Welcome to the final year of your Bachelor of Paramedic Practice (BPP) Program. Attached is your 2018 PEP Pack which includes placement dates and key PEP timelines.

**Placement**

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 Culburra in the south, north to the Central Coast and across to Katoomba in the west.

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 or international opportunities this year.

Every placement requires full time attendance on a variety of shifts. Placements vary in length up to four weeks duration. Students will 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 will have the opportunity to submit preferences for each placement; however need to remember 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 roster, which will include a variety of morning, afternoon and night shifts across the week and on weekends. Facilities provide rosters close to placement commencement. *PEP dates are non-negotiable with 100% attendance required to meet all PEP assessment requirements.*

**Compliance**

The University of Tasmania has a duty of care to ensure you are safe to enter the practice environment and ensure the safety of the public. It is a **mandatory requirement** of your degree to **complete the compliance processes** with the University of Tasmania, NSW Health, NSW Ambulance and private partners. Students need to have completed both University of Tasmania and NSW Health compliance requirements to be able to submit placement preferences.
Students are advised to retain their original compliance documents, as these documents will need to be presented in person to NSW Health and partners, and will form part of your new graduate application at the completion of your studies.

Further information regarding PEP and compliance can be located on the College of Health and Medicine PEP webpage at: http://www.utas.edu.au/health/professional-experience-placement/safety-in-practice-requirements

The University of Tasmania uses ‘InPlace’ to manage all aspects of placement. You will need to upload your compliance documents into InPlace. Log in to InPlace via https://inplace.utas.edu.au/ using your university email address and password.

The NSW PEP Team look forward to managing your PEP with you and can be contacted at Sydney.placements@utas.edu.au or as below:

Kind Regards

Therese Toohey
NSW PEP Coordinator
+61 2 8572 7996

Suzy Shortridge
NSW Placement Officer
+61 2 8572 7956
<table>
<thead>
<tr>
<th>Week</th>
<th>Week Beginning</th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Orientation</strong></td>
<td>19-Feb</td>
<td><strong>Orientation and Unistart - PEP Talk</strong></td>
<td><strong>CAA206 PEP: Emergency Department (19-23/02/2018) students only undertake 1 rotation (5 days)</strong></td>
</tr>
<tr>
<td>1</td>
<td>26-Feb</td>
<td><strong>PEP document submission commences - PEP Talk</strong></td>
<td><strong>CAA206 PEP: Emergency Department (26/02-02/03/2018) students only undertake 1 rotation (5 days)</strong></td>
</tr>
<tr>
<td>2</td>
<td>5-Mar</td>
<td><strong>PEP document submission continues</strong></td>
<td><strong>CAA206 PEP: Emergency Department (05-09/03/2018) students only undertake 2 rotation (5 days)</strong></td>
</tr>
<tr>
<td>3</td>
<td>12-Mar</td>
<td><strong>PEP document submission continues</strong></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>19-Mar</td>
<td><strong>PEP document submission continues</strong></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>26-Mar</td>
<td><strong>PEP document submission finalised</strong></td>
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<tr>
<td>6</td>
<td>2-Apr</td>
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<tr>
<td>7A</td>
<td>9-Apr</td>
<td></td>
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<tr>
<td>7B</td>
<td>16-Apr</td>
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<tr>
<td>8</td>
<td>23-Apr</td>
<td><strong>NSW Health Bulk Compliance</strong></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>30-Apr</td>
<td><strong>Metropolitan Placement Preferences Period</strong></td>
<td></td>
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<tr>
<td>10</td>
<td>7-May</td>
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<tr>
<td>11</td>
<td>14-May</td>
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<tr>
<td>12</td>
<td>21-May</td>
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<tr>
<td>13</td>
<td>28-May</td>
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<td></td>
</tr>
<tr>
<td><strong>Study Break</strong></td>
<td>4-Jun</td>
<td></td>
<td></td>
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<tr>
<td><strong>Exams</strong></td>
<td></td>
<td></td>
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<tr>
<td>11-Jun</td>
<td></td>
<td></td>
<td><strong>CAA207 - Preference Period</strong></td>
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<tr>
<td>18-Jun</td>
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<tr>
<td>25-Jun</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2-Jul</td>
<td></td>
<td></td>
<td><strong>CAA207 - Preference Period</strong></td>
</tr>
<tr>
<td>9-Jul</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>16-Jul</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2 23-Jul</td>
<td></td>
<td></td>
<td><strong>CAA207 - Allocations finalised, no further changes</strong></td>
</tr>
<tr>
<td>3 30-Jul</td>
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<tr>
<td>4 6-Aug</td>
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<tr>
<td>5 13-Aug</td>
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<td></td>
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<tr>
<td>6 20-Aug</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 27-Aug</td>
<td></td>
<td></td>
<td><strong>CAA207 PEP: Aged Care Rotation 1 students only undertake 1 rotation (4 days)</strong></td>
</tr>
<tr>
<td><strong>Break</strong></td>
<td>3-Sep</td>
<td></td>
<td><strong>CAA207 PEP: Aged Care Rotation 2 students only undertake 1 rotation (4 days)</strong></td>
</tr>
<tr>
<td>8 10-Sep</td>
<td></td>
<td></td>
<td><strong>CAA207 PEP: Emergency Ambulance (commencing 08/09/2018)</strong></td>
</tr>
<tr>
<td>9 17-Sep</td>
<td></td>
<td></td>
<td><strong>CAA207 PEP: Emergency Ambulance</strong></td>
</tr>
<tr>
<td>10 24-Sep</td>
<td></td>
<td></td>
<td><strong>CAA207 PEP: Emergency Ambulance</strong></td>
</tr>
<tr>
<td>11 1-Oct</td>
<td></td>
<td></td>
<td><strong>CAA207 PEP: Emergency Ambulance (concluding 05/10/2018)</strong></td>
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<tr>
<td>12 8-Oct</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 15-Oct</td>
<td></td>
<td></td>
<td><strong>CAA109 - Preference Period</strong></td>
</tr>
<tr>
<td><strong>Study Break</strong></td>
<td>22-Oct</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exams</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29-Oct</td>
<td></td>
<td></td>
<td><strong>CAA109 - Allocations finalised, no further changes</strong></td>
</tr>
<tr>
<td>1-Nov</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-Nov</td>
<td></td>
<td></td>
<td><strong>CAA208 - Preference Period</strong></td>
</tr>
<tr>
<td>1 19-Nov</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 26-Nov</td>
<td></td>
<td></td>
<td><strong>CAA208 - Allocations finalised, no further changes</strong></td>
</tr>
<tr>
<td>3 3-Dec</td>
<td></td>
<td></td>
<td><strong>CAA109 PEP: Emergency Ambulance (commencing 01/12/2018)</strong></td>
</tr>
<tr>
<td>4 10-Dec</td>
<td></td>
<td></td>
<td><strong>CAA206 Preference Period</strong></td>
</tr>
<tr>
<td>5 17-Dec</td>
<td></td>
<td></td>
<td><strong>CAA206 - Allocations finalised, no further changes</strong></td>
</tr>
<tr>
<td><strong>Break</strong></td>
<td>24-Dec</td>
<td></td>
<td><strong>CAA109 PEP: Emergency Ambulance (concluding 28/12/2018)</strong></td>
</tr>
<tr>
<td>25-Dec</td>
<td></td>
<td></td>
<td><strong>CAA208 PEP: Emergency Ambulance (commencing 29/12/2018)</strong></td>
</tr>
<tr>
<td><strong>Break</strong></td>
<td>31-Dec</td>
<td></td>
<td><strong>CAA208 PEP: Emergency Ambulance (concluding 29/12/2018)</strong></td>
</tr>
<tr>
<td>6 7-Jan</td>
<td></td>
<td></td>
<td><strong>CAA208 PEP: Emergency Ambulance</strong></td>
</tr>
<tr>
<td>7 14-Jan</td>
<td></td>
<td></td>
<td><strong>CAA208 PEP: Emergency Ambulance</strong></td>
</tr>
<tr>
<td>8 21-Jan</td>
<td></td>
<td></td>
<td><strong>CAA208 PEP: Emergency Ambulance (concluding 25/01/2019)</strong></td>
</tr>
<tr>
<td>9 28-Jan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 4-Feb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-Feb</td>
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<td></td>
<td></td>
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<tr>
<td>18-Feb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25-Feb</td>
<td></td>
<td></td>
<td><strong>Results released</strong></td>
</tr>
</tbody>
</table>

**Students please note:** Whilst every attempt in advance has been made to ensure the accuracy of dates and durations of PEP across 2018-2019; 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.
### Essential Items to take with you on PEP YEAR 1 (CAA108 and CAA109) YEAR 2 (CAA206, CAA207 and CAA208)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>YEAR 1 (CAA108 and CAA109)</th>
<th>YEAR 2 (CAA206, CAA207 and CAA208)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty of Health Safety in Practice Agreement</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Health Assessment Form</strong></td>
<td>Completed by student if any health conditions or impairment identified that could compromise students capacity to meet the mandatory functional requirements</td>
<td></td>
</tr>
<tr>
<td><strong>NSW Working with Children Check (WWCC) (valid five years)</strong></td>
<td>Obtained in first year, Sighted by NSW Health and UTas, retained by student and taken to Private Facilities. Update prior to expiry</td>
<td></td>
</tr>
<tr>
<td><strong>National Police Certificate (NPC) (valid three years)</strong></td>
<td>Obtained in first year, Sighted by NSW Health and UTas, retained by student and taken to Private Facilities. Update prior to expiry</td>
<td></td>
</tr>
<tr>
<td><strong>NSW Health Vaccination Record</strong></td>
<td>Commenced and completed in first year, Sighted by NSW Health and UTas, retained by Student and taken to Private Facilities and to job interviews</td>
<td></td>
</tr>
<tr>
<td><strong>First Aid Certificate (valid three years)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CPR competency (only valid one year)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NSW Health Form 2 Tuberculosis (TB) assessment tool</strong></td>
<td>Sighted by UTAs and NSW Health in First year, retained by student and taken to Private Facilities</td>
<td></td>
</tr>
<tr>
<td><strong>NSW Health Form 3 Student Undertaking/Declaration</strong></td>
<td>Sighted by UTAs and NSW Health in First year, retained by student and taken to Private Facilities</td>
<td></td>
</tr>
<tr>
<td><strong>NSW Health Code of Conduct Agreement for Students undertaking Clinical Placements</strong></td>
<td>Sighted by UTAs and NSW Health in First year, retained by student and taken to Private Facilities</td>
<td></td>
</tr>
<tr>
<td><strong>HETI Online Mandatory Training</strong></td>
<td>Ensure completed and updated prior to each placement as advised</td>
<td></td>
</tr>
<tr>
<td><strong>Student ID card</strong></td>
<td>Issued in first year, take to all PEP sites. Valid three years</td>
<td></td>
</tr>
<tr>
<td><strong>Student Name Badge</strong></td>
<td>Issued in First year, take to all PEP sites. Valid two years</td>
<td></td>
</tr>
<tr>
<td><strong>Uniform</strong></td>
<td>Ordered and issued before Semester 1 Week 5, worn to practical classes and take to all PEP sites</td>
<td></td>
</tr>
<tr>
<td><strong>Blue or black pen and a pocket sized notebook</strong></td>
<td>Purchased by student in First year, take to all PEP</td>
<td></td>
</tr>
<tr>
<td><strong>Calculator</strong></td>
<td>Purchased by student in First year, take to all PEP</td>
<td></td>
</tr>
<tr>
<td><strong>Unit Outline, including Intended Learning Outcomes</strong></td>
<td>Available from MyLo for each PEP Unit, take to all PEP</td>
<td></td>
</tr>
<tr>
<td><strong>PEP Portfolio Workbook</strong></td>
<td>Download from MyLO</td>
<td></td>
</tr>
<tr>
<td><strong>Medicare Card</strong></td>
<td>Personal item, required in the event of injury/illness on PEP as WHS does not apply</td>
<td></td>
</tr>
<tr>
<td><strong>Mobile phones</strong></td>
<td>Cannot be used in Clinical settings.</td>
<td></td>
</tr>
<tr>
<td><strong>Health Facility Specific Information and documentation</strong></td>
<td>Available from InPlace for each PEP</td>
<td></td>
</tr>
<tr>
<td><strong>Faculty of Health PEP Information</strong></td>
<td><a href="http://www.utas.edu.au/health/professional-experience-placement">http://www.utas.edu.au/health/professional-experience-placement</a></td>
<td></td>
</tr>
</tbody>
</table>

Public Transport information is available at: [http://www.transportnsw.info/](http://www.transportnsw.info/)

InPlace will be updated to contain specific information for every placement.
InPlace Quick Reference V4
Student User Interface Guide
InPlace is the University of Tasmania’s web based system used by staff and students to organise Professional Experience Placements (PEP). On InPlace students can access their student compliance details, upcoming placements and facility information.

Logging in for the first time
- Go to: https://inplace.utas.edu.au/ and 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
- When you log in to InPlace you will be presented with **Terms and Conditions** that you need to accept in order to use the system.

Use your Home page
Use the Toolbar

Tip! On a mobile device tap the menu icon to access the toolbar items.

<table>
<thead>
<tr>
<th>Link</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Click to return to the Home page.</td>
</tr>
<tr>
<td>Confirmed</td>
<td>Click to open the Confirmed page and view all your confirmed placements 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 log book or timesheets) and any documents linked to the placement, view assessment details and use the carpool feature.</td>
</tr>
<tr>
<td>Available</td>
<td>Click to view a list of all advertised opportunities (such as projects, internships and volunteering positions) you can apply for and any that have been shortlisted. If new opportunities have been added recently the number displays beside the link.</td>
</tr>
<tr>
<td>Requirements</td>
<td>Click to open the Requirements page and view your full program of placement requirements.</td>
</tr>
<tr>
<td>Calendar</td>
<td>Click to open your Calendar.</td>
</tr>
<tr>
<td>Shared Documents</td>
<td>Click to open the Shared Documents page and view all documents available to you.</td>
</tr>
<tr>
<td>&lt;your username&gt;</td>
<td>Click your username to view the User Account menu. From here you can:</td>
</tr>
<tr>
<td></td>
<td>- click My Details to open the My Details page and review your personal details and all required compliance documentation for your placements.</td>
</tr>
<tr>
<td></td>
<td>- 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.)</td>
</tr>
<tr>
<td></td>
<td>- click Help to open the InPlace online help</td>
</tr>
</tbody>
</table>
Viewing InPlace on your mobile device

On a mobile device your Home page looks a bit different – but all the same information is available and it's just as easy to access.
Use the Calendar

The InPlace Calendar lets you view your confirmed placements and any self-selectable placements you've 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).

**Access the Calendar**

To 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'll need to find and follow the steps that apply to your own device.
Manage your student details data

The My Details page displays your personal details and all placement prerequisites. You can upload and manage documentation for your placements immunisation records, criminal background checks, and driver's licence information. You access the page by clicking your username on the toolbar and then clicking My Details on the User Account menu. You can also open it by clicking a relevant task in the To Do list (on your home page).

You’re alerted to missing, outdated or rejected information by a task (such as ‘Information required’ or ‘Verification rejected’) in the To Do list on your home page.

1. In the To Do list on your Home page, click the task. The task lists the section of your My Details page that needs attention. For example, ‘Placement Compliance’.

![Image of a task in the To Do list](image)

The My Details page opens.

2. Locate the section that requires attention and click its plus icon (+) to expand it.

![Image of an expanded section](image)

3. Enter the required information, including uploading any relevant documents, and click Submit.

![Image of a vaccination record card](image)

4. Once submitted, this box will turn blue. When fully verified, it will show green. If further action is required, it will be rejected and show red. You will then need to revisit the ‘to do’ list on your home page to review what is required.
SAFETY IN PRACTICE AGREEMENT

INTRODUCTION
Faculty of Health 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 Safety in Practice Student Compliance Documentation Guidelines and Procedure, 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:
1. Bachelor of Medicine and Bachelor of Surgery (MBBS) and Bachelor of Paramedic Practice (BPP) students must be 18 years of age before undertaking PEP. MBBS and BPP students are therefore, required to complete this Agreement after turning 18 years of age.
2. Any student under the age of 18 years enrolled in Non MBBS and BPP 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, 2018 - February 28th, 2019

COURSE/UNIT DETAILS
Please enter the details of ALL PEP unit/s 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 change your contact information through the e-student centre or notify Student Administration of any changes to your address or other contact information.

Personal information is collected by the University of Tasmania (UTAS) in relation to PEPs to assist in the administration and to enable you to participate in the program. Failure to provide the University with the requested information will result in your PEP being refused. 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.
SAFETY IN PRACTICE AGREEMENT

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:

- 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, and the UTAS Personal Information Privacy Policy. 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: SAFE TO PRACTISE POLICY

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

SECTION 4: CODE OF PROFESSIONAL AND ETHICAL CONDUCT

You are required to read the Faculty of Health PEP Code of Ethical and Professional Conduct which contains rules which must be adhered to by all students undertaking PEPs. These rules are as clear, precise and unambiguous as possible and constitute basic, non-negotiable requirements for completion of your degree at UTAS. It is not possible to create a rule for every situation or contingency, hence the Code also provides a framework for you to apply to different circumstances during practise.

SECTION 5: NATIONAL POLICE HISTORY RECORD CHECK AND WORKING WITH CHILDREN REGISTRATION

Most Australian health care agencies and non-government organisations require National Police History Record Checks and Working with 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 Faculty of Health has determined that all students enrolled in courses involving PEP will require:

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

   You are required, in accordance with Faculty of Health National Police Record Check Procedures, to obtain a current National Police Certificate, and International Police Certificate where required, by week 2 of the first semester of your course and every 3 years thereafter.

   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, Faculty of Health 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 Children Registration.** When you apply for registration you will receive a Working with Children Registration Card (Tasmania) or Letter (NSW). **(Laboratory Medicine students are exempt)**

   You are required, in accordance with the Faculty of Health Working with Children Registration Procedure, to obtain Working with Children Registration.

**SECTION 6: INFECTIOUS DISEASE GUIDELINES AND PROCEDURES**

The Faculty of Health Infectious Disease Guidelines and Procedures apply to students who are required to undertake PEPs in health care settings involved in the provision of patient/client care and services and with exposure-prone procedures (e.g. research, laboratory). In general you are required to comply with the Procedures and Guidelines in a manner consistent with that which applies to employees/health care workers within the same vocational field. Faculty of Health students are required to read and comply with the following Faculty of Health documents prior to undertaking PEPs:

- **Infectious Disease Guidelines and Procedures**;
- **Tasmanian Student Immunisation Record - Information Checklist**;
- or
- **NSW Student Immunisation Record - Information Checklist**; and
- **Infection Control Guidelines**.

**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**

UTAS 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.

In accordance with the University of Tasmania Safe to Practise Policy and Work, Health and Safety Policy, all 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:
   - interact with patients/clients and health practitioners in a professional setting;
SAFETY IN PRACTICE AGREEMENT

- 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 Health Assessment Form completed by a Medical Practitioner. Declaring a medical, physical and/or psychological condition will not automatically exclude you from undertaking PEP.

UTAS 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 at the time of signing, have read and understood the UTAS Safe to Practise Policy and that all information provided by you is true and correct to the best of your knowledge.
SAFETY IN PRACTICE AGREEMENT

SECTION 13: STAFF AGREEMENT

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

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

AGREEMENT

Period of Agreement: January 1\textsuperscript{st}, 2018 - February 28\textsuperscript{th}, 2019

Course/Unit Details:

\begin{itemize}
  \item CAA206: 19/02/18 - 09/03/18
  \item CAA207: 27/08/18 - 05/10/18
  \item CAA208: 29/12/18 - 25/01/19
\end{itemize}

SECTION 1: PERSONAL DETAILS

Name: ___________________________________________

Student ID Number: ________________ Date of Birth: ______________________

Residential Address: __________________________________________________________________

_________________________________________________________________________________

Postcode: ______________________

Phone - Home: ______________________ Work: ______________________ 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: ________________
SAFETY IN PRACTICE AGREEMENT

SECTION 3: SAFE TO PRACTISE POLICY

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

☐ I have read and understood the University Safe to Practise 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 Health Assessment if required.

SECTION 4: CODE OF PROFESSIONAL AND ETHICAL CONDUCT

☐ I have read and agree to comply with the principles and rules set down in Faculty of Health PEP Code of Ethical and Professional Conduct.

SECTION 5: NATIONAL POLICE HISTORY RECORD CHECK AND WORKING WITH CHILDREN REGISTRATION

1. I have read and complied with the Faculty of Health National Police Record Check Procedures.

   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, Faculty of Health PEP Safety in Practice.

2. I have complied with the Faculty of Health Working with Children Registration Procedure and completed a Working with Children 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 Faculty of Health:

- Infectious Disease Guidelines and Procedures; and
- Infection Control Guidelines.

I have complied with the Immunisation Requirements by submitting my completed Student Immunisation Record Card to the PEP Coordinator/Administrator for sighting and agree to maintain possession of the card.

☐ I will immediately notify the PEP Coordinator/Administrator if my infection status changes.

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.
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 Faculty of Health 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 ☐
SAFETY IN PRACTICE AGREEMENT

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, guidelines and procedures 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 are required to obtain a National Police Certificate in compliance with the College of Health and Medicine National Police Check Guidelines. The College have an agreement with Fit2Work who provide an online National Police Certificate service, however, students are also able to obtain a National Police Certificate from the Tasmanian Police Department for students studying in Tasmania or the 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 College of Health and Medicine 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 Certificates

Fit2Work offer an online application process to obtain a National Police Certificate at a cost of $19.90 (plus GST) for all College of Health and Medicine students. You are only able to access this offer by clicking on the link below:


Note: 80% of applicants will receive their certificate in 15 minutes but allow up to three weeks for your application to be processed.

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Complete applicant details <strong>(Write your own address - Not that of the University or your School)</strong></td>
</tr>
<tr>
<td>2</td>
<td>Tick “National Police Record Check”</td>
</tr>
</tbody>
</table>
| 3       | In the **Option 1 – Employment/ Privilege under Schedule 1** box tick “Child Related Health”  
  **(Schedule 2 Annulled Police Checks are not accepted.)** |
| 4       | Tick the box for a receipt of payment |
| 5       | Not applicable |
| 6       | Attach **certified copies** of documents required as evidence of identity  
  **NOTE: For information regarding Certified Documents** |
| 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:  
**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:

- 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 a National Police Certificate, [International Students](#) are required to provide an equivalent National Police Check for their country of origin or the country they have resided in the last 12 months and produce an original copy of their National Police Certificate, or equivalent that has been translated into English.

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.

Upon Receipt of your National Police Certificate please provide the Original Document to the Professional Experience Placement Coordinator/Administrator of your relevant Program.
How to Obtain Working with Vulnerable People (Children) Registration

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

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

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

1  Tasmanian Students


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:

<table>
<thead>
<tr>
<th>Purpose for check:</th>
<th>Volunteer  (free of charge)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child-related sector:</td>
<td>Children’s health services</td>
</tr>
</tbody>
</table>

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
Safety in Practice Pregnancy Guidelines

In accordance with UTAS Safe to Practise Policy, through Faculty of Health (FoH) 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. FoH 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 FoH 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 Student Compliance Documentation
Guidelines and Procedure

December, 2017

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2 Implementation and More Information .................................................................................... 2
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4 Submission Non-Compliance Procedure .............................................................................. 3
5 Glossary .................................................................................................................................. 3
6 Versioning ................................................................................................................................. 3
Appendix 1 Late Submission Form ............................................................................................. 4

Responsible Officer

<table>
<thead>
<tr>
<th>Responsible Officer</th>
<th>Associate Heads, Learning and Teaching</th>
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Approved by

<table>
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<tr>
<th>Approved by</th>
<th>School of Medicine and School of Health Sciences Learning and Teaching Committees</th>
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Approved and commenced

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<tr>
<th>Approved and commenced</th>
<th>October, 2014</th>
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Reviewed

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<tr>
<th>Reviewed</th>
<th>December, 2017</th>
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Review by

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<tr>
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<th>December, 2020</th>
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Relevant Policy or Procedure the Guideline supports

<table>
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<tr>
<th>Relevant Policy or Procedure the Guideline supports</th>
<th>Faculty of Health Safety in Practice Compliance and Risk Assessment Procedure</th>
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Responsible Organisational Unit

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<th>School of Medicine and School of Health Sciences</th>
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</table>

Safety in Practice Student Compliance Documentation Guidelines and Procedure (December, 2017)   Page 1
1 Executive Summary

All students undertaking Faculty of Health programs with a professional experience placement (PEP) component are required to comply with the Faculty of Health’s Safety in Practice Compliance and Risk Assessment Procedure.

These guidelines identify the student Safety in Practice Requirements compliance documentation and associated deadlines for completion and submission.

2 Implementation and More Information

2.1 Program PEP Administrators will:

- provide a copy of this document to all students enrolling in PEP programs; and
- administer student documentation submission compliance.

2.2 For further information, contact the PEP Program Administrator.

3 Safety in Practice Requirements Documentation Submission Deadlines

3.1 Students must complete the Safety in Practice Requirements documentation via the Safety in Practice Agreement Form (other requirements and forms are hyperlinked within the Agreement Form).

3.2 The Faculty assesses student compliance with the following Safety in Practice Requirements:

- national criminal history;
- working with children registration
- medical, physical and psychological capacity to safely undertake the Faculty of Health Mandatory Functional Requirements; and
- infectious disease and immunisation status.

3.3 National criminal history and medical, physical and psychological disclosures, which are subsequently risk assessed for student capacity to practice safely, may inhibit student eligibility to participate in courses. Risk assessment must therefore, be completed prior to enrolment census date.

3.4 Newly enrolled students must complete and submit the Safety in Practice Requirements documentation to the Program PEP Administrator by:

- week two of semester one; or
- in case of late enrolment, prior to beginning study.

The Working with Children Registration Card and Immunisation Record Form/Card Immunisation Record Form/Card must be completed (with Hep B vaccination begun) and submitted by week 1 of semester 2, unless required earlier by individual Program - Program to advise).
3.5 **Continuing students** must submit the Safety in Practice Requirements documentation to the Program PEP Administrator by:

- census date of semester one; or

- earlier as per any individual Program requirements (Program to advise).

3.6 Student non-compliance with these submission deadlines can lead to disciplinary action.

4 **Submission Non-Compliance Procedure**

Failure to meet the Safety in Practice Requirements Submission Deadlines in 3.4 or 3.5 above can lead to the following disciplinary procedure being initiated:

4.1 Student must meet with the PEP Administrator to receive formal notification of the outstanding Safety in Practice Requirements documentation and to sign Compliance Documentation Submission Form (*Appendix 1*).

*(Failure to attend will result in referral to the Head of Program)*

4.2 Student will then have until the date/s specified on the Compliance Documentation Submission Form to submit the outstanding documentation.

*(Failure to submit will result in referral to the Head of Program)*

4.3 Student will then be contacted to attend an appointment with the Head of Program to submit the outstanding documentation directly.

*(Documentation will no longer be accepted by the PEP Administrator)*

4.4 The Head of Program has the discretion to initiate an allegation of general misconduct against any students who still fail to comply with the Safety in Practice Requirements Submission Deadlines under *Ordinance 9 – Student Discipline*.

5 **Glossary**

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>Head of Program</td>
<td>Degree Coordinator/Authorised Person</td>
</tr>
<tr>
<td>Organisational Unit</td>
<td>School of Medicine and School of Health Sciences</td>
</tr>
<tr>
<td>PEP</td>
<td>Professional Experience Placement</td>
</tr>
<tr>
<td>PEP Administrator</td>
<td>Program PEP Administration Point of Contact Person</td>
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<tr>
<td>Program</td>
<td>Degree</td>
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6 **Versioning**

<table>
<thead>
<tr>
<th>Initial</th>
<th>Version 1</th>
<th>Pharmacy Program, 2014</th>
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</thead>
<tbody>
<tr>
<td>Version</td>
<td>Version 2</td>
<td>Approved April, 2017; by School of Medicine and School of Health Sciences Learning and Teaching Committees</td>
</tr>
<tr>
<td>Current</td>
<td>Version 3</td>
<td>Reviewed by Faculty Manager, PEP Safety in Practice</td>
</tr>
</tbody>
</table>
Appendix 1  Late Submission Form

School of Medicine and School of Health Sciences

Safety in Practice Compliance Documentation – Late Submission Form

Dear ______________________ ID_________, you have failed to submit the completed Faculty of Health Safety in Practice Requirements documentation indicated below, in accordance with the Safety in Practice Student Compliance Documentation Guidelines and Procedure submission deadlines.

1  ☐ Safety in Practice Agreement
   ☐ Health Assessment (where required)     1a

2  ☐ National Police Certificate

3  ☐ Immunisation Record Form/Card
   ☐ Safety in Practice Immunisation Variation Form (where required)     3a

4  ☐ Working with Children Registration

You are required to contact (insert PEP Administrator name) to discuss the late submission process below.

Student Declaration

As discussed and agreed with the PEP Administrator, I am aware that I must submit the completed above indicated documentation by:

- 1 & 2  30\textsuperscript{th} April
- 3 & 4  30\textsuperscript{th} July

I am aware that failure to submit the indicated documentation by this date will result in my having to meet with the Head of Program to discuss possible:

- submission of the documentation directly to the Head of Program; or
- allegation of general misconduct under Ordinance 9 – Student Discipline, which can be initiated by the Head of Program against any student who fails to comply with the Safety in Practice Student Compliance Documentation Guidelines and Procedure submission deadlines.

Signed by Student:

Name: ________________________________  Student ID number: _____________

Student Signature: ________________________________  Date _______________

Signed on behalf of Head of Program by:

(insert PEP Administrator name): __________________________  Date ______________