

**Bachelor of Paramedic Practice
New Students
2021 PEP Requirements**

Welcome to your Bachelor of Paramedic Practice (BPP) Program. This Professional Experience Placement (PEP) pack includes placement dates and key PEP timelines.

Alongside your academic study, a vital component of the BPP program is PEP where students will enter the practice environment alongside experienced health professionals and participate in care delivery. Students will undertake three placements throughout their program.

This PEP information pack contains information to assist students in preparing for their 2021 and beyond placements. As a student healthcare practitioner, it is mandatory 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 compliance process is managed through the University of Tasmania's online placement management system InPlace.

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About Placement

An integral component of the BPP program is Professional Experience Placement (PEP). Students will undertake a number of placements throughout their program.

During PEP students will be placed with experienced health care professionals. Under their supervision, students will assist in delivering care and support to patients and carers. Theoretical knowledge gained in lectures will be directly applied to students developing paramedic practice. Students undertake three emergency ambulance placements, and placement in other healthcare contexts, dependent upon availability. In total students may undertake up to 14 weeks of placement throughout the program.

The University of Tasmania has strong partnerships with a range of health care providers. NSW Ambulance (NSWA) is a key partner of the NSW BPP program. Operationally NSWA is divided into two divisions, Metropolitan and Regional. The Metropolitan Division stretches from Engadine in the south, north to the Central Coast and across to Katoomba in the west. Outside of this area is classified as Regional by NSW Ambulance.

Due to demand on placements, and operational availability, it is therefore highly likely that students will undertake two placements at regional stations. Regional placements give students the opportunity to experience a different set of ambulance calls with longer time spent with patients and increased ability to follow up on patient outcomes.

Students will be given the opportunity to submit a preference for which placement they would like to undertake in the Metropolitan division during their first semester. Closer to each individual placement, students may be able to submit preferences and/or comments regarding their situation for that placement.

Regional placements offer unique opportunities for personal and professional growth as students attend placement while living and practising in regional NSW communities. These experiences are highly valued by future employers. There may also be opportunities to undertake interstate and/or international placements in the second year of study.

Every placement requires full time attendance on a variety of shifts. Placements vary in length from one week to four weeks duration. Students need to carefully consider how they will manage family and work commitments during placement as well as any impact on their financial situation during this time.

Students may have the opportunity to submit preferences for each placement but need to remember that preferences are only a small consideration in the allocation process. Students are allocated according to course requirements, positions available, preference applications and residential address.

While on PEP, students are allocated a preceptor and they will follow their roster, which will include a variety of morning, afternoon and night shifts across the week and on weekends. Facilities provide rosters close to the start of placement. PEP dates are determined by curriculum requirements and placements sites are negotiated many months in advance with our partners. Therefore, dates are non-negotiable.

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

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 and takes some time. Therefore, it is important you read the following information below carefully.

The University of Tasmania takes student safety seriously, as do our partners. In line with legislative and police requirements, strict criteria have been set that must be met prior to students attending placement.

- **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.
 - 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 Safety in Practice 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 necessary where possible to assist you to undertake your placement.

Please note that if your circumstances change after you have completed the annual Safety In Practice Agreement, you may need to complete another SIP Agreement and Health Assessment Form if required. On occasion, UTas staff or Industry partners may request the above to ensure your safety in practice.

- Scan the completed form into a single PDF and upload into InPlace.

Step 2 Police and Working with Children Checks :

- For students who don't have a police certificate issued (from either an Australian police force or Fit2work) in the past six months, 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. Students will need to have all their identity documents handy when applying. This is the only online police check provider the University will accept.
- 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.
- NSW students should submit their current NSW Working with Children Check. If students need to apply or renew, this can be done through the [NSW Office of the Childrens Guardian](#) website.

Step 3: Immunisation and Blood Borne Virus status:

- All students need to provide evidence of immunity to specified vaccine preventable diseases and their blood borne virus status.
- As this evidence is quite specific, please carefully review the attached Vaccination Record Card Completion Guide, including how the card should be completed to meet University of Tasmania and NSW Health requirements.

The UTAS NSW Senior Immunisation Nurse Advisor, will provide assistance to students to ensure their vaccination status is documented correctly.

These requirements can take time and there may be costs involved for students. It is therefore recommended that students commence this process **as soon as possible**, so that if any follow up is required, this can be finalised in a timely manner. Information about completing your compliance requirements is included in this pack.

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 to NSW Health and partners, and will form part of graduate program applications at the completion of your studies.

Further information regarding PEP and compliance can be located on the [College of Health and Medicine PEP](#) webpage.

Step 4: First Aid and Cardi-Pulmonary Resuscitation (CPR): Paramedic students are required to provide evidence of their competence in First Aid and CPR on entry to the course. Further information is contained in this pack.

Step 5: Familiarise yourself with 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, a guide is included in this pack. Students login to InPlace with their University of Tasmania email and password. All of your compliance documents can be uploaded there with the exception of the police certificate. The police certificate needs to be presented in person to the PEP Team

Step 6: Contact the NSW PEP Team: The [NSW PEP Team](#), Therese, Tony and Ivan are here to help make the compliance experience as easy as possible for students.

Step 7: NSW Health ClinConnect Compliance: Once students have completed the University of Tasmania compliance requirements, they next need to meet NSW Health ClinConnect verification requirements. The NSW PEP Team will advise students when their compliance documentation meets the NSW Health ClinConnect guidelines and how to complete this external process.

Students are encouraged to upload all their documents and information into InPlace as soon as possible. The NSW PEP Team are available on campus regularly during semester to assist students.

Students need to have completed both University of Tasmania and NSW Health compliance requirements to have their placement preferences considered.

2021 Placements

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

- **CNA146: Aged Care (semester 2, TBA)**
- **CAA109: Emergency Ambulance - 27 November to 24 December 2021**

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.

Therese, and Tony look forward to managing your PEP with you and can be contacted via Sydney.placements@utas.edu.au or as below:

Kind Regards

[NSW PEP Team](#)

Therese Toohey
NSW PEP Coordinator
+61 2 8572 7996

Tony Cai
NSW Placement Officer
+61 2 8572 7988

**UTAS: School of Medicine - Bachelor of Paramedic Practice
Professional Experience Placement (PEP) Schedule 2021**

| Week | Week Beginning | Year 1 | Year 2 |
|-------------|----------------|--|---|
| Orientation | 15-Feb | Orientation | CAA206 PEP: Emergency Department <i>students only undertake 1 rotation (5 days) cancelled for 2021</i> |
| 1 | 22-Feb | PEP document submission commences - PEP Talk | CAA206 PEP: Emergency Department <i>students only undertake 1 rotation (5 days) cancelled for 2021</i> |
| 2 | 1-Mar | PEP document submission continues | CAA206 PEP: Emergency Department <i>students only undertake 1 rotation (5 days) cancelled for 2021</i> |
| 3 | 8-Mar | PEP document submission continues | |
| 4 | 15-Mar | PEP document submission continues | |
| 5 | 22-Mar | PEP document submission finalised | |
| 6A | 29-Mar | | |
| 6B | 5-Apr | | |
| 7 | 12-Apr | | |
| 8 | 19-Apr | | |
| 9 | 26-Apr | NSW ClinConnect Compliance commences | |
| 10 | 3-May | | |
| 11 | 10-May | Metro Preferencing for compliant students only | |
| 12 | 17-May | | |
| 13 | 24-May | | |
| Study Break | 31-May | | |
| Exams | 7-Jun | | |
| | 14-Jun | | |
| | 21-Jun | | |
| | 28-Jun | | |
| | 5-Jul | | |
| 1 | 12-Jul | | |
| 2 | 19-Jul | | |
| 3 | 26-Jul | | CAA207 - Preference Period |
| 4 | 2-Aug | | CAA207 - Allocations finalised |
| 5 | 9-Aug | | |
| 6 | 16-Aug | CNA146 PEP: Aged Care <i>students only undertake 1 rotation (5 days)</i> | |
| 7 | 23-Aug | CNA146 PEP: Aged Care <i>students only undertake 1 rotation (5 days)</i> | |
| Break | 30-Aug | | CAA207 PEP: Emergency Ambulance (commencing 28/08/2021) |
| 8 | 6-Sep | | CAA207 PEP: Emergency Ambulance |
| 9 | 13-Sep | | CAA207 PEP: Emergency Ambulance |
| 10 | 20-Sep | | CAA207 PEP: Emergency Ambulance (concluding 24/09/2021) |
| 11 | 27-Sep | | |
| 12 | 4-Oct | | |
| 13 | 11-Oct | | |
| Study Break | 18-Oct | | |
| Exams | 25-Oct | CAA109 - Preference Period | |
| | 1-Nov | CAA109 - Allocations finalised | |
| | 8-Nov | | |
| 1 | 15-Nov | | |
| 2 | 22-Nov | *CAA109 PEP: Emergency Ambulance (commencing Saturday 27/11/2021) | CAA208 - Preference Period |
| 3 | 29-Nov | CAA109 PEP: Emergency Ambulance (commencing 27/11/2021) | CAA208 - Allocations finalised |
| 4 | 6-Dec | CAA109 PEP: Emergency Ambulance | |
| 5 | 13-Dec | CAA109 PEP: Emergency Ambulance | |
| Break | 20-Dec | CAA109 PEP: Emergency Ambulance (concluding 24/12/2021) | *CAA208 PEP: Emergency Ambulance (commencing Saturday 25/12/2021) |
| Break | 27-Dec | | CAA208 PEP: Emergency Ambulance (commencing 25/12/2021) |
| 6 | 3-Jan | | CAA208 PEP: Emergency Ambulance |
| 7 | 10-Jan | | CAA208 PEP: Emergency Ambulance |
| 8 | 17-Jan | | CAA208 PEP: Emergency Ambulance (concluding 21/01/2022) |
| 9 | 24-Jan | | |
| 10 | 31-Jan | | |
| | 7-Feb | | |
| | 14-Feb | | |
| | 21-Feb | | Results released 18/02/2022. Following protocols, the College of Health and Medicine will notify AHPRA of students eligibility to be registered |

Students please note: Whilst every attempt in advance has been made to ensure the accuracy of dates and durations of PEP across 2021-2022; for operational reasons adjustments may need to be made in negotiation with practice partners in order to maintain PEP opportunities for some students. In this unlikely event, any changes to these dates will be communicated with as much notice as possible.

| PEP MANDATORY REQUIREMENTS | | |
|---|---|------------------------------------|
| Essential Items to take with you on PEP | YEAR 1 (CAA109) | YEAR 2 (CAA206, CAA207 and CAA208) |
| ITEM | Action | |
| College of Health and Medicine Safety in Practice Agreement | Completed every year, and if there are changes to student health status | |
| Health Assessment Form | Completed by student if any health conditions or impairment identified that could compromise students capacity to meet the mandatory functional requirements | |
| NSW Working with Children Check (WWCC) (valid five years) | Obtained in first year, Sighted by NSW Health and UTAs, retained by student and taken to Private Facilities. Update prior to expiry | |
| National Police Certificate (NPC) (valid three years) | Obtained in first year, Sighted by NSW Health and UTAs, retained by student and taken to Private Facilities. Update prior to expiry | |
| NSW Health Appendix 5: Statutory Declaration | Completed in First year only if student since turning 16 years old, has lived in a country other than Australia for six months or longer? If yes, please see the NSW PEP Team to complete a NSW Health Appendix 5 Statutory Declaration | |
| Diphtheria/Tetanus/Pertussis (valid ten years) | Completed in first year. Students must have evidence of vaccination. | |
| Hepatitis B (no expiry) | Completed in first year. Students must have completed their course and/or submitted serology showing immunity ≥ 10 mmols. | |
| Measles/Mumps/Rubella (no expiry) | Completed in first year. Students must have completed their course and/or submitted serology. | |
| Varicella (no expiry) | Completed in first year. Students must have completed their course and/or demonstrated immunity. | |
| Annual Influenza Vaccine | Completed Annually. Students must have evidence of current vaccination if placement occurs between 1 June and 30 September | |
| NSW Health Vaccination Record | Commenced and completed prior to CAA109. Sighted by NSW Health and UTAs, retained by Student and taken to Private Facilities and to job interviews | |
| NSW Health Appendix 1: Blood Borne Virus Declaration (valid three years from testing) | From 2020, all first year paramedic students are required to complete blood borne virus testing within six months of enrollment and then every three years | |
| First Aid Certificate (valid three years) | Sighted by UTAs in First year, retained by student and taken to Private Facilities | |
| CPR competency (valid one year) | Sighted by UTAs in First year, retained by student and taken to Private Facilities. Required in Year 1 only | |
| NSW Health Appendix: Tuberculosis (TB) Assessment Tool | Sighted by UTAs and NSW Health in First year, retained by student and taken to Private Facilities | |
| NSW Health Appendix 6: Student Undertaking Declaration/Form | Sighted by UTAs and NSW Health in First year, retained by student | |
| NSW Health Code of Conduct Agreement for Students undertaking Clinical Placements | Sighted by UTAs and NSW Health in First year, retained by student | |
| NSW Health HETI Online Mandatory Training | My Health Learning online will open 13 days prior to placement to allow students to complete training when allocated to NSW Ambulance and NSW Health Facilities | |
| Student ID card (valid three years) | Issued in first year, take to all PEP sites. | |
| Student Name Badge (valid two years) | Issued in First year, take to all PEP sites. | |
| Uniform | Ordered and issued before Semester 1 Week 5, worn to practical classes and take to all PEP sites | |
| Blue or black pen and a pocket sized notebook | Purchased by student in First year, take to all PEP | |
| Calculator | Purchased by student in First year, take to all PEP | |
| Unit Outline, including Intended Learning Outcomes | Available from MyLo for each PEP Unit, take to all PEP | |
| PEP Handbook | Down load from MyLO and take to PEP | |
| Medicare Card | Personal item, required in the event of injury/illness on PEP as WHS does not apply | |
| Mobile phones | Permission required for use in PEP environments | |
| Health Facility Specific Information and documentation | Available from InPlace for each PEP | |
| College of Health and Medicine PEP Information | http://www.utas.edu.au/health/professional-experience-placement | |
| Public Transport information is available at: http://www.transportnsw.info/ | | |
| InPlace will be updated to contain specific information for every placement. | | |

2021 University of Tasmania NSW BPP Student Compliance Checklist

| Item | REQUIREMENTS TO ACHIEVE VERIFICATION | Date Due | UTas | NSW Health | Private Partners |
|---|--|-------------------|------|------------|------------------|
| 2021 Safety in Practice Agreement | Student to complete, then scan all pages into one PDF in a clearly readable format and upload into InPlace | 22/03/2021 | √ | | |
| Health Assessment Form | Only completed 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) | Student to scan in a clearly readable format as a PDF and upload into InPlace | 22/03/2021 | √ | | √ |
| National Police Certificate (Valid 3 Years) | Present in person to the NSW PEP Team | | √ | √ | √ |
| NSW Health Appendix 5: Statutory Declaration | Only completed if you have lived overseas for six months or more since turning 16 years of age. Please see the NSW PEP Team to complete | 01/03/2021 | √ | √ | |
| NSW Health Code of Conduct | Student to complete, then scan in a clearly readable format as a PDF and upload into InPlace | 01/03/2021 | √ | √ | |
| NSW Health Appendix 6: Student undertaking/declaration | Student to complete, then scan in a clearly readable format as a PDF and upload into InPlace | 01/03/2021 | √ | √ | |
| NSW Health Appendix 7: TB assessment | Student to complete, then scan in a clearly readable format as a PDF and upload into InPlace | 01/03/2021 | √ | √ | |
| NSW Health Vaccination Card | Vaccination card commenced as per the NSW Immunisation Checklist, and scanned in a clearly readable format as a PDF and upload into InPlace after each update | 05/04/2021 | √ | √ | √ |
| NSW Health Appendix 1 Blood Borne Viurs Declaration | Completed within six months of enrolment and thereafter every three years | 05/04/2021 | √ | √ | √ |
| Apply/Provide First Aid Certificate (Valid 3 Years) | Certificate to be scanned in a clearly readable format as a PDF and upload into InPlace | 12/04/2021 | √ | | √ |
| Cardiopulmonary Resuscitation Competency (Valid 1 year) | Certificate to be scanned in a clearly readable format as a PDF and upload into InPlace | 12/04/2021 | √ | | √ |
| NSW Health ClinConnect Compliance | Present NSW Health Compliance documents to NSW Health as advised by NSW PEP Team | 26/04/2021 | √ | √ | |
| Vaccination Record Card | Vaccination card completed as per the NSW Immunisation Checklist, and scanned in a clearly readable format as a PDF and upload into InPlace | 1/11/2021 | √ | √ | √ |



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).

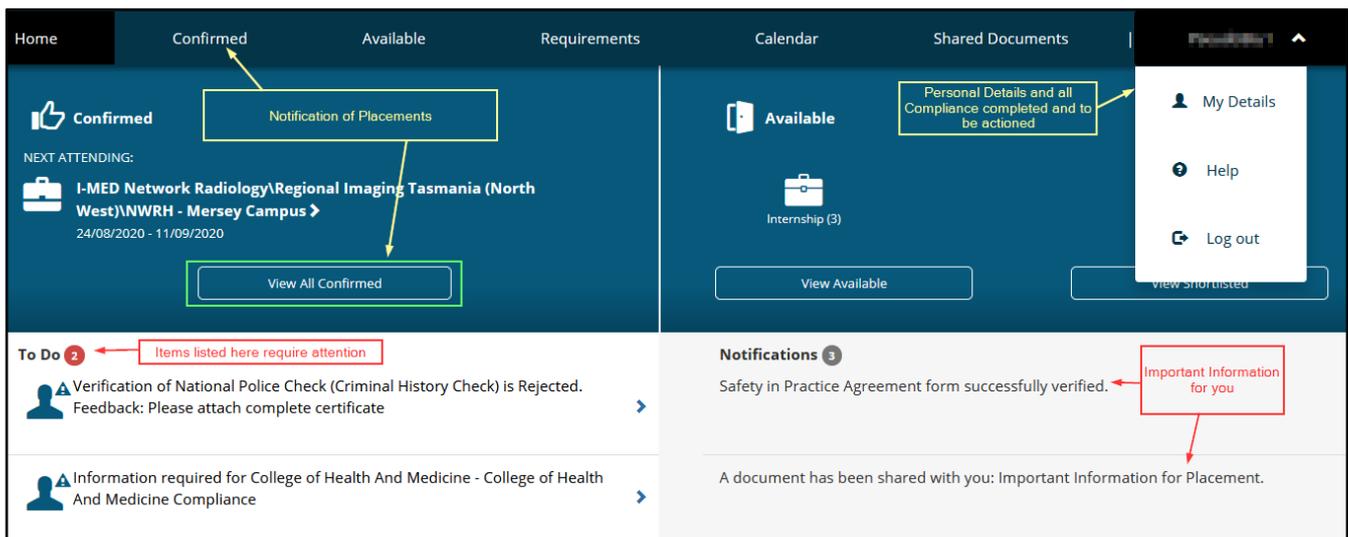
In InPlace students can access their course compliance requirements, upcoming placements and facility information.

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
- 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.

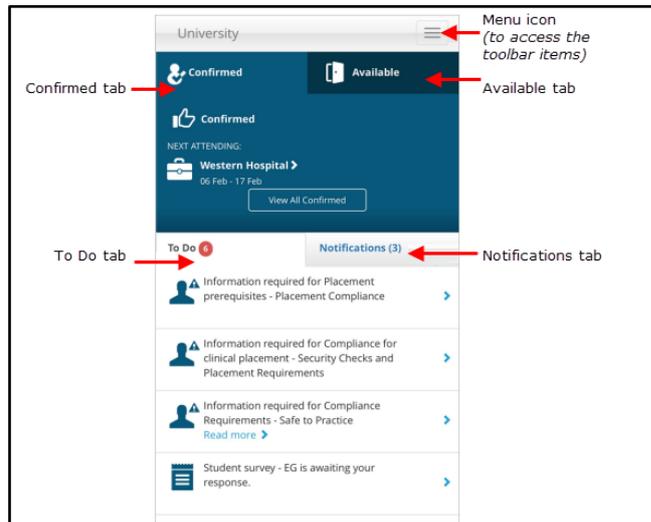
Note: Once you have logged in for the first time, University of Tasmania single sign on should apply and you will not have to log in to the system each time.

Your Home Page



The screenshot shows the InPlace Home Page interface. At the top, there are navigation tabs: Home, Confirmed, Available, Requirements, Calendar, and Shared Documents. The 'Confirmed' tab is active, displaying a 'Notification of Placements' section with a 'View All Confirmed' button. The 'Available' tab shows an 'Internship (3)' section with a 'View Available' button. A user profile menu is open on the right, showing 'My Details', 'Help', and 'Log out'. Below the main content, there are 'To Do' and 'Notifications' sections. The 'To Do' section has two items, one of which is highlighted with a red box and the text 'Items listed here require attention'. The 'Notifications' section has two items, one of which is highlighted with a red box and the text 'Important Information for you'.

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



Quick Reference

| | |
|------------------------------|--|
| TAB | |
| Home | Click to return to the Home page. |
| Confirmed | 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. |
| Available | 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. |
| Requirements | Indicates progressive placement hours required in your course and required hours completed/allocated/not allocated. |
| Calendar | Click to open your Calendar. Note: Internet Explorer is not a recommended browser to view your student calendar |
| Shared Documents | Click to open the Shared Documents page and view all documents available to you. |
| <your username> | Click your username to view the User Account menu. From here you can: <ul style="list-style-type: none"> • click My Details to open the My Details page and review your personal details and all required compliance documentation for your placements. • click Help to open the InPlace online help • 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.) |

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.

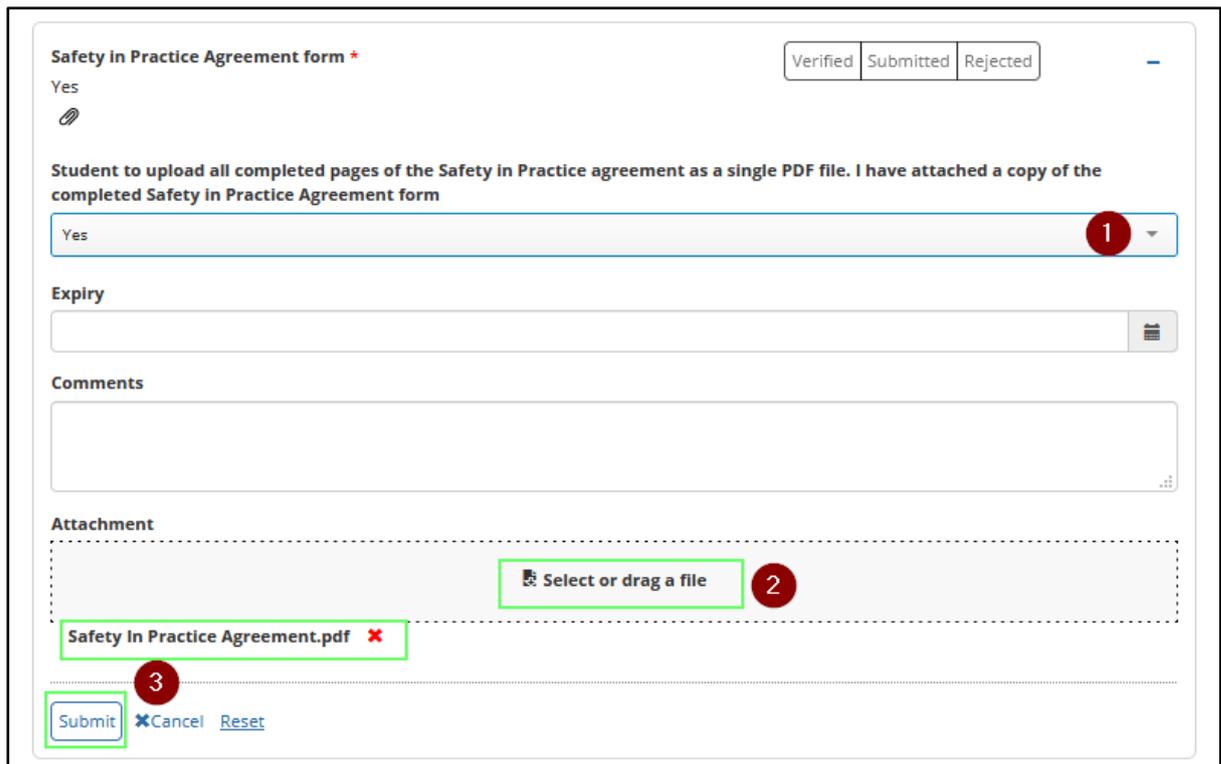
Access and complete compliance requirements

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.



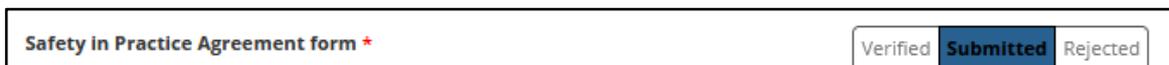
The screenshot shows a card for 'Safety in Practice Agreement form' with a red asterisk. It includes an expiry date of 21/12/2020 and a status bar with 'Verified', 'Submitted', and 'Rejected' buttons. A green box highlights a plus icon in the top right corner, with a red arrow pointing to it from the 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.



The screenshot shows the expanded form for 'Safety in Practice Agreement form'. It contains a 'Yes' dropdown menu (circled 1), an 'Expiry' date field, a 'Comments' text area, and an 'Attachment' section with a 'Select or drag a file' button (circled 2). A file named 'Safety In Practice Agreement.pdf' is shown below the attachment area (circled 3). At the bottom, there are 'Submit', 'Cancel', and 'Reset' buttons.

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



The screenshot shows the 'Safety in Practice Agreement form' card after submission. The status bar now has 'Submitted' highlighted in blue, while 'Verified' and 'Rejected' are greyed out.

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 | | | | |
| <div style="border: 1px solid green; padding: 5px;">Verification Comment 26/08/2020 Please complete all details on page 5 of the Safety in Practice agreement and re-submit</div> | | | | |

| |
|---|
| 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 |
|---|-----------|-------------------------|---|---|
| St Vincent's Hospital, Sydney | Placement | 9/09/2019 - 20/09/2019 | 80 HOUR Aged Care | Completed |
| SLHD Community Health | Placement | 13/01/2020 - 24/01/2020 | 80 HOUR Primary Health & Community Care | Completed |
| SLHD Mental Health | Placement | 27/01/2020 - 7/02/2020 | 72 HOUR Mental Health | Completed |
| Canterbury Hospital | Placement | 4/05/2020 - 29/05/2020 | 152 HOUR Hospital/Surgical | Completed 1 |
| St Vincent's Hospital, Sydney | Placement | 20/07/2020 - 28/08/2020 | 240 HOUR Hospital/Medical | To be finalised 2 |
| St. George Hospital | Placement | 9/11/2020 - 18/12/2020 | 240 HOUR Hospital/Medical | Upcoming 3 |
| Placement New South Wales | Placement | 1/01/2020 - 31/12/2020 | 240 HOUR | Current 4 |

Confirmed Placement Tabs

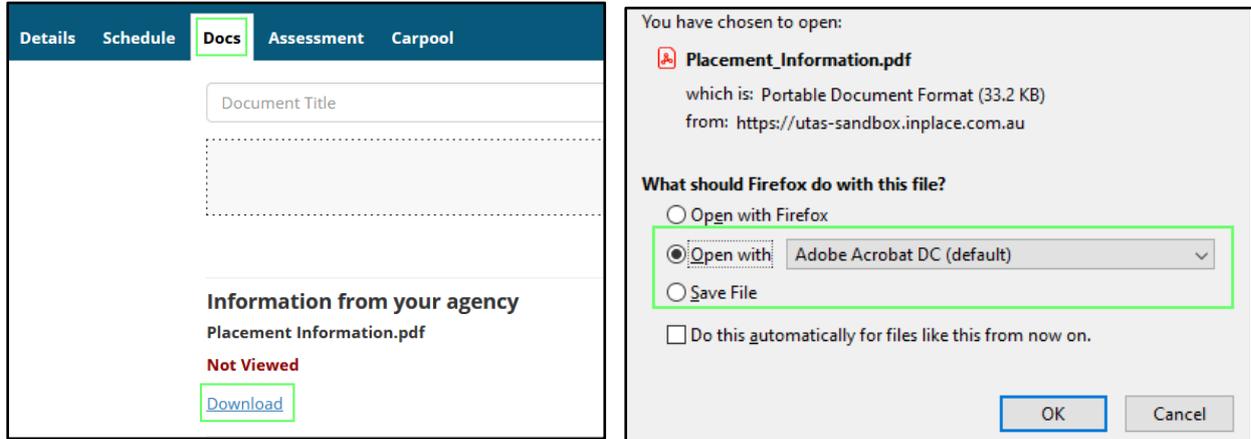
Schedule

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

| Details | Schedule | Docs | Assessment | Carpool |
|-----------------------------|------------|--|------------|---------|
| Attendance summary | | | | |
| 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 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 'You have chosen to open: Placement_Information.pdf' (with a PDF icon), 'which is: Portable Document Format (33.2 KB)', and 'from: https://utas-sandbox.inplace.com.au'. Under the heading 'What should Firefox do with this file?', there are three radio button options: 'Open with Firefox', 'Open with Adobe Acrobat DC (default)' (selected and highlighted with a green box), and 'Save File'. There is also a checkbox for 'Do this automatically for files like this from now on.' and 'OK' and 'Cancel' buttons at the bottom.

Calendar

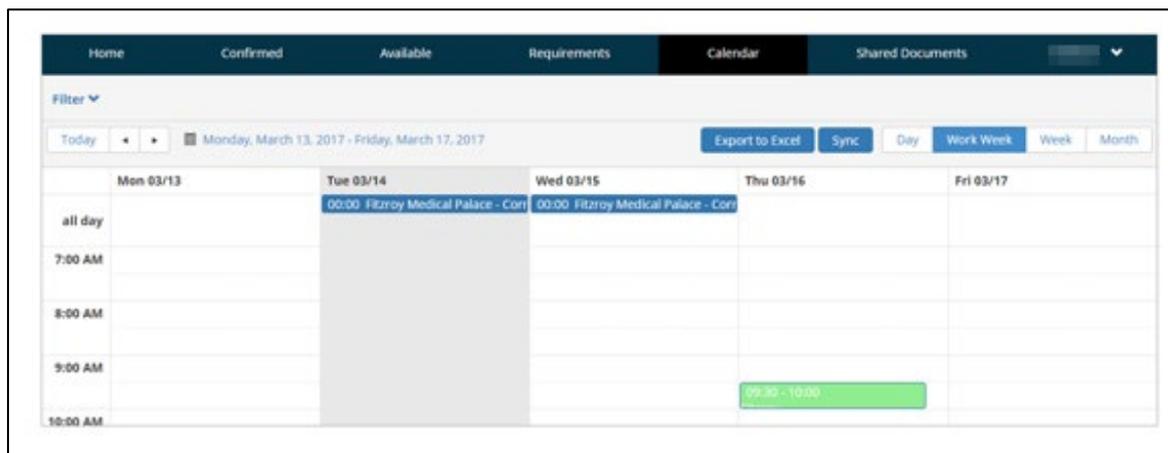
The InPlace Calendar lets you view your confirmed placements and any self-selectable placements you have nominated.

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



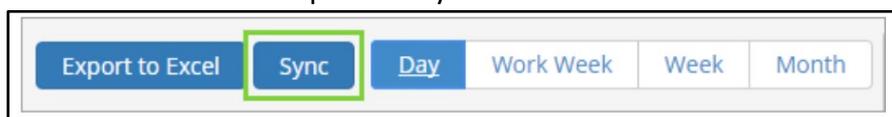
Click Calendar on the toolbar. The default view is Work Week.

- 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)

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%

North West Regional Hospital Burnie ██████████ Completed included in completed hours

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

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

Required
120 Hours General included in required hours but not currently allocated

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 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 1st, 2021 - February 28th, 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 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 1st, 2021** - **February 28th, 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.

STATUTORY DECLARATION
OATHS ACT 1900, NSW, EIGHTH SCHEDULE
 (for overseas applicants or students)

I,,
[name, address and occupation of declarant]

do solemnly and sincerely declare that I ***do not have / have (listed below)** any criminal convictions/pending charges in my country of origin or any country, outside of Australia, which I have resided in or been a citizen of since turning 16 years of age.

| Date of charge/conviction | Details of pending charge or conviction | Country | Penalty / Sentence |
|---------------------------|---|---------|--------------------|
| | | | |

and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900*.

Declared at: on
[place] *[date]*

.....
[signature of declarant]

in the presence of an authorised witness, who states:

I,, a ,
[name of authorised witness] *[qualification of authorised witness]*

certify the following matters concerning the making of this statutory declaration by the person who made it:

1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
2. *I have known the person for at least 12 months OR *I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was

[describe identification document relied on]

.....
[signature of authorised witness]

.....
[date]

*** Cross out any text that does not apply**

NOTE 1.-A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 5 years – see section 25 of the *Oaths Act 1900 (NSW)*.

NOTE 2.-A statutory declaration under the *Oaths Act 1900 (NSW)* may be made only before a Justice of the Peace; a Legal Practitioner; a Judicial Officer; or a person authorised to witness a declaration in the jurisdiction in which it is sworn.

NOTE 3 - **identification document** means either a primary identification document within the meaning of the *Real Property Regulation 2008*, or a Medicare card, pensioner concession card, Department of Veterans' Affairs entitlement card or other entitlement card issued by the Commonwealth or a State Government, a credit card or account (or a passbook or statement of account) from a bank, building society or credit union, an electoral enrolment card or other evidence of enrolment as an elector, or a student identity card, or a certificate or statement of enrolment, from an educational institution.

NOTE 4: Applicants for aged care work must use the Commonwealth Aged Care Statutory Declaration

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

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. 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">• Purpose for check: Volunteer (free of charge)• Child-related sector: Children's health services |
|--|

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>

NSW Health Code of Conduct Agreement for Students

Step 1: Read the NSW Health Code of Conduct

The NSW Health Code of Conduct is available here:

https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015_049.pdf

Step 2: Enter your details

Name: _____

Date of Birth: _____ Gender: _____ Student ID: _____

University/TAFE/Training Organisation: University of Tasmania

Email address: _____

Step 3: Declaration and signature

- 1. I have read and understood the NSW Health Code of Conduct, and agree to comply with its provisions at all times whilst attending student placements in NSW Health.*
- 2. I undertake that if I am charged or convicted of any criminal offence after the date of my National Police Certificate that I will notify NSW Health before continuing with my clinical placement.*
- 3. I declare that the information I have provided to NSW Health for the purpose of undertaking student placements is correct to the best of my knowledge. I understand that if I am found to have deliberately withheld or provided false information, my placements may be withdrawn.*

Signature: _____

Date: _____

NSW STUDENT VACCINATION RECORD CARD COMPLETION GUIDE

Vaccination Requirements for Professional Experience Placement (PEP) within NSW Health and Private Health Care Agencies

The University of Tasmania is required to comply with Commonwealth and State legislation and regulations to ensure the safety of students and healthcare consumers. The College of Health and Medicine has a duty of care towards both students and healthcare consumers to prevent or minimise the risk of transmission of infectious or blood-borne diseases.

All vaccinations, screening and serology reports **MUST** be documented on the NSW Health Vaccination Record Card for Health Care Workers and Students to enable you to comply with both the College of Health and Medicine & NSW Health- Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases Policy (PD2020_17) for students undertaking PEP in NSW health care agencies.

The NSW Health Vaccination Record Card for Health Care Workers and Students is available from the NSW PEP Team. Students are responsible for all costs associated with completing their vaccination compliance. Attached to this completion guide is a sample NSW Health Vaccination Record Card for Health Care Workers and Students. It is recommended that you take this guide to your GP with your Vaccination Record Card.

It is a NSW Health requirement that only a GP or an Authorised Nurse Immuniser can complete the Vaccination Record Card for Health Care Workers and Students. A clinic/practice stamp, practitioner name and signature is required next to each individual entry on the Vaccination Record Card. All vaccination and serology entries on the Vaccination Record Card must be legible and in English.

Prior to visiting your GP, please check the following sources for your vaccination records: child health records/baby books, vaccination/travel clinics, staff health records and GP medical records. Students previously immunised in Australia may also be able to download their immunisation history from the Australian Immunisation Register.

Please start the vaccination compliance process as soon as possible as it may take months to complete the process. Once you have seen your GP and they have commenced your Vaccination Record Card you are required to:

- Scan your Vaccination Record Card and serology/screening reports into a single PDF and upload to InPlace for verification by the NSW Authorised Nurse Immuniser after each individual vaccination (if required) for verification during the Semester and at other times as requested.
- Once you have completed all vaccination/serology/screening requirements, your

Vaccination Record Card needs to be scanned into a single PDF and uploaded to InPlace for final verification.

- Take your Vaccination Record Card with you on 1st day of PEP to all Private Health Care Agencies

If you do not upload your Vaccination Record Card to InPlace and/or submit all other compliance documents to your PEP Coordinator/NSW Authorised Nurse Immuniser by the end of Semester you may not be eligible to undertake PEP as scheduled.

Further information regarding [Vaccine Preventable Diseases](#) is available from the [College of Health and Medicine Compliance](#) Webpage

To upload your Vaccination Record Card into InPlace:

Login to InPlace: <https://inplace.utas.edu.au/>

- click 'Staff and Students'
- Your **username** is your University email address, i.e. student123@utas.edu.au

Your **password** is the same for all University accounts, i.e. MyLO, eStudent and Webmail

| NSW Health Vaccination Record Card for Health Care Workers and Students | |
|---|--|
| Completion Instructions | |
| Disease | Vaccination Record Card entry must include |
| Diphtheria, Tetanus and Pertussis | <p>One adult dose of dTpa vaccine given within the last 10 years Documented on Vaccination Card including</p> <ul style="list-style-type: none"> • Date of administration AND • Batch number (if no batch number provided, an adult dTpa booster will be required) AND • Health care provider signature AND • Health care provider practice stamp • No serology results are accepted. Do not use ADT vaccine |
| Hepatitis B | <p>History of a completed age appropriate course of Hep B vaccinations OR</p> <ul style="list-style-type: none"> • If a student has been vaccinated but cannot locate their Hep B vaccination records, a verbal history of Hep B vaccinations must be recorded on the Vac Card by your GP/ Authorised Nurse Immuniser with the health care providers signature and practice stamp AND a NSW Health Appendix 9 Hepatitis B Vaccination Declaration must be completed and witnessed by a GP/ Authorised Nurse Immuniser. This Vaccination Declaration must always accompany the Vac Card AND • Hep B surface antibody serology. The result must only be recorded as a numerical value. ≥ 10 IU/ml equals immunity. Please <i>note</i>: 'positive', 'immune' or 'detected' are not accepted OR Documented evidence of anti HBc, indicating past Hepatitis B infection • If after three (3) Hepatitis B vaccinations your Hep B surface Antibody serology is below 10IU/ml, please contact NSW PEP team ASAP for further information, as further Hep B vaccinations and serology will be required. |

| | |
|--------------------------------|--|
| | <ul style="list-style-type: none"> All Hep B vaccinations must be documented on Vaccination Card including <ul style="list-style-type: none"> Date of administration AND Batch number if given within last two (2) years AND Health care provider signature AND Health care provider practice stamp |
| Measles, Mumps, Rubella | <p>Evidence of two (2) MMR vaccinations, administered at least one month apart and documented on the Vac Card including</p> <ul style="list-style-type: none"> Date of administration AND Batch number if given within last two (2) years AND Health care provider signature AND Health care provider practice stamp OR Serology result indicating positive IgG for Measles and Mumps and Rubella, AND Rubella serology result must be recorded on the Vac Card as a numerical value ONLY. Please <i>note</i>: 'positive', 'immune' or 'detected' are not accepted) AND Rubella serology report must also be included with the Vac Card as 1 pdf document. All MMR serology results must be documented on the Vaccination Card including date of serology, health care provider signature and health care provider practice stamp OR Born prior to 1966 |
| Varicella | <p>Evidence of an age appropriate course of vaccination:</p> <ul style="list-style-type: none"> If vaccinated at under 14 years old, evidence of one (1) Varicella vaccination. If vaccinated at 14 years or older, evidence of two (2) Varicella vaccinations, administered at least one month apart. All Varicella vaccinations must be documented on the Vaccination Card including <ul style="list-style-type: none"> Date of administration AND Batch number if given within last 2 years AND Health care provider signature AND Health care provider practice stamp OR Positive Varicella IgG serology OR Australian Immunisation Registry (AIR) History Statement that records natural immunity to chickenpox Documented on Vaccination Card with date of serology, health care provider signature and health care provider practice stamp. |
| TB | <p>TB Screening- Interferon Gamma Release Assay (IGRA) or Tuberculin Skin Test (TST) is required if:</p> <ul style="list-style-type: none"> If you were born in a country with a high incidence of TB, or have resided or travelled for a cumulative time of 3 months or longer in a country with a high incidence of TB, as listed at: http://www.health.nsw.gov.au/Infectious/tuberculosis/Documents/countries-incidence.pdf, OR if you have previously been assessed as TB compliant but have resided or travelled for a cumulative period of 3 months or more to a country/countries with a high incidence of TB since your last TB assessment OR if you have had contact with a person who has infectious TB disease you will require TB screening. <p>IGRA</p> <ul style="list-style-type: none"> IGRA (blood test) can be performed by your GP. It must be one month |

| | |
|-------------------------|---|
| | <p>apart from the administration of any live vaccines (MMR & Varicella)</p> <ul style="list-style-type: none"> • • IGRA results must be documented on your Vac Card including: <ul style="list-style-type: none"> • Date of IGRA blood test AND either a positive or negative or indeterminate result • Health care provider signature AND • Health care provider practice stamp • If your IGRA serology is indeterminate, a 2nd IGRA serology test will be required with results recorded on the Vac Card • If your IGRA serology is positive you will require a Clinical Review at a NSW Health TB Service/Chest Clinic where you will have a Chest X Ray and/or TST/Mantoux. <p>TST/Mantoux</p> <ul style="list-style-type: none"> • is required if previously screened with a TST. It must only be performed at a designated NSW Health TB Service/Chest Clinic, not by a GP or pathology company. It must be one month apart from the administration of any live vaccines (MMR & Varicella) • If you have a history of a BCG vaccination or if you have never had a BCG vaccination, this must also be recorded on the Vac Card at 'TB Screening' under "History of BCG vaccination" <p>TST/Mantoux Tests Interpretations:</p> <ul style="list-style-type: none"> • Reaction is negative, and no BCG scar, no further action • Reaction > 8 mm and no BCG, CXR required and results recorded on Vac Card • Reaction is negative, and BCG scar present, repeat mantoux test, if still negative, no further action • Reaction >10mm and BCG confirmed, CXR required and results recorded on Vac Card <p>All entries must include date, health care provider signature, health care provider practice stamp.</p> |
| <p>Influenza</p> | <p>For all UTas students undertaking PEP during influenza season (1st June- 30th September each year), the annual influenza vaccination is mandatory. Evidence of the annual influenza vaccination MUST be provided prior to 1st June each year using the</p> <ul style="list-style-type: none"> • UTas Safety in Practice Annual Influenza Vaccination Form http://www.utas.edu.au/_data/assets/pdf_file/0013/1170103/Safety-in-Practice-Influenza-Vaccination-Form.pdf <p>OR</p> <p>another form of evidence, which includes pharmacy/ hospital influenza consent form, GP immunization summary/list/statement or NSW Health Vaccination Record Card for Health Care Workers and Students. All other forms of evidence MUST include student name, date of birth, influenza vaccine name, vaccine batch number, date of administration, vaccinator name, signature and practice stamp/letterhead.</p> |



Sample Vaccination Card

Vaccination Record Card for Health Care Workers and Students



Personal Details (please print)

Please refer to instructions overleaf

Table with personal details: Surname (GAZING), Given names (STAR), Address (1 MILKY WAY OUTER GALAXY), State (NSW), P/code (2000), Date of Birth (00/00/0000), Email (s.gazing@utas.edu.au), Staff/student ID No. (000 000), Contact numbers (000 000), Medicare number (0 000 000000), Position on card (1)

Main vaccination record table with columns: Vaccine, Date, Batch No. (where possible), Official Certification by Vaccination Provider. Includes sections for Adult formulation diphtheria, tetanus, acellular pertussis (whooping cough), Hepatitis B vaccine, Influenza vaccine, Measles, Mumps and Rubella (MMR) vaccine, Varicella vaccine, TB Screening, and Interferon Gamma Release Assay (IGRA).

| Vaccine | Date | Batch No. (where possible) | Official Certification by Vaccination Provider (clinic/practice stamp, full name and signature) |
|---|------|------------------------------------|--|
| Adult formulation diphtheria, tetanus, acellular pertussis (whooping cough) vaccine (adult dose of dTpa vaccine) | | | |
| Dose 1 | | | |
| Booster 10 years after previous dose | | | |
| Hepatitis B vaccine (age appropriate course of vaccinations AND hepatitis B surface antibody $\geq 10\text{mIU/mL}$ OR core antibody positive) | | | |
| Dose 1 | | | |
| Dose 2 | | | |
| Dose 3 | | | |
| | | | |
| | | | |
| AND | | | |
| Serology: anti-HBs | | Result | mIU/mL |
| OR | | Result | mIU/mL |
| Serology: anti-HBc | | Positive | Negative |
| Influenza vaccine (strongly recommended for all health care workers & mandatory for Category A High Risk health care workers) | | | |
| | | | |
| | | | |
| Measles, Mumps and Rubella (MMR) vaccine (2 doses MMR vaccine at least 1 month apart OR positive serology for measles, mumps and rubella OR birth date before 1966) | | | |
| Dose 1 | | | |
| Dose 2 | | | |
| OR | | | |
| Serology Measles | | IgG Result | |
| Serology Mumps | | IgG Result | |
| Serology Rubella (include numerical value and immunity status as per lab report) | | | |
| | | IgG Result | |
| Varicella vaccine (age appropriate course of vaccination OR positive serology) | | | |
| Dose 1 | | | |
| Dose 2 | | | |
| OR Serology Varicella | | IgG Result | |
| TB Screening | | Date | Batch No. or Result |
| | | | Given by/Read by (clinic/practice stamp, full name and signature) |
| Requires TB screening? | | No IGRA TST (please circle) | |
| Interferon Gamma Release Assay (IGRA) via GP or TB Service/Chest Clinic | | | |
| IGRA | | Positive | Indeterminate Negative |
| Tuberculin Skin Test (TST) - via TB Service/Chest Clinic | | | |
| TST Reading | | Induration | mm History of BCG vaccination YES / NO (please circle) |
| TST Reading | | Induration | mm |
| Further TB investigations indicated? Yes / No (please circle) Referred to TB Service/Chest Clinic? Yes / No (please circle) | | | |
| Chest X-ray | | | |
| Other | | | |

Attachment 1: Blood Borne Virus Student Declaration Form



All student health care workers of a discipline* that undertakes exposure prone procedures (EPPs) must complete this document prior to their first clinical placement, and again after repeat testing has been undertaken every three years. Students will only be permitted to attend clinical placements if they have submitted this form.

The educational provider must ensure that all student health care workers of a discipline* that undertakes EPPs have completed this form and submitted it for assessment by NSW Health.

| Declaration | Initials | |
|---|---|-------------------------|
| <p>I have read and understand the requirements of the Australian National Guidelines for the Management of Healthcare Workers Living with Blood Borne Viruses and Healthcare Workers who Perform Exposure Prone Procedures at Risk of Exposure to Blood Borne Viruses and the NSW Health policy <i>Management of health care workers infected with HIV, Hepatitis B or Hepatitis C and health care workers who perform exposure prone procedures</i>.</p> | | |
| <p>Select either A or B</p> <p><input type="checkbox"/> A: I have undergone testing for blood borne viruses** (BBVs) at commencement of study in Australia or within the 12 months prior to commencement.</p> <p><input type="checkbox"/> B: I have undergone a repeat test for BBVs within a three year period from the date of my last test.</p> <p>The date of my test was: _____</p> | | |
| <p>I agree to the following:</p> <ul style="list-style-type: none"> • be tested for Hepatitis B, Hepatitis C and HIV at least once every three years. • have appropriate and timely testing and follow up care after a potential occupational exposure associated with a risk of BBV acquisition. • have appropriate testing and follow up care after potential non-occupational exposure, with testing frequency related to risk factors for virus transmission. • notify the person identified in the health facility local procedures if I am newly diagnosed with a BBV and will refrain from performing EPPs until a risk management plan has been developed by the NSW Health agency during the placement. • cease performing all EPPs if diagnosed with a BBV until the criteria in the National Guidelines are met. | | |
| <p>Declaration: I _____ declare that I comply with the requirements of the <i>National Guidelines</i> and that the information provided is correct.</p> | | |
| <p>Full name:</p> | <p>Date of Birth:</p> | <p>Utas Student ID:</p> |
| <p>Utas Email:</p> | <p>Education Provider: University of Tasmania</p> | |
| <p>Date:</p> | <p>Signature:</p> | |

*Disciplines that undertake exposure prone procedures include: medicine; midwifery; paramedicine; dentistry and oral health.

**Relevant blood borne viruses are Human Immunodeficiency Virus (HIV), Hepatitis B and Hepatitis C.

APPENDICES

Appendix 6: Undertaking/Declaration Form

All new recruits/other clinical personnel/ students /volunteers / facilitators must complete each part of this document and Appendix 7 *Tuberculosis (TB) Assessment Tool* and provide a NSW Health Vaccination Record Card for Health Care Workers and Students and serological evidence of protection as specified in Appendix 4 *Checklist: Evidence required from Category A Applicants* and return these forms to the health facility as soon as possible after acceptance of position/enrolment or before attending their first clinical placement. (Parent/guardian to sign if student is under 18 years of age).

New recruits/other clinical personnel/ students /volunteers / facilitators will only be permitted to commence employment/attend clinical placements if they have submitted this form, have evidence of protection as specified in Appendix 4 *Checklist: Evidence required from Category A Applicants* and submitted Appendix 7 *Tuberculosis (TB) Assessment Tool*. Failure to complete outstanding hepatitis B or TB requirements within the appropriate timeframe(s) will result in suspension from further clinical placements/duties and may jeopardise their course of study/duties.

The education provider/recruitment agency must ensure that all persons whom they refer to a NSW Health agency for employment/clinical placement have completed these forms, and forward the original or a copy of these forms to the NSW Health agency for assessment. **The NSW Health agency** must assess these forms along with evidence of protection against the infectious diseases specified in this policy directive.

| Part | Undertaking/Declaration (tick the applicable option) | ✓ |
|---|---|---|
| 1 | I have read and understand the requirements of the NSW Health <i>Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases Policy</i> | |
| 2 | a. I consent to assessment and I undertake to participate in the assessment, screening and vaccination process and I am not aware of any personal circumstances that would prevent me from completing these requirements, OR | |
| | b. (For existing workers only) I consent to assessment and I undertake to participate in the assessment, screening and vaccination process; however I am aware of medical contraindications that may prevent me from fully completing these requirements and am able to provide documentation of these medical contraindications. I request consideration of my circumstances. | |
| 3 | I have provided evidence of protection for hepatitis B as follows: | |
| | a. history of an age-appropriate vaccination course, <u>and</u> serology result Anti-HBs ≥ 10 mIU/mL OR | |
| | b. history of an age-appropriate vaccination course and additional hepatitis B vaccine doses, however my serology result Anti-HBs is < 10 mIU/mL (non-responder to hepatitis B vaccination) OR | |
| | c. documented evidence of anti-HBc (indicating past hepatitis B infection) or HBsAg+ OR | |
| | d. I have received at least the first dose of hepatitis B vaccine (documentation provided) and undertake to complete the hepatitis B vaccine course (as recommended in <i>The Australian Immunisation Handbook</i> , current edition) and provide a post-vaccination serology result within six months of my initial verification process. | |
| 4 | I have been informed of, and understand, the risks of infection, the consequences of infection and management in the event of exposure (refer Appendix 5 <i>Specified Infectious Diseases: Risks and Consequences of Exposure</i>) and agree to comply with the protective measures required by the health service and as defined by PD2017_013 Infection Prevention and Control Policy. | |
| Declaration: I, _____, declare that the information provided is correct | | |
| Full name: | | Worker cost centre (if available): not applicable |
| D.O.B: | | UTAS Student ID: |
| Medicare Number: | Position on card: | Education provider: University of Tasmania |
| UTAS Email: | | |
| Signature: | | Date: |

Appendix 7: Tuberculosis (TB) Assessment Tool

All new recruits, other clinical personnel, volunteers and students are required to complete this Tuberculosis Assessment Tool along with a *NSW Health Record of Vaccination for Health Care Workers and Students* and *Appendix 6: Undertaking/Declaration Form*. The healthcare worker/student should advise the NSW Health agency if they prefer to provide this information in private consultation with a clinician.

The **education provider** must forward a copy of this form to the health service for assessment. The **NSW Health agency** will assess this form and decide whether TB screening or TB clinical review is required.

New recruits, other clinical personnel, volunteers and students can commence duties once they have submitted this form to the employing NSW Health agency **and** have been cleared of active TB disease **and** have completed TB testing when it is indicated by the information in this TB assessment tool. When employment commences prior to completing TB clinical review, failure to complete outstanding TB requirements within the appropriate timeframe may affect employment status.

Existing Category A staff, clinical personnel, volunteers and students who have spent more than 3 months in a country with high incidence of TB or have had known TB exposure since last TB assessment must complete a new TB Assessment Tool and re-submit this to their manager/education provider.

Please complete Part A, Part B and Part C

| Part A: Symptoms requiring investigation to exclude active TB disease | | | | |
|---|--|-------|----------|----|
| Do you currently have any of the following symptoms that are not related to an existing diagnosis or condition that is being managed with a doctor? | | | Yes | No |
| 1. | Cough for more than 2 weeks? | | | |
| 2. | Episodes of haemoptysis (coughing blood) in the past month? | | | |
| 3. | Unexplained fevers, chills or night sweats in the past month? | | | |
| 4. | Significant* unexpected weight loss over the past 3 months? *loss of more than 5% of body weight | | | |
| <u>If Yes to any of the questions in Part A:</u> | | | | |
| Urgent TB Clinical Review required. Contact the TB Service/Chest Clinic recommended by the Health Agency undertaking this TB assessment See link to list of NSW clinics and contact numbers on Page 2. | | | | |
| Clearance from TB Service/Chest Clinic is required before commencing clinical placement/employment | | | | |
| Part B: Previous TB treatment or TB screening or increased susceptibility | | | Yes | No |
| 1. | Have you ever been treated for active TB disease or latent TB infection (LTBI)? | | | |
| If Yes, please state the year and country where you were treated and provide documentation (if available) to the TB Service/Chest Clinic | | Year: | Country: | |
| 2. | Have you ever been tested for LTBI with Tuberculin skin test or Quantiferon blood test? | | | |
| <u>If Yes, please provide copies of TB test results to the TB Service/Chest Clinic.</u> | | | | |
| 3. | Have you ever had a chest X-ray that was reported as abnormal? | | | |
| 4. | Have you ever been referred to or reviewed in a TB Service/Chest Clinic in Australia? | | | |
| 5. | Do you have any medical conditions that affect your immune system? e.g. cancer, HIV, auto-immune conditions such as rheumatoid arthritis, renal disease, diabetes | | | |
| 6. | Are you on any regular medications that suppress your immune system? | | | |
| <u>If Yes to any of the questions in Part B:</u> | | | | |
| Contact the TB Service/Chest Clinic recommended by the Health Agency undertaking this TB assessment for advice regarding TB screening or clinical review requirements to obtain TB compliance. See link to list of clinics and contact numbers on Page 2 of this form. | | | | |

Privacy Notice: Personal information about students and employees collected by NSW Health is handled in accordance with the Health Records and Information Privacy Act 2002. NSW Health is collecting your personal information to meet its obligations to protect the public and to provide a safe workplace as per the current Occupational Assessment Screening and Vaccination Against Specified Infectious Diseases Policy Directive. All personal information will be securely stored and reasonable steps will be taken to keep it accurate, complete and up-to-date. Personal information recorded on this form will not be disclosed to NSW Health officers or third parties unless the disclosure is authorised or required by or under law. If you choose not to provide your personal information, you will not meet the condition of placement. For further information about how NSW Health protects your personal information, or to learn about your right to access your own personal information, please see our website at www.health.nsw.gov.au

Occupational Assessment Screening and Vaccination Against Specified Infectious Diseases

APPENDICES



Part C: TB exposure risk history

The following questions explore possible exposure to TB

| | | | | |
|---|---|----------------|---|---|
| 1. | In what country were you born? | | | |
| If born overseas, in what year did you migrate to Australia? | | | | |
| 2. | Is your country of birth on the list of high TB incidence countries? For a list of high TB incidence countries, please go to https://www.health.nsw.gov.au/Infectious/tuberculosis/Pages/high-incidence-countries.aspx | Yes | No | |
| 3. | Have you spent a total of three (3) months or more visiting or living in any country/ies with a high TB incidence? e.g. 2 months in country A + 1 month in country B = 3 months cumulative | | | |
| If Yes, please list below the countries you have visited, the year of travel and duration of stay | | | | |
| | Country visited | Year of travel | Duration of stay (please specify d/w/m) | Country visited |
| | | | | Year of travel |
| | | | | Duration of stay (please specify d/w/m) |
| | | | | |
| | | | | |
| 4. | Have you had direct contact with a person with pulmonary TB whilst infectious and where you were not wearing a P2/N95 mask? | Yes | No | |

If Yes to any of the questions in Part C, a record of TB infection status after the latest TB exposure risk is required.

The accepted tests are:

- Interferon Gamma Release Assay (IGRA) blood test. This test can be ordered by your doctor – pathology fees will apply. Blood draw for IGRA must be prior to or at least 4 weeks after a live vaccine, for example MMR or Varicella vaccination; or
- Tuberculin Skin Test (TST) performed at a specialist TB Service/Chest Clinic - requires 2-4 visits and there may be a cost involved. TST must be prior to or at least 4 weeks after a live vaccine, e.g. MMR or Varicella vaccination.

If the TB screening test is negative and there are no additional steps indicated by Part B of this assessment, TB compliance can be granted and clinical placement/employment can be attended.

If the TB screening test is positive, a chest X-ray and TB Clinical Review is required – please contact the TB Service/Chest Clinic recommended by the Health Agency undertaking this TB assessment. **Clearance from TB Service/Chest Clinic is required before commencing clinical placement/employment** See link to list of clinics and contact numbers below. There is no out-of-pocket expense for treatment of TB disease or LTBI in public health facilities in New South Wales

NOTE that any possible exposure to TB after this screening i.e. via overseas travel or workplace exposure, must be declared and another TB self-assessment tool must be re-submitted to your manager / education provider.

Your Personal Information

| | | | |
|---|------------------------|-----------------|--|
| Family Name | | Given Name(s) | |
| Date of Birth | / / | Phone number | |
| Address | | | |
| Utas Email | | | |
| Education Provider | University of Tasmania | Utas Student ID | |
| Course/Module of Study OR Place of Work | | | |
| Signature and Date | / / | | |

NSW TB Services/Chest Clinics & contact numbers: <https://www.health.nsw.gov.au/Infectious/tuberculosis/Pages/chest-clinics.aspx>

First Aid Requirements – Paramedic Students

The University of Tasmania is required to comply with all relevant Commonwealth and State legislation and regulation to ensure the safety of students and healthcare consumers. The School of Medicine (SOM) recognises the [Australian Resuscitation Council's](#) Standards for Resuscitation: Clinical Practice and Education, whereby resuscitation skills are identified as a fundamental requirement for undergraduate students of paramedicine. The SOM requires all undergraduate paramedic students to have current first aid certification before the end of the first semester of study in the Bachelor of Paramedic Practice Program.

Requirements for Professional Experience Placement (PEP) in Health Care Agencies

The SOM 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 an RTO must be submitted no later than Week 12, Semester 1 in the Bachelor of Paramedic Practice, unless otherwise advised by the SOM.

Once students have their Provide First Aid Certificate, you are required to:

- Upload the Certificate to the relevant compliance item on InPlace by the due date as advised by your PEP Coordinator; and
- Retain and produce the Certificate for sighting by health care agencies/UTas if/when required.

If you do not submit your current **Provide First Aid Certificate** to the School via InPlace, you **will not be eligible to undertake PEP**.

Students are responsible for the cost of the Provide First Aid Certificate course and CPR courses. It is recommended that students complete your First Aid Certificate as soon as possible after accepting a position in the BPP program for ease of managing your study commitments.

If you require further information, please contact:

- NSW Students: Sydney.Placements@utas.edu.au
- TAS Students: Kellie.Twining@utas.edu.au

* The following exceptions will apply:

Students currently registered with the Australian Health Practitioner Registration Authority as a Registered Nurse or Enrolled Nurse must produce their current registration AND current CPR certificate of competency. This can be from a registered RTO as above OR if currently employed by a Health Care Facility and are required to undertake mandatory BLS training (theory and practical) as part of their employment, can submit their certificate of completion/achievement (uploaded to InPlace). However, evidence must be provided of the breakdown/details of that training (if not listed on the certificate) against the Australian Resuscitation Council's [DRSABCD](#) flowchart. The school reserves the right to refuse submissions that do not clearly demonstrate that these requirements have been met.

Any student who has completed an Advanced Life Support 1 or Advanced Life Support 2 course accredited with the Australian Resuscitation Council can submit their accreditation to InPlace.

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.