



UNIVERSITY of
TASMANIA

**College of Health
and Medicine**

Bachelor of Paramedicine: Get Ready 4 PEP! Pack – Step 1

Welcome to the Bachelor of Paramedicine (BP) Program.

This PEP pack contains information to assist students to complete the compliance process. It is important that you remain up to date with your compliance status. The compliance process ensures students are safe to enter the practice environment and are safe in practice. Students cannot undertake PEP unless their compliance is completed.

Compliance Explained

The first step in becoming a health care professional is making sure you can practise safely. This is the compliance process. It has many steps, takes time and may involve personal expense. Therefore, it is important you read the following information carefully.

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

University of Tasmania Safety in Practice Agreement (SIP) needs to be completed annually. As you may be aware, to practise as a registered paramedic, you must have the medical, physical and psychological capacity to practise safely.

*Please consider this form carefully. If 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.*

Working with Children Check:

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 Children's Guardian](#) website.

First Aid and CPR : All Bachelor of Paramedicine students are required to provide evidence of practical training and assessment as competent in these areas (or a booking receipt). Further information is attached.

InPlace: InPlace is the software program used by the University of Tasmania to manage all aspects of PEP including compliance and placements.

To start familiarising yourself with InPlace, there is a quick reference guide on the [InPlace](#) home page. 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.

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 the semester to assist students. We are also contactable via sydney.placements@utas.edu.au

2022 Placement

With the introduction of a new curriculum in 2022, students will undertake one Emergency Ambulance placement. Two further ambulance placements and an aged care placement will be undertaken in 2023. Placement for 2022 is:

CAA112: 26 November – 23 December 2022

Students who complete compliance requirements per the attached guidelines will be able to submit a preference for their first placement, CAA112, during paramedic study period 1.

The following documents with additional information are attached:

- Compliance Checklist
- College of Health and Medicine: Safety in Practice Pregnancy Guidelines
- College of Health and Medicine: 2021 Safety in Practice Agreement
- NSW Working with Children Check
- CPR Certificate
- First Aid Certificate

Kind Regards

NSW PEP Team

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**2022 – 2023 University of Tasmania
NSW Student Compliance Checklist**

Welcome again to the University of Tasmania.

Now that you have had some time to settle in, we would like to introduce the compliance requirements that all Bachelor of Paramedicine students need to complete to be able to undertake placement.

There are several steps to the process, and the due dates have been aligned to assist students in meeting these steps.

There are several steps to the process, and the due dates have been aligned to assist students in meeting these steps and being able to undertake their first placement as scheduled.

KEY DATES BP Year 1

Orientation	14 Febraary 2022
Study period	21 February 2022
Step 1 due	4 March 2022
Step 2 due	21 March 2022

STEP 1

ITEM	REQUIREMENTS TO ACHIEVE VERIFICATION	DUE DATE
2022 Safety in Practice Agreement	Student to complete, then scan all pages into one PDF in a clearly readable format and upload into InPlace	4 March 2022
Health Assessment Form	Only required if you declare a medical condition or impairment that may affect your mandatory functional requirements or as advised by University of Tasmania staff	4 March 2022
NSW Working with Children Check (Valid 5 years)	Student to scan in a clearly readable format as a PDF and upload into InPlace	4 March 2022
First Aid Certificate (Valid 3 years)	Certificate (or a booking receipt) to be scanned in a clearly readable format as a PDF and uploaded into InPlace	4 March 2022
Cardio-pulmonary resuscitation (CPR) (Valid 1 year)	Certificate (or a booking receipt) to be scanned in a clearly readable format as a PDF and uploaded into InPlace	4 March 2022

**2022 – 2023 University of Tasmania
NSW Student Compliance Checklist**

STEP 2

ITEM	REQUIREMENTS TO ACHIEVE VERIFICATION	DUE DATE
National Police Certificate (Valid 3 years)	Present in person to the NSW PEP Team	21 March 2022
NSW Health Appendix 5: Statutory Declaration	Declare this on InPlace – written document is only required if you have lived overseas for six months or more since turning 16 years of age. Please see the NSW PEP Team to complete it	21 March 2022
NSW Health Code of Conduct	Student to complete, then scan in a clearly readable format as a PDF and upload into InPlace	21 March 2022
NSW Health Form 7: TB assessment	Student to complete, then scan both pages in a clearly readable format as a single PDF and upload into InPlace	21 March 2022
NSW Health Form 6: Student undertaking/declaration	Student to complete, then scan in a clearly readable format as a PDF and upload into InPlace	21 March 2022
NSW Health Form Attachment 1: BBV Declaration	Student to complete, then scan in a clearly readable format as a PDF and upload into InPlace	21 March 2022
NSW Health Vaccination Card	Vaccination card commenced as per the NSW Immunisation Checklist, and scan all pages and supporting documentation in a clearly readable format as a single PDF and upload into InPlace after each update	21 March 2022
NSW Health Vaccination Card Finalised	Vaccination card completed as per the NSW Immunisation Checklist, all pages scanned including supporting documentation, in a clearly readable format as a single PDF and uploaded into InPlace	28 November 2022

Safety in Practice Pregnancy Process

In accordance with [UTAS Health and Safety 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 processes or infectious disease poses unacceptable risk.

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

Pre-PEP

Students who are pregnant:

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

Note: This must also comply with healthcare facility policy.

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

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

During PEP

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

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

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

SAFETY IN PRACTICE AGREEMENT

INTRODUCTION

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

The agreement should be completed in accordance with the CHM [Safety in Practice Student Compliance 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, 2022 - February 28th, 2023

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:

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- 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; CODE OF PROFESSIONAL & ETHICAL CONDUCT RELEVANT TO PROFESSION

You are required to read the University [Behaviour Policy](#) which outlines the University's expectations for appropriate behaviour. You are also required to read the [Code of Professional and Ethical Conduct](#) relevant to your course of study.

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

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- 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:

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- 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 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, 2022** - **February 28th, 2023**

Course Name and Code: Paramedic 53A 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; CODE OF PROFESSIONAL & ETHICAL CONDUCT OF PROFESSION RELEVANT TO COURSE OF STUDY

- I have read and agree to comply with the principles and rules set down in the University [Behaviour-Policy](#).
- I have read and agree to comply with the [Code of Professional and Ethical Conduct](#) relevant to my course of study.

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 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 <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/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>

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.