NSW MINISTRY OF HEALTH SPECIAL REQUIREMENTS FOR NURSING & MIDWIFERY STUDENTS

NSW Ministry of Health require that all nursing & midwifery students have the following before being allowed in any public health care facility in NSW.

1. International Students - A criminal record check clearance from your home country
2. An Australian criminal record check clearance
3. A completed immunisation card – provided by university must be completed
4. Student Undertaking Form (for criminal record clearance)*
5. Working with Children Student Declaration (WCC)*
6. Form 2: Tuberculosis (TB) assessment tool
7. Form 3: Student Undertaking/Declaration (for vaccinations)
8. NSW Health Code of Conduct form
9. Australian Senior First Aid Certificate ** required for university ONLY
10. Western Sydney University Student ID Card provided by university

You are encouraged to start the criminal record checks and vaccination processes in your home country, or before commencing the course if in Australia.

IT TAKES 6 MONTHS TO COMPLETE YOUR COURSE OF HEPATITIS B! SO START EARLY

Please refer to the links in this letter for document access. Note that all documents will also be available on the School’s internal website just prior to commencement of your course.

1. **Criminal Record Check**
Overseas students must obtain:
   1. An Australian criminal record clearance (the Australian National Police Certificate)
      AND
   2. A Criminal record clearance from your own country. If this is not in English then a certified English translation needs to be provided

If you do not have a Criminal record clearance from your own country then you must complete a statutory declaration when in Australia (see next page).

A National Police Certificate will be issued to you by the Police after the criminal record check has been completed.
2. How to obtain an Australian Criminal Record National Police Check

There are two ways

1. In your home country via the Australian Federal Police

   OR

2. In Australia via the NSW Police

If you have less than 3 months before commencing your course it is recommended to wait and apply soon after arriving in Australia as it takes time to process and send the documents – and it is over a major holiday period.

Tips for completing the forms

1. Type of Check – you want a name check only
2. Purpose of check
   - AFP: Section 8: in the Commonwealth Service/Employment select #37
   - NSW: select ‘Employment/Student Placement’. In the ‘Specify details’ type in ‘Student Placement’
3. When completed print out the form if possible (keep a copy for yourself)
4. You will need identification and money to pay for the application

Further information can be found on

Home Country Criminal Record Check (or statutory declaration)

You will need a criminal record clearance from your home country (translated into English) OR complete the NSW Health statutory declaration form. This form needs to be signed in front of an authorised person, such as a Justice of the Peace. You need to take the home country criminal clearance OR statutory declaration with you to each clinical placement. Please keep copies of all your documents.

3. Immunisation- Vaccinations

You must have protection against the following diseases before being allowed to undertake a clinical placement.

*Please be aware that the vaccinations are at the students’ cost and may vary from one place to another.*

- Diptheria, Tetanus and Pertussis
- Hepatitis B
- Measles, Mumps and Rubella (Rubella is also known as German measles)
• Varicella (Chicken Pox or Shingles)
• PLUS you need to be screened for Tuberculosis if born in a high risk country for example India or China

Please complete your immunisations using the card provided from Student. Please take this to your doctor or public health unit.

Please give your General Practitioner (Local Medical Doctor) the NSW Health Student Kit. You are a Category A person. This is to guide your doctor in determining your vaccinations. For more information on clinical requirements visit the NSW Health Government website. http://www.health.nsw.gov.au/careers/student_clearance/Pages/default.aspx

IMPORTANT NOTES TO DOCTOR

Please give the following information to your doctor (and the student information kit)
• Serology results are to be attached to the vaccination ‘card’ and a copy given to the patient
• All vaccinations must be recorded on the card and kept by the patient and have documented:
  o Date given
  o Batch number
  o Signature of person administering vaccine
  o GP practice stamp (ink stamp)
• If the results or any information provided by the doctor are not in English then a certified English translation also needs to be included.
• For further information please see the following sites
• If you previously have had one or more of the required vaccinations in your Home country then a doctor’s letter with the required information is acceptable.

Note: It is a student’s responsibility to ensure you meet any vaccination requirements prior to attending clinical placement and that your Adult Vaccination card (or equivalent documentation) is available for NSW Health supervisory staff to view as required when attending placement.

4. Student undertaking form

Please download from the School of Nursing & Midwifery Clinical Learning vUWS site.

5. Working with Children (WCC)

As you are a student you do not need to pay the fee. The category for WWCC is: volunteer.

I. Access the Commission for Children and Young People website and complete an online application form to generate an application number.
II. Present an application number and identification to a NSW Motor Registry or Government Access Centre prior to issuance by mail of a Working with Children Check number.

III. Submit the letter with a valid Working with Children Check number to STUDENT CENTRAL where the document is trimmed and recorded on your record.

6, 7* 8. All other forms can be located on the SoNM Clinical Learning vUWS site

**Bulk Compliance Clinics on your Campus**

You will be sent an email with your appointment time. Please see below the documents required and where they need to be lodged/submitted:

- **Bulk Compliance** (Verification) Documents are to be lodged with NSW Local Health Service on Campus Clinic appointment (dates to be advised)

  Failure in attending a Bulk Compliance Check appointment will lead to delay in allocation of clinical placement and failure to comply with the verification requirements of NSW Ministry of Health and may result in a fail grade

  You do not need to have all immunisations or paperwork completed at the time of your appointment. Your appointment provides you advice and direction on what to do next and how to undertake this process.

- **University Student Central** documents to be lodged with Campus Student Central Offices on any campus- see below

  Following your appointment you will be able to access your Verification records in InPlace


  You will find the following details about your verification in InPlace under the student details tab. **ClinConnect Verified: Verified, Not Verified, Immunisation: Compliant, Not Compliant, Partially Verified National Criminal Check Completed: Yes or No with expiry date**

  It is **YOUR** responsibility to maintain your verification throughout your course- see below

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SoNM 20th Feb 2017
What to do after the initial clinic appointment to complete or maintain your ClinConnect Verification

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>STUDENTS WHO HAVE NOT ATTENDED A BULK COMPLIANCE</th>
<th>STUDENTS WHO NEED TO SUBMIT OUTSTANDING OR EXPIRED DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HAWKESBURY</strong></td>
<td>Students must attend a Clinic at Nepean Hospital</td>
<td>Students must attend a Clinic at Nepean Hospital in order for their outstanding documents to be verified and updated.</td>
</tr>
<tr>
<td></td>
<td>For an appointment please email <a href="mailto:Nursingclinical@westernsydney.edu.au">Nursingclinical@westernsydney.edu.au</a></td>
<td>For an appointment please email <a href="mailto:Nursingclinical@westernsydney.edu.au">Nursingclinical@westernsydney.edu.au</a></td>
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<td>Please attend Nepean Hospital Mon-Fri between 9.00am - 4.00pm to renew your police check Nepean 2 Building, Somerset St, KINGSWOOD (close to the multi-level carpark) Nepean Hos. Map</td>
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<td><strong>PARRAMATTA</strong></td>
<td>Students must make an appointment with Chris Hockley at Westmead Hospital with all documents</td>
<td>Email any outstanding verification documentation (including Police Check renewals) to <a href="mailto:g.sotirios@westernsydney.edu.au">g.sotirios@westernsydney.edu.au</a> . Ensure that you include a clear scanned copy of your student photo I.D with every scanned copy of your documents.</td>
</tr>
<tr>
<td></td>
<td>For an appointment call 8890 4964 or email <a href="mailto:WSLHD-ClinConnect@health.nsw.gov.au">WSLHD-ClinConnect@health.nsw.gov.au</a></td>
<td></td>
</tr>
<tr>
<td><strong>CAMPBELLTOWN</strong></td>
<td>Students must attend a Clinic at one of the South Western Sydney Health District (SWSLHD) facilities.</td>
<td>Students must attend a Clinic at Liverpool Hospital in order for their outstanding documents to be verified and updated.</td>
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<td>For an appointment please email <a href="mailto:Nursingclinical@westernsydney.edu.au">Nursingclinical@westernsydney.edu.au</a></td>
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* Students are to also submit and maintain their Police Check, First Aid Certificate & WCC at Student Central *

For any general enquiries regarding your verification status contact the Clinical Placement Team
T: (02) 4620 3609 E: nursingclinical@westernsydney.edu.au
www.westernsydney.edu.au/nursingandmidwifery

Students will not be allocated a clinical placement until they are fully verified.