section.
- In the Day and Week views the default calendar day starts at 7.00 AM and ends at 7.00 PM. However, you can click 'Show full day' (bottom left corner) to see a 24-hour day. Click 'Show business hours' to switch back again.

### Perform a Calendar Sync

You can sync your placement calendar data with an external calendar. The data is exported as an iCalendar file (iCalendar.ics), which is compatible with external calendars such as Google, Yahoo, Outlook and iCal.

1. Click Sync on the Calendar.
2. In the Sync your calendar dialog copy the URL provided.
3. Enter the URL where required on your mobile device.



**Note:** Syncing instructions may vary across operating systems so you will need to follow the steps that apply to your device.

## Requirements

The Requirements tab indicates progressive hours completed and upcoming within your course.

**Note:** This is a progressive screen which builds until required hours totals the number of hours specific to your course requirements.

**Summary**



200 Hours Required

✔ 80 Hours Completed

+ 0 Hours Allocated

- 120 Hours Remaining (Not Allocated)

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**Placement Requirements**

**20LASEM02 - (13/07/2020 to 18/10/2020)**

Required  
80 Hours Aged Care / Hospital/Medical / Hospital/Surgical / Mental Health / Primary Health & Community Care

100%

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**North West Regional Hospital Burnie** Completed ← included in completed hours

80 Hours Hospital/Medical 7/09/2020 - 18/09/2020

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**LA - 21LANUR01 - (8/02/2021 to 30/04/2021)**

Required ← included in required hours but not currently allocated

120 Hours General

## Student Survey

From time to time you may be asked to complete surveys about your experience within a placement. Your feedback is valued and is important for those who need to understand the wider picture of the student placement experience. **Any feedback you provide always remains anonymous.**

### To complete a Survey

On your home screen you will see an item in the To Do list to advise a survey is available for you to complete.

1. In the To Do list on your Home page click the blue arrow or 'Read more'



2. Complete the questions.
3. Click one of the following:
  - **Save as Draft:** saves the survey so you can complete it at a later date. (Reopen it by clicking the survey task in the To Do list on your Home page.)
  - **Submit Survey:** submits your completed survey. The survey task will then disappear from your To Do list.

**Note:** You will also receive an email with a personalised link to your survey.

## Safety in Practice Pregnancy Guidelines

In accordance with [UTAS Safe to Practice Policy](#), through College of Health and Medicine (CHM) Professional Experience Placement (PEP) Safety in Practice requirements, all students must ensure that they have the capacity to safely undertake practice during their allocated PEP, including during pregnancy and post-delivery. CHM must also ensure that the health of students during pregnancy and post-delivery is not put at risk. As such, students who are pregnant cannot undertake PEP at some healthcare facilities, where patient/client behaviour, radiology and operating theatre procedures or infectious disease poses unacceptable risk.

The following guidelines outline CHM Safety in Practice requirements for students during pregnancy and post-delivery. Students will also be required to comply with individual PEP provider/facility policies.

### Pre-PEP

Students who are pregnant:

- are required to disclose their pregnancy to their Program PEP Administrator/Coordinator;
- are required to have completed their pre-PEP vaccination requirements (discuss with their Obstetrician or GP). If unable to complete vaccinations, the student's PEP will be deferred or the student may need to withdraw from the PEP unit and re-enrol the following year; and
- students must be **no more than** 36 weeks pregnant at the completion of PEP date. If students wish to attend PEP after 36 weeks, they must have a Safety to Practice [Health Assessment Form](#) completed by their Obstetrician or GP.

Note: This must also comply with healthcare facility policy.

Program PEP Administrators/Coordinators may request the student to have an additional [Health Assessment Form](#) completed if any concerns with their pregnancy are identified or if they express concerns about their capacity to practice safely on PEP.

Pregnancy from 20 weeks needs to be disclosed to the Program PEP Administrator/Coordinator.

### During PEP

Student attendance requirements for pregnancy related illness are the same as with general sickness.

Students can attend PEP 4 weeks post a normal vaginal delivery and 6 weeks post caesarean delivery, providing there are no existing post-natal health related issues. Should there be existing post-natal health concerns, students will be required to have a [Health Assessment Form](#) completed by their GP.

Program PEP Administrators/Coordinators can negotiate for students attending PEP post-delivery to have reasonable breaks to express milk, but the student cannot take the baby onsite or make any childcare arrangements with the PEP provider/facility.

## SAFETY IN PRACTICE AGREEMENT

### INTRODUCTION

College of Health and Medicine (CHM) students undertaking a professional experience placement (PEP), laboratory **and/or** field activity (**placement**) as a requirement of a unit or course of study must sign a *Safety in Practice Agreement* annually. The purpose of the Agreement is to ensure that you are aware of your rights and responsibilities while undertaking PEPs.

The agreement should be completed in accordance with the CHM [Safety in Practice Documentation Process](#), scanned and submitted via upload into [InPlace](#). The PEP Coordinator/Administrator of your Program will be able to discuss any additional arrangements and support that you may need. The PEP Administrator of your Program will sign this agreement on behalf of the Program and it will be 'verified' and remain accessible to you in [InPlace](#).

#### **Important Note:**

*Any student **under the age of 18 years** enrolled in Programs that include PEP must have the **written consent of their parent or guardian** when completing this Agreement.*

**You will not be permitted to undertake your PEP if a completed and signed Agreement has not been received.**

**Period of Agreement:            January 1<sup>st</sup>, 2021    -    February 28<sup>th</sup>, 2022**

### COURSE NAME AND CODE

Please enter the Course Name and Code in which you are enrolled into the designated area on page 5 of this Agreement.

### EXPLANATORY NOTES

You should carefully read the *Explanatory Notes* relating to each section before completing and signing the Agreement.

### SECTION 1: PERSONAL DETAILS

You must ensure your contact details are up to date in the [eStudent](#) portal.

Some of your personal information including your name, student number and photo, contact details and information on special requirements will be disclosed to the healthcare provider where you are undertaking your PEP. Where personal information is provided to a healthcare provider, the provider will be informed that they are bound by the privacy provisions of the University in relation to the use, disclosure and storage of personal information.

Your de-identified personal information (that is information that does not readily identify an individual) may be used by the healthcare provider for management of PEPs, research and statistical purposes. The healthcare provider will ensure that data will:

## SAFETY IN PRACTICE AGREEMENT

- be protected;
- not be provided to unauthorised third parties;
- only be used for the stated purposes; and
- remain de-identified.

Your personal information will only be used or disclosed for the primary purpose for which it is collected. Personal information will be managed in accordance with the *Personal Information Protection Act 2004, Privacy Act 1988 (Cth)*, the UTAS Privacy Policy and Privacy Statements available here:

[www.utas.edu.au/privacy](http://www.utas.edu.au/privacy) For more information on how your information is being used by the University, or to access your personal information, visit the University's website at <http://www.utas.edu.au/>, or contact the University on (03) 6226 4858.

The University may be required to provide your name, course information, healthcare provider details and your start and end date to the commonwealth government. The information is required for funding purposes and failure to consent to that information transfer will result in you not being permitted to undertake PEP. Further information will be provided to you via email when the data collection commences including the Privacy Policy for the commonwealth government and a contact person.

## SECTION 2: EMERGENCY CONTACT

An emergency contact is requested so the University can identify and contact the most appropriate person in the case of an emergency during your PEP.

## SECTION 3: HEALTH AND SAFETY POLICY

In order to meet the University work, health and safety requirements, you are required to read the University [Health and Safety Policy](#). If you make a disclosure in Section 9, then you will need to take the CHM [Health Assessment Form](#) to your Medical Practitioner for completion before you sign the Agreement.

## SECTION 4: BEHAVIOUR POLICY

You are required to read the University [Behaviour Policy](#) which outlines the University's expectations for appropriate behaviour.

## SECTION 5: NATIONAL POLICE RECORD CHECK AND WORKING WITH VULNERABLE PEOPLE (CHILDREN) REGISTRATION

Most Australian health care agencies and non-government organisations require National Police Record Checks and Working with Vulnerable People (Children) Registration for all staff, students and volunteers who deal with sensitive information and will come into contact with children, elderly and vulnerable people.

The College of Health and Medicine has determined that all students enrolled in courses involving PEP will require:

1. A **National Police Record Check**. When you apply for a National Police Record check you will receive a National Police Certificate.

You are required, in accordance with CHM [National Police Check Process](#), to obtain a current National Police Certificate by **week 2 of the first semester** of your course and every 3 years thereafter. In addition, international students and students who have been a citizen of or have resided in another country since turning 16 years of age, must provide a National Police Certificate from the country of birth or country of residence.

If you **commit an offence during your course of study** you are required to immediately notify the:

- Australian Health Practitioner Regulation Agency, where applicable; and

## SAFETY IN PRACTICE AGREEMENT

- PEP Coordinator/Administrator for your Program. Your case may be referred to the Manager, College of Health and Medicine PEP Safety in Practice for assessment. The Manager, PEP Safety in Practice may require you to undertake a new National Police History Record Check.
2. **Working with Vulnerable People (Children) Registration.** When you apply for registration you will receive a Working with Vulnerable People Registration Card (Tasmania) or Letter (NSW). *(Laboratory Medicine students are exempt)*

You are required, in accordance with the CHM [Working with Vulnerable People \(Children\) Registration Process](#), to [obtain Working with Vulnerable People \(Children\) Registration](#).

### SECTION 6: INFECTIOUS DISEASES PROCESS

The CHM [Infectious Diseases Process Documentation](#) applies to students who are required to undertake PEPs in health care settings including the provision of patient/client care and services with exposure-prone procedures (e.g. research, laboratory). You are also required to comply with all local policies, procedures and guidelines which apply to employees/health care workers within the health care setting. College of Health and Medicine students are also required to read and comply with the following College documents prior to undertaking PEPs:

- [Infectious Diseases Process Documentation](#); and
- [Tasmanian Student Immunisation Record Form](#);  
or
- [NSW Student Immunisation Record - Information Checklist](#).

### SECTION 7: LEARNING REQUIREMENTS

You are required to read and become familiar with the learning requirements for the PEP units in your course that you will complete during the period of this agreement.

### SECTION 8: WORK HEALTH AND SAFETY

You are required to read and become familiar with the work health and safety information and procedures relating to incident, accident and injury and student insurance located at [Work Health and Safety](#).

### SECTION 9: SAFETY IN PRACTICE DISCLOSURES

The University of Tasmania is committed to continuously improving the management and standards of work, health and safety and in so doing we strive to protect the health and safety of our students and other people in the community with whom students interact as part of their study.

All College of Health and Medicine students required to undertake PEP(s) are to establish and maintain their medical, physical and psychological capacity to practise safely.

You are therefore, required to declare your capacity to safely undertake the following professional experience placement **Mandatory Functional Requirements** for your course:

1. **Capacity to read and write** to enable the student to:
  - read and understand patient/client records, charts and/or medication labels and dosages; and
  - accurately record patient/client notes.
2. **Capacity to undertake critical thinking and reflective analysis** to:
  - self-evaluate and reflect upon one's own practice, feelings and beliefs and the consequences of these for individuals and groups.
3. **Capacity to communicate** to enable the student to:

## SAFETY IN PRACTICE AGREEMENT

- interact with patients/clients and health practitioners in a professional setting;
- accept instruction and professional criticism;
- question directions and decisions which are unclear; and
- resolve conflict and negotiate with staff and patients/clients.

### 4. Psychological capacity to:

- understand the importance of and demonstrate the professional attributes of honesty, integrity, critical judgement, insight and empathy;
- interact with patients/clients, carers and others in a caring, respectful manner to provide emotional support and health education; and
- maintain self-control in professional situations.

### 5. Physical capacity to: *(5. N/A for Postgraduate Counselling and Psychology students)*

- use technical equipment, which includes having the dexterity to undertake clinical procedures and handle, maintain and program equipment;
- apply clinical procedures (e.g. physical examination, wound management), support patients/clients and perform cardiopulmonary resuscitation (CPR); and
- manage essential equipment and materials.

If you answer **YES** to any of the questions in the Safety in Practice Disclosure, you are required to have the CHM [Health Assessment Form](#) completed by a Medical Practitioner. Declaring a medical, physical and/or psychological condition will not automatically exclude you from undertaking PEP.

The University is committed to anti-discrimination practices and will provide reasonable adjustments to enable students to participate in PEPs as long as safety requirements are not compromised.

Your health information will only be used for the direct purpose for which it is collected. The information provided by you in Section 9 may be disclosed to the healthcare provider at which you are undertaking your PEP, in which case that provider will be informed that they are bound by the privacy provisions of the University and that they are required to contact you in relation to the use, storage and disclosure of your health information. If you do not provide the information requested you may be refused PEP.

## SECTION 10: SUPPORT TO MEET PLACEMENT REQUIREMENTS

The University aims, wherever possible, to arrange for PEPs to be flexible enough to meet the needs of all participating students. You are asked to indicate if there are any factors that may impact your ability to undertake your PEP, including relocation to a region away from place of residence. These might relate to family circumstances or responsibilities, your state of health, disability, cultural or spiritual requirements. The Academic Coordinator of Professional Experience of your Program will discuss possible options with you and if necessary, negotiate any additional arrangements and support that may be required.

## SECTION 11: CONFIDENTIALITY STATEMENT

During the PEP you may be provided with access to confidential information about the healthcare provider or its patients/clients. By signing the Agreement, you agree not to discuss or disclose confidential information with anybody other than in accordance with your PEP conditions.

## SECTION 12: STUDENT DECLARATION

### **IMPORTANT: You must read and sign this section.**

By signing the Student Declaration you agree that you have read and understood your rights and responsibilities regarding your PEP; and that all information provided by you is true and correct to the best of your knowledge.

### SECTION 13: STAFF AGREEMENT

The agreement will be signed on behalf of the University by the person designated by the Head of Program or their nominee.

**PLEASE READ THE *EXPLANATORY NOTES ON PAGE 1* BEFORE YOU COMPLETE THIS AGREEMENT.**

## AGREEMENT

**Period of Agreement:**            January 1<sup>st</sup>, 2021    -    February 28<sup>th</sup>, 2022

**Course Name and Code:**    Bachelor of Paramedic Practice \_\_\_\_\_

### SECTION 1: PERSONAL DETAILS

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_                      Date of Birth: \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_    Postcode: \_\_\_\_\_

Phone - Home: \_\_\_\_\_                      Mobile: \_\_\_\_\_

University Email: \_\_\_\_\_

### SECTION 2: EMERGENCY CONTACT

**Please provide the details of the person to be contacted in case of emergency during your PEP.**

Name: \_\_\_\_\_

Relationship to Contact: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone - Home: \_\_\_\_\_    Work: \_\_\_\_\_    Mobile: \_\_\_\_\_

Alternative contact name: \_\_\_\_\_

Relationship to Contact: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone - Home: \_\_\_\_\_    Work: \_\_\_\_\_    Mobile: \_\_\_\_\_

#### **Optional:**

Name of **Doctor:** \_\_\_\_\_                      Doctor's phone number: \_\_\_\_\_

### SECTION 3: HEALTH AND SAFETY POLICY

PLEASE mark **all** boxes  to acknowledge your adherence to compliance items.

- I have read and understood the University [Health and Safety Policy](#) and I will disclose any **existing** health issue (disability, impairment or condition), which may detrimentally affect my capacity to safely undertake PEP, immediately to the PEP Coordinator/Administrator and undertake a CHM [Health Assessment](#) if required.

### SECTION 4: BEHAVIOUR POLICY

- I have read and agree to comply with the principles and rules set down in the University [Behaviour-Policy](#).

### SECTION 5: NATIONAL POLICE RECORD CHECK AND WORKING WITH VULNERABLE PERSON (CHILDREN) REGISTRATION

1. I have read and complied with the CHM [National Police Check Process](#).

I agree to provide a copy of my National Police Certificate to individual healthcare providers upon request.

If I commit an offence during the course of study, I will immediately notify the:

- Australian Health Practitioner Regulation Agency via the [AHPRA - Form - NOCE-00 - Notice of certain events](#); and
- PEP Coordinator/Administrator and apply for a new National Police Certificate if required by the Manager, College of Health and Medicine PEP Safety in Practice.
2. I have complied with the CHM [Working with Vulnerable People \(Children\) Registration Process](#) and completed a Working with Vulnerable People Registration. *(Laboratory Medicine students are exempt)*

I agree to provide a copy of my Working with Children Registration Card or Letter to individual healthcare providers upon request.

### SECTION 6: INFECTIOUS DISEASE GUIDELINES AND PROCEDURES

I have read, understood, and accept and agree to comply with the student responsibility requirements as documented in the College of Health and Medicine:

- [Infectious Diseases Process Documentation](#)

I have complied with the Immunisation Requirements by uploading my completed Student Immunisation Record or NSW Health Vaccination Record Card to InPlace (Student Placement System) for verification.

- I agree to check InPlace on a weekly basis until I have received verification for all components. I will also maintain possession of the card.
- I will immediately notify the PEP Coordinator/Administrator **if my infection status changes**.
- I understand that I can only enter practice after I have had at least the first and second dose of Hepatitis B vaccine, have completed the TB questionnaire/assessment for my location and that all other immunisation requirements have been met. I further understand that my Hepatitis vaccination course, including post vaccination serology, must be completed prior to any subsequent placements.

### SECTION 7: LEARNING REQUIREMENTS

I will read and familiarise myself with the learning requirements for this unit, or year of my course, and of the PEP/s: Yes  No

## SECTION 8: WORK HEALTH AND SAFETY

I have read and understood the student work health and safety information and procedures relating to incident, accident and injury and student insurance located at [Work Health and Safety](#).

Yes  No

## SECTION 9: SAFETY IN PRACTICE DISCLOSURE

Do you have any permanent, episodic or temporary health condition/s or impairment/s, including visual or auditory processing (learning disability)?

**IMPORTANT:** Minor **treated** and **stable** conditions (*e.g. Asthma, hyper/hypothyroidism, stomach reflux, eye lenses*) do **not need to be disclosed**.

Yes  No

Do you take any medication (prescribed or non-prescribed) or other substances that may affect your judgment, mental alertness and/or coordination (e.g. medication labelled with a warning sticker alerting the user not to drive a motor vehicle or operate machinery)?

Yes  No

Have you experienced seizures, fits, convulsions, epilepsy, recurrent fainting, significant visual or hearing impairment (which is unable to be corrected with devices, such as glasses or hearing aids), sleep disorders, sleep apnoea, narcolepsy or diabetes within the last 5 years?

Yes  No

Do you have any other known medical conditions, physical conditions, psychological issues or medication requirements which may impair your capacity to safely undertake Professional Experience Placements, laboratory and/or field activities?

Yes  No

After reading the College of Health and Medicine **Mandatory Functional Requirements** (pages 3 & 4), do you have any concerns about your capacity to safely undertake Professional Experience Placements, laboratory and/or field activities?

Yes  No

**If you have answered YES to any of the questions above please take the [Health Assessment Form](#) to your Medical Practitioner for completion or procure a copy of your Educational Psychological Assessment Report (learning disability), then scan and submit the Form or Report via InPlace.**

## SECTION 10: SUPPORT TO MEET PLACEMENT REQUIREMENTS

In accordance with specific Course Requirements, students are allocated to professional experience placements subject to availability and generally must relocate to regions away from their place of residence.

I understand this statement: Yes

I require additional arrangements or learning support to successfully undertake the PEP:

No  **Go to Section 11** Yes  complete below

I have discussed with the Course Coordinator of my Program the additional arrangements and support I require to undertake PEP in the agreed location and am satisfied with the outcome.

Yes  No

### SECTION 11: CONFIDENTIALITY STATEMENT

In relation to my PEP, I agree to:

- maintain confidentiality of information, including clients, staff and workplace procedures;
- ensure the anonymity of clients when writing up case notes or any other documentation produced as part of my PEP; and
- sign a workplace specific Confidentiality Agreement if required by the healthcare provider.

### SECTION 12: STUDENT DECLARATION

I have read and understood the Unit information in the Handbook, the policies and processes outlined in this agreement, and any additional information provided by the PEP Coordinator/Administrator and I am aware of the requirements of the PEP, laboratory and/or field activity. The special conditions relating to this/these have been explained to me and I have agreed to meet them. I consent to information from this form, any previous PEPs and academic progress being used in discussions with potential PEP providers.

- I agree to advise the PEP Coordinator/Administrator immediately of **any change to my circumstances** which are likely to impact upon my ability to practise safely throughout the period of my study.

I have truthfully completed all details relating to my PEP, laboratory and/or field activity requirements.

SIGNED by \_\_\_\_\_  
(Signature of Student) (Date)

### SECTION 13: STAFF AGREEMENT

THIS AGREEMENT is made on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

BETWEEN THE UNIVERSITY OF TASMANIA

AND \_\_\_\_\_  
(Print Student Name) (Student ID)

SIGNED for and on behalf of the **UNIVERSITY OF TASMANIA** by PEP Administrators via Electronic signature:

Name: \_\_\_\_\_

\_\_\_\_\_  
(Signature of PEP Administrator) (Date)

## How to Obtain a National Police Certificate

Students who undertake professional experience placement (PEP) within the College of Health and Medicine (CHM) are required to obtain a National Police Certificate in compliance with the CHM National Police Check Procedure. The College have an agreement with fit2work who provide an online National Police Check service, however, students are also able to obtain a National Police Certificate from the Tasmanian Police Department for students studying in Tasmania or the New South Wales (NSW) Police Department for students studying in NSW. Further information on each of these services is provided below.

**NOTE:** The only online National Police Certificates that will be accepted by the CHM are those offered from fit2work. Upon Receipt of your National Police Certificate please provide the Original Document to the Professional Experience Placement Coordinator/Administrator of your relevant Program.

### fit2work Online National Police Check

fit2work offer an online application process to obtain a National Police Certificate at a cost of \$19.90 (plus GST) for all CHM students. You are only able to access this offer by clicking on the link below:

<https://fit2work.com.au/PreEmployment.aspx?id=unitas>

### Students Studying in Tasmania

You may choose to use fit2work or you can obtain your National Police Certificate from the Tasmanian Police Department.

**Tasmanian Police Department:** Download the Consent to Check and Release a National Police Certificate – Application from the Tasmanian Police Website. Read the information below **before** you complete the Application form – in particular note that at Section 3 of the form you must tick the “Child Related Health” option otherwise your Police Certificate will not meet the compliance requirements for your PEP placement.

#### Important Information for Completing Your Application

- Section 1: Complete applicant details **(Write your own address - Not that of the University or your School)**
- Section 2: Tick “National Police Record Check”
- Section 3: In the **Option 1 – Employment/ Privilege under Schedule 1** box tick “Child Related Health”  
**(Schedule 2 Annulled Police Checks are not accepted.)**
- Section 4: Tick the box for a receipt of payment
- Section 5: Not applicable
- Section 6: Attach **certified copies** of documents required as evidence of identity  
*NOTE: For information regarding [Certified Documents](#)*
- Section 7: In addition to your signature (the applicant), a witness who knows you will also need to sign the form

You can download the **Consent to Check and Release a National Police Certificate – Application** form from the Tasmanian Police website at: <http://www.police.tas.gov.au/services-online/police-history-record-checks/>

*Note: Allow up to three weeks for application to be processed.*

## Students Studying in NSW

You may choose to use fit2work or you can obtain your National Police Certificate from the NSW Police Department.

### NSW Police Department:

- complete an online application form at:  
<https://npcoapr.police.nsw.gov.au/asp/dataentry/Introduction.aspx> (click on **Next** at bottom of page);
- Type of Check: “name and date of birth check”;
- Select purpose of check: “**Employment/Student placement**”;
- Upload required proof of identity documents and pay online; and
- present the printed confirmation page and proof of identity documents used to a NSW Police station (your application will not be processed until this action has been completed).

*Note: Allow up to three weeks for application to be processed.*

Upon Receipt of your National Police Certificate please provide the Original Document to the Professional Experience Placement Coordinator/Administrator of your relevant Program.

## 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

Students undertaking placements in other states/territories or countries may be required to apply for additional related documentation – more information will be provided to students on an individual basis. 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.

**Upon Receipt of your National Police Certificate please provide the Original Document to the Professional Experience Placement Coordinator/Administrator of your relevant Program.**

# How to Obtain Working with Vulnerable People (Children) Registration

Students intending to undertake professional experience placement (PEP) must obtain registration in compliance with College of Health and Medicine [Working with Vulnerable People \(Children\) Registration Procedure](#) requirements. Registration is a legislated (**mandatory**) requirement for College of Health and Medicine students who undertake PEP as part of their course. There is capacity for **exemption** from registration in specific circumstances.

## Working with Vulnerable People (Children) Registration Application (mandatory)

Please obtain registration via the guidelines below. Once registered, upload a scanned copy of your Working with Children Registration Card/Letter into [InPlace](#) to enable sighting and Verification by your Program PEP Administrator.

### 1 Tasmanian Students

**Please Note:** If you are an interstate student undertaking PEP in Tasmania (**for a period greater than 28 days per year**) you will require a Tasmanian Working with Vulnerable People (Children) Registration.

If you have an existing Tasmanian registration please log in to your [My Registration](#) to renew, upgrade or check the status of your application. **Do not start a new application.**

To apply for a **new** Registration to Work with Vulnerable People (Children), go to the Tasmanian Government (*Department of Justice*) Consumer, Building and Occupational Services website at <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/applications/apply>.

Read and follow the instructions on that page and then click on **Start My Application** at the bottom of the page. If you have **current** Tasmanian Registration to Work with Vulnerable People (Children) (*Employee or Volunteer*) relating to your involvement with another 'Organisation', you can transfer the registration Organisation Name to the 'University of Tasmania - Health and Medicine'.

Include the following details on the application form:

- Are you submitting this form for yourself? Choose - 'Yes'
- Class of registration: Choose - 'Volunteer'
- Child-related activity: Choose - 'Child health program and child health service'
- Are you currently working or volunteering in a child related activity? Choose - 'Yes'
- **Employment and Volunteering Details** - Organisation Name: Choose - 'University of Tasmania - Health and Medicine'
- What is your job title or volunteer role? Type in - 'Student'
- In what capacity are you engaged in this activity? Choose - 'Volunteer'
- Are you also required to be registered, accredited, approved or licensed by another authority (e.g. teaching, child care, public passenger vehicle)? Choose - 'No'

#### 1.1 International Students Coming to Tasmania

As part of the application process above, international students coming to Tasmania are required to provide an original copy of their National Police Certificate (NPC) (translated into English) from their country of origin or the country they have resided in the last 12 months.

Applicants from overseas can complete the online Application for Registration to Work with Vulnerable People (Children) before coming to Australia and post or email their ID, photo and payment to the Department of Justice (within 20 days of completing the form or it will expire). See the Interstate and Overseas Applicants Checklist at: [https://www.cbos.tas.gov.au/\\_data/assets/pdf\\_file/0018/408024/Interstate-overseas-applicants-checklist.pdf](https://www.cbos.tas.gov.au/_data/assets/pdf_file/0018/408024/Interstate-overseas-applicants-checklist.pdf)

**Important Note:**

In cases where a person cannot obtain a NPC from their country of origin for a genuine reason (e.g. the country won't provide it once they have left), the Department of Justice may accept Visa documents (copy) and a character reference letter supplied by someone the person has worked for or volunteered with in their country of origin.

Students in this case, or where their resident country process for providing a NPC takes quite some time, should proceed with the application and, once payment has been made, the Department of Justice will contact them to request additional documentation if/as required.

Once the application is completed and payment made, students can download the Supervised Employment Statutory Declaration form at: [https://www.cbos.tas.gov.au/\\_data/assets/pdf\\_file/0004/408064/Supervised-Employment-Statutory-Declaration.pdf](https://www.cbos.tas.gov.au/_data/assets/pdf_file/0004/408064/Supervised-Employment-Statutory-Declaration.pdf). Completion of the Statutory Declaration form allows the students to undertake PEP under the supervision of a registered person until their Working with Children Registration is granted.

## 1.2 Interstate Students Undertaking Electives in Tasmania

In accordance with Tasmanian legislation as identified on the [Tasmanian Government Consumer, Building and Occupational Services](#) website, students with interstate WWC Registration undertaking PEP in Tasmania for **less than 28 days per year are exempt** from acquiring WWC Registration.

## 2 New South Wales Students

To apply for a Working with Children Check, go to the NSW Office of the Children's Guardian website at <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>. Under the 'Need more help?' menu, access the 'What do I need to do as an applicant?' video and then go to and click on the **Start Here** logo at the top of the page.

Include the following details on the application form:

- |  |
|--|
| <ul style="list-style-type: none"><li>• Purpose for check: Volunteer (free of charge)</li><li>• Child-related sector: Children's health services</li></ul> |
|--|

### 2.1 Tasmanian Students Undertaking PEP in NSW

In accordance with NSW legislation and as identified on the [NSW Office of the Children's Guardian](#) Working with Children Check website, Tasmanian students with Tasmanian WWC Registration undertaking PEP in NSW for **less than 30 days per year are exempt** from acquiring NSW WWC Registration.

## 3 Placements in other States and Territories

Students undertaking placements in other states and territories will require the relevant State or Territory Registration. See: <https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks#table-1>