



UNIVERSITY of
TASMANIA

**College of Health
and Medicine**

2023 Bachelor of Paramedicine: Get Ready 4 PEP! Pack

Welcome to the Bachelor of Paramedicine (BP) Program.

During your paramedicine 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, you will 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. You cannot undertake PEP unless your compliance is completed.

Compliance and Placement Dates:

2023 NSW Professional Experience Calendar - New students		
Health Study Period 1: 27/02/2023 to 26/05/2023		
<i>In HSP1 you prepare for placement by completing your compliance requirements</i>		
Commence	by enrolment	
All requirements in progress	Due 26 Mar 2023	
All requirements completed and: - SOP Mandatory Requirements (booking receipt submitted) - Vaccination Card in progress	Due 21 May 2023	
Health Study Period 2: 3/07/2023 to 29/03/2023		
<i>Unit Code</i>	<i>Unit Name</i>	<i>Professional Experience Dates</i>
	Metro preferences	17 Jul - 28 Jul (compliant students only)
Health Study Period 3: 30/10/2023 TO 24/01/2024		
<i>Unit Code</i>	<i>Unit Name</i>	<i>Professional Experience Dates</i>
CAA112	Paramedicine in Clinical Context 1	25 Nov – 22 Dec 2023 (compliant students only)

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 may be aware, to practise as a registered paramedic, 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 the 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 30 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, and therefore provides a discounted price to students. Due to the Privacy Act, you need to enter your reference number into InPlace.
- 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, which the NSW PEP Team will witness for you – this document needs to be presented to the NSW PEP Team in person.

School of Paramedicine Mandatory Requirements:

1. First Aid Certificate
2. Cardio-Pulmonary Resuscitation Certificate

The University of Tasmania is required to comply with all relevant Commonwealth and State legislation and regulations to ensure the safety of students and healthcare consumers. The SOP requires first year undergraduate paramedic students* to have undertaken a one or two day Provide First Aid Certificate course with a Recognised Training Organisation (RTO). Upon completion, a current Provide First Aid Certificate statement of attainment/competency, which includes cardiopulmonary resuscitation (CPR) via a Registered Training Organisation (RTO).

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 your possible need for TB screening.

NSW Health Undertaking/Declaration Form: Agreement with NSW Health to complete all required vaccinations.

Attachment 1: Blood Borne Virus Student Declaration Form: As paramedic students undertake exposure prone procedures (EPPs), you are required to know your BBV status. Testing is required every three years.

NSW Health Vaccination Record Card: This is a student's record of their required vaccination status, and will be part of your professional paramedic life. You need to commence your vaccinations now, and upload your card into InPlace as each vaccination for preventable disease is updated. A hard copy is available from the NSW PEP Team.

All forms are available via InPlace or through the hyperlinks at the end of this pack.

Industry Partner Requirements

All industry partners require students to have been Mask Fit Tested (MFT) as per the [Clinical Excellence Commission](#). On campus testing will be organised by the SOP. A student price will be negotiated with our partner to assist in reducing compliance costs for students.

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. You 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, you will need to enter your reference number only into InPlace.

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

There are three emergency ambulance placements in the BP. NSW Ambulance require that students be placed evenly across the Metropolitan Division (bounded by Menai, Katoomba and the Central Coast) and the Regional Division (remainder of NSW). Due to this NSW operational requirement, only one Metropolitan Placement is guaranteed for each student.

To assist students in planning and saving for their placements, students who have submitted all their required compliance requirements (or their booking application/booking receipts) by 2359 Sunday 26 March 2023 will be able to submit a preference for which placement (CAA112 or CAA321) they would prefer to undertake in the Metropolitan Division.

To assist with managing your compliance, please see the 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

School of Paramedicine Compliance

- [Bachelor of Paramedicine: Mandatory Requirements:](#)
- First Aid Certificate
- Cardio-Pulmonary Resuscitation Certificate

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](#)
- [Attachment 1: Blood Borne Virus Student Declaration Form](#)
- [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](#)

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	26/03/2023
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 Working with Children Check (Valid 5 years)	Scan in a clearly readable format as a PDF and upload into InPlace	26/03/2023
First Aid Certificate (Valid 3 years)	EITHER a Certificate or a booking receipt to be scanned in a clearly readable format as a PDF and uploaded into InPlace	26/03/2023
CPR (Valid 1 year)	EITHER a Certificate or a booking receipt to be scanned in a clearly readable format as a PDF and uploaded into InPlace	26/03/2023
National Police Certificate (Valid 3 years)	Present in person to the NSW PEP Team	26/03/2023
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
NSW Health Code of Conduct	Complete, then scan in a clearly readable format as a PDF and upload into InPlace	26/03/2023
NSW Health Tuberculosis (TB) Assessment Tool:	Complete, then scan both pages in a clearly readable format as a single PDF and upload into InPlace	26/03/2023
NSW Health Undertaking/Declaration Form	Complete, then scan in a clearly readable format as a PDF and upload into InPlace	26/03/2023

NSW Health Attachment 1: Blood Borne Virus Declaration	Once result received, complete, then scan in a clearly readable format as a PDF and upload into InPlace	26/03/2023
NSW Health Vaccination Card in progress	Vaccination card commenced as per the NSW Immunisation Checklist, and scan all pages and supporting documentation in a clearly readable format as a single PDF and upload into InPlace after each update	26/03/2023
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	30 September 2023

NSW PEP Team

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