

WESTERN SYDNEY UNIVERSITY



NSW Health Student Compliance Booklet 2023



FIVE STEPS TO COMPLIANCE



HOW DO I GET ASSESSED? WHAT DO I DO?

- Upon enrolment, access to the Student Compliance vUWS site
- **Complete** the "Preparing for Student Compliance" module and quiz
- **Read this booklet**
- **Bookmark the booklet link for future reference**
- **Visit your doctor to have your vaccination records updated**
- **Follow the 'Five Steps to Compliance'**
- **Be ready** for an email from the Placements Hub (studentcompliance@westernsydney.edu.au) to submit your documents for assessment by NSW Health

All the information you need to become assessed by NSW Health requirements is in this booklet and links provided.

STEP 1 – Obtain your Student ID Card

If you need a brand new Student ID Card, you can click the link below to start the process:



**Apply Online
for ID card**

Your Student ID will be posted to you. Sign it and scan a colour copy of the card, back and front, ready to submit with your documents you will collect next.

STEP 2 – Gather your immunisation evidence and visit a GP

Students must provide evidence of their immunisation history for specific infectious diseases. Vaccinations and/or serology tests that may be required at your own cost and within the required timeframes.

WHAT DISEASES DO I NEED EVIDENCE OF PROTECTION FOR?

The [NSW Health Policy](#) outlines the immunisation requirements for all people entering NSW Health facilities, Students on placement are considered as Category A students.

Evidence required for Category A Staff

| Disease | Evidence of vaccination | Documented serology results | Notes |
|--|--|---|--|
| COVID-19 | <input type="checkbox"/> AIR Immunisation history statement or AIR COVID-19 digital certificate OR Evidence of a temporary or permanent medical contraindication – Australian Immunisation Register (AIR) - immunisation medical exemption form (IM011). | Not applicable | |
| Diphtheria, tetanus, pertussis (whooping cough) | <input type="checkbox"/> One adult dose of pertussis containing vaccine (dTpa) ¹ within the last 10 years. <u>Do not use ADT vaccine as it does not contain the pertussis component</u> | Serology must not be accepted | |
| Hepatitis B | <input type="checkbox"/> History of completed age-appropriate course of hepatitis B vaccine Adolescent course: two doses of adult vaccine, given 4 to 6 months apart, between 11-15 years of age <u>Not "accelerated" course</u> | <input type="checkbox"/> Anti-HBs greater than or equal to 10mIU/mL Serology must be at least 4 weeks after the final booster, of a completed hepatitis B course | <input type="checkbox"/> Documented evidence of anti-HBc, indicating past hepatitis B infection, and/or HBsAg+ |
| Measles, mumps, rubella (MMR) | <input type="checkbox"/> 2 doses of MMR vaccine at least one month apart | <input type="checkbox"/> Positive IgG for measles, mumps and rubella ² | <input type="checkbox"/> Birth date before 1966 |
| Varicella (chickenpox) | <input type="checkbox"/> 2 doses of varicella vaccine at least one month apart (evidence of one dose is sufficient if the person was vaccinated before 14 years of age) | <input type="checkbox"/> Positive IgG for varicella ³ | <input type="checkbox"/> An Australian Immunisation Register (AIR) history statement that records natural immunity to chickenpox can also be accepted as evidence of compliance for varicella ³ |
| Tuberculosis (TB) * For those assessed as requiring screening | Not applicable | <input type="checkbox"/> Interferon Gamma Release Assay (IGRA) + Clinical review for positive results by TB Service/Chest Clinic | <input type="checkbox"/> Tuberculin skin test (TST) + Clinical review for positive results by TB Service/Chest Clinic |
| Influenza vaccine | <input type="checkbox"/> One dose of current southern hemisphere seasonal influenza vaccine by 1 June each year | Not applicable | |

*TB screening (TST or IGRA) required if the person was born in a country with high incidence of TB, or has resided or travelled for a cumulative time of 3 months or longer in a country with a high incidence of TB, as listed at: www.health.nsw.gov.au/Infectious/tuberculosis/Pages/high-incidence-countries.aspx

¹ Serology must not be performed to detect pertussis immunity.

² Serology is only required for MMR protection if vaccination records are not available and the person was born during or after 1966.

³ A verbal history of Varicella disease must not be accepted.

WHAT CAN I USE AS EVIDENCE?

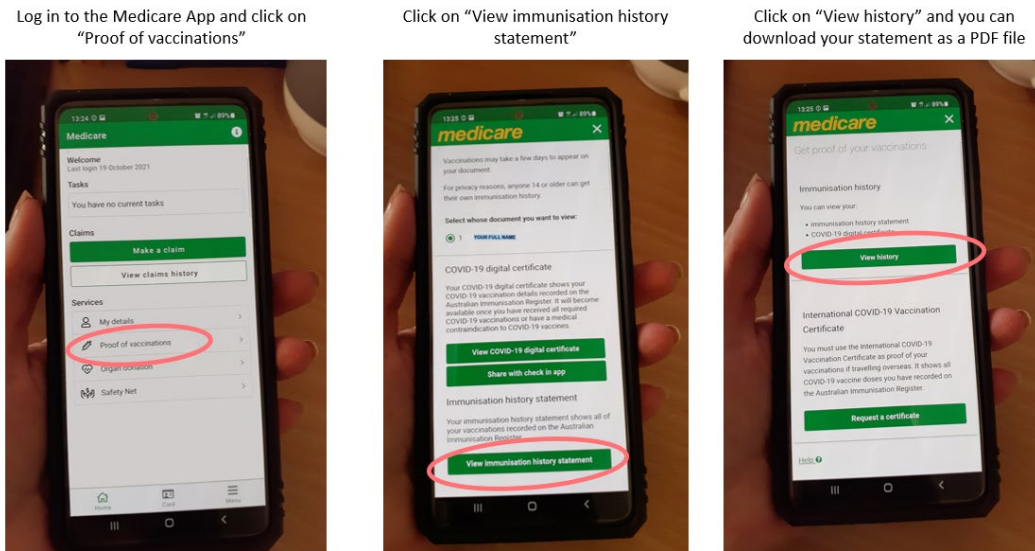
Acceptable documentation of protection against the above-mentioned infectious diseases for assessment are:

- An Australian Immunisation Register (AIR) Certificate/Immunisation history statement
- AIR COVID-19 digital certificate

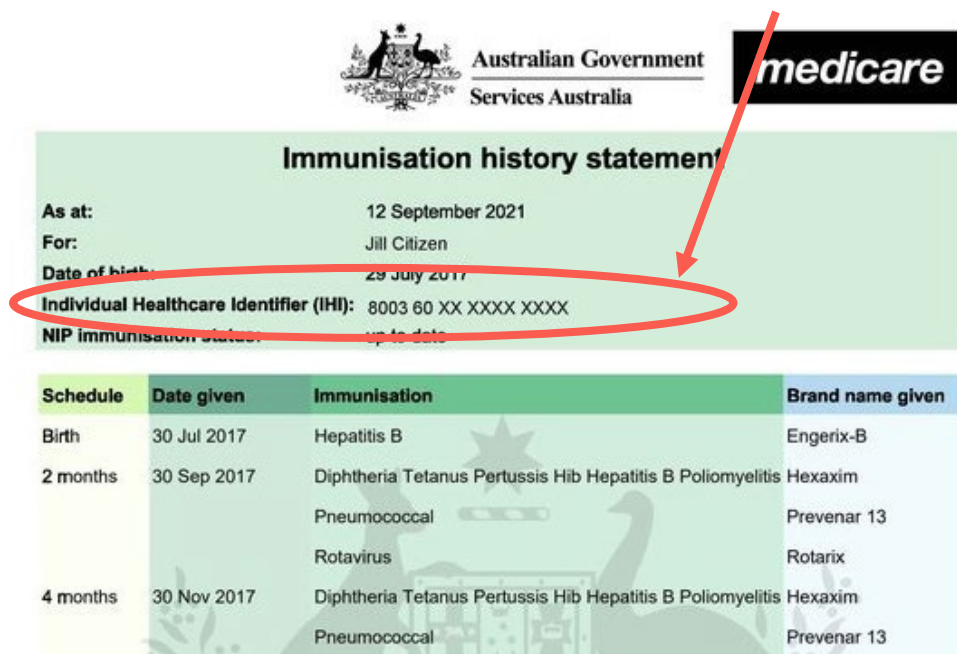
- NSW Health Vaccination Record Card – A written record of vaccination signed, dated and stamped by a medical practitioner/nurse immuniser or pharmacist vaccinator (for authorised vaccines only)
- Serology report (blood test results) - Pathology report with serological confirmation of protection.

HOW DO I FIND EVIDENCE?

One of the easiest methods is to download your immunisation evidence from the Medicare App.:



If you downloaded your vaccination history prior to 9 December 2022, you **MUST remove or redact** your Individual healthcare Identifier (IHI) before sending us your evidence



If you have other evidence of vaccination, you can ask your General Practitioner (GP), doctor or a health practitioner, to record these into your Australian Immunisation Record/Medicare Immunisation history statement.

WHAT TO DO IF YOU CAN'T FIND EVIDENCE OF ALL IMMUNISATIONS

If you still can't find evidence for all of the specified infectious diseases, collect what you have had so far. NSW Health staff will assess the available documents and provide you with advice on what you need to do next. Apart from advice from NSW Health when you are assessed for compliance, **DO NOT** obtain vaccinations if you cannot find documented evidence of having them in the past.

Our [How To - Find my vaccination evidence](#) document can assist with options to help you find your evidence.

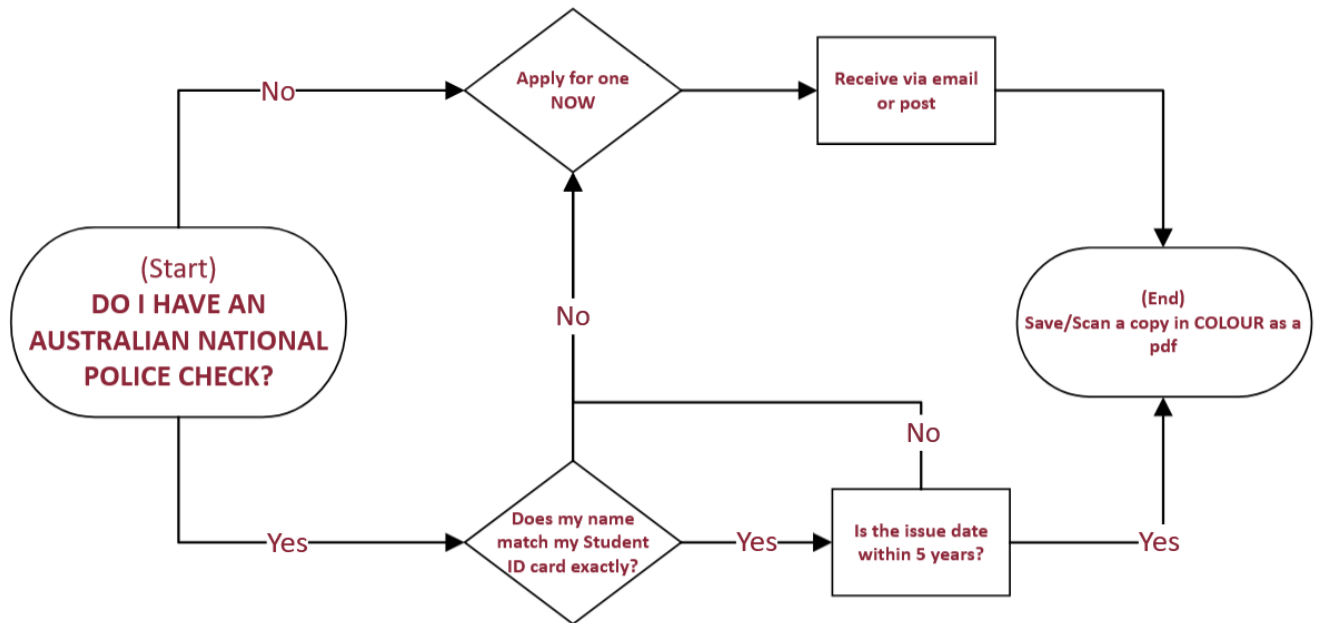
WHERE CAN I GET A VACCINATION RECORD CARD?

You can download and print a [Vaccination Record Card for Category A Workers and Students](#). The final page has instructions on how to complete the card.

This card must be completed correctly by a doctor or medical practitioner. ie signed, dated and stamped by a medical practitioner/nurse immuniser or pharmacist vaccinator (for authorised vaccines only). Please refer to the [example vaccination card](#) to see what a correctly completed card looks like. You can take this example with you to your doctor as a guide.

STEP 3 – Find your current Australian National Police Check (NPC) or apply for one ... NOW!

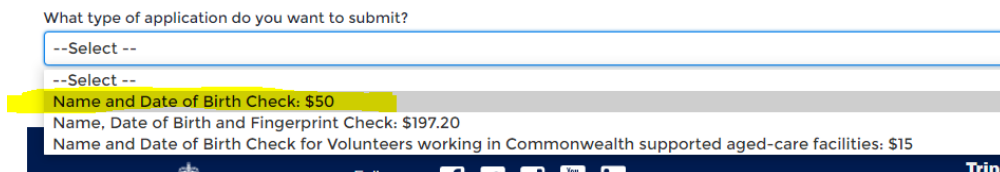
Students (both domestic and international) must provide a current Australian National Police Check (NPC). Your name on your Student ID card must match your NPC exactly, and must be requested in your **FULL** legal name, including ALL also known as (AKA) and middle names. Read the following sections carefully before applying and paying for an NPC.



APPLYING FOR AN AUSTRALIAN NATIONAL POLICE CHECK (NPC)

The Australian NPC must be requested using your FULL legal name, and ALL also known as (AKA) and middle names, and supplied by either:

- a) [the NSW Police Force](#) – must be less than five (5) years old; choose a ‘name and date of birth check’.



OR

- b) an [ACIC Accredited Body](#) - Student may choose any ACIC accredited body they prefer.

OR

- c) the [Australian Federal Police](#) – required for **ACT students and International Offshore students**. It must be less than five (5) years old; choose a ‘standard check’ and select option 33 “Immigration/Citizenship” as purpose of check. You **DO NOT** require a fingerprint check.

More information about the National Police Check is available at <https://www.acic.gov.au/our-services/national-police-checking-service/i-need-check-myself>.

If you provide an NPC from a source not listed above, NSW Health will not accept it.

DISCLOSABLE OUTCOMES AND RISK ASSESSMENT

If your NPC lists Disclosable Outcomes, or you list them in Appendix 3 Statutory Declaration of Criminal History (i.e. criminal convictions or pending court charges), this will not automatically prevent you from going on placement. **However, you must undertake an NSW Health Risk Assessment process and be cleared for placement** before you can be considered compliant. Our [fact sheet](#) can help you or visit [FAQ's National Police Check for Students](#).

HUB TIPS:

- Students allocated an *aged care* setting for placement will need an NPC that is less than three (3) years old at time of placement.
- Students allocated a *disability* setting for placement will need an NPC check that is less than four (4) years old at the time of placement.

Your School will monitor and manage this placement requirement with you.

STEP 4 – Complete your NSW Health forms, and scan and save all documents and your Student ID

Students must complete the following three forms for NSW Health in full:

- [NSW Health Code of Conduct Agreement for Students](#)
- [NSW Health Undertaking/Declaration Form](#)
- [NSW Health Tuberculosis Assessment Tool](#)

These forms must be filled out online and saved – making it easier to submit. You can use the electronic signature function in these forms.

Tuberculosis (TB) screening (i.e. clinical testing for disease) is NOT normally required at this point in the process. NSW Health staff use [NSW Health Tuberculosis \(TB\) Assessment Tool](#) to decide if TB screening is required or not. NSW Health will advise you of this in writing as part of your compliance assessment outcome. If you have already been screened for TB in the past, include your past TB test results on your Vaccination Record Card.

Medicine, Midwifery and Paramedicine students must also undergo testing for blood borne virus (BBVs) at commencement of study or within the 12 months prior to commencement, and then have repeat tests every three (3) years. Students need to submit a completed [Blood Borne Virus \(BBV\) Student Declaration](#). You can read more about NSW Health Blood Borne Virus (BBV) Management [here](#).

BLANK COMPLIANCE DOCUMENT PACKS

There are four (4) NSW Health Local Health Districts (LHDs) who undertake compliance assessments for Western. Each LHD has its own version of documents to complete. Your notification email will contain a link to the appropriate Compliance Pack, which will include:

- All of the NSW Health forms you need
- A placeholder for all the other documents you must provide
- An example Vaccination Record Card that should be removed completely to be replaced with your Vaccination Record Card or immunisation history.

HUB TIPS for using the blank compliance document pack:

- Save the blank compliance document pack to your computer and use it as a guide to gather all of your documents into the **single colour PDF** required by NSW Health.
- Name the file using the following format “STUDENTID NSW Health Compliance Documents” e.g. “20211234 NSW Health Compliance Documents.pdf”.
- As you scan each new compliance document, add it into your PDF and remove the placeholder page or older versions of that page.

All blank compliance document packs and NSW Health forms are available on the [Student Compliance Resources](#) webpage.

STEP 5 – Submit documents for assessment by NSW Health staff

Once you have all your documents and completed forms, you need to scan them, submit them to the Placements Hub when advised, who will triage the documents for NSW Health to assess.

SUBMITTING YOUR DOCUMENTS

You must submit:

- Your Student ID card (proof that you're a Western student)
- Your NPC
- all vaccination evidence you might have
- all completed NSW Health forms

Students will receive an **email** from studentcompliance@westernsydney.edu.au advising them how and when to submit their documents. **Act** on the instructions in this email. Regularly monitor your student emails and remain vigilant for this important email.

Some of your colleagues may get their email before you, and this is normal.

NSW HEALTH IS RESPONSIBLE FOR ASSESSING YOUR DOCUMENTS

The Placements Hub triages your documents to make sure you have everything in order before they are submitted. You will be contacted if anything is missing or not completed as per NSW Health policy requirements. NSW Health staff will assess your evidence and advise if further vaccination or other steps are required. This may include further immunisations and can take up to six (6) months or more, depending on the vaccinations you require. Pay attention to the timelines so you can reach compliance for placement.



HUB TIP: Keep all your original compliance documents together saved as one pdf document, and keep hard copies in a sturdy document envelope.

NSW Health policy requires **students to be responsible for maintaining original compliance documents for the duration of study at Western.**

If you choose to work with NSW Health when you graduate, you will be asked to provide these documents again to be assessed as an employee. Western does not retain copies.

Additional steps - Current NSW Health Employees

NATIONAL POLICE CHECK (NPC)

If you are currently employed by NSW Health, and your compliance as a staff member is valid, you do not need to purchase a National Police Check for the purpose of student compliance.

[Email the Health, Education and Training Institute \(HETI\)](#) using your WSU student email account with both your student details and your NSW Health staff details, to request that your NPC information is transferred from StaffLink to ClinConnect for you.

VACCINATION RECORD

If you previously worked for/are currently employed by NSW Health you are still required to provide evidence of immunisation. However, contact your staff health clinic and request a written result letter detailing your vaccination history and attach this to your Vaccination Record Card.

Additional steps - International students

OVERSEAS NATIONAL POLICE CHECK (NPC) FOR INTERNATIONAL STUDENTS

[International students](#) are required to provide two (2) police checks:

1. one (1) from Australia, and
2. one (1) from your home country

All overseas police checks must be in English, or the original document must have an English translation provided by an accredited translator attached.

Students who are unable to provide a National Police Certificate from their home country or overseas country that they have lived in for more than six months, must print, complete and submit [Appendix 3 Statutory Declaration of Criminal History](#).

The statutory declaration is a legal declaration that must be completed in the presence of a Justice of the Peace (JP), who are authorised by the NSW Government to witness a person making a statutory declaration. You can find a JP via [Western Justice of the Peace Staff Directory](#) or the [JP Public Register](#).

Alternatively, student may apply for an international criminal history check (ICHC) from an AHPRA-approved ICHC supplier. For more information, please visit: <https://www.ahpra.gov.au/Registration/Registration-Process/Criminal-history-checks/International-Criminal-History.aspx>

International students at pre-departure from overseas can use the [Australian Federal Police \(AFP\) check](#). Apply for the standard check and NOT a fingerprint check. Please read the Instructions carefully before applying.

IMMUNISATION RECORDS NOT ON THE MEDICARE APP

Locate any immunisation records/history you have prior to leaving your home country. Ensure they are in English or translated into English by an accredited translator. When you arrive in Australia, apply for an Individual Healthcare Identifier (IHI). **Read** [What is an Individual Healthcare Identifier \(IHI\) and how do I apply for it?](#) Then visit a General Practitioner (GP) with the documentation, and request they update your Medicare records online.

Frequently Asked Questions

I DON'T GO ON PLACEMENT UNTIL 2ND, 3RD OR 4TH YEAR OF MY DEGREE – DO I REALLY HAVE TO DO THIS IN MY FIRST YEAR OF ENROLMENT?

FACT!

It is a NSW Health policy requirement for students to be assessed in their first year of enrolment regardless of when your first NSW Health placement is. This gives you time to identify any compliance issues that may arise as soon as possible and have plenty of time to address them. This includes students who are part-time.

WHAT HAPPENS IF I DON'T SUBMIT MY DOCUMENTS?

Submission of your compliance documents for initial assessment in your first 12 months of enrolment is a **mandatory** NSW Health policy requirement. If you don't submit your documents, you risk not being assessed in time to meet School placement deadlines, your degree progression may be affected. Students must follow all instructions given by NSW Health and the Placements Hub about the assessment process.

In addition, Schools often set dates by which their students must become 'Temporary Compliant' or 'Compliant', to be eligible for placement, pass specific subjects, or enrol in future subjects. Read all information provided by your School regarding NSW Health compliance deadlines.

If you have extenuating circumstances that prevent you from submitting your evidence by the required date, you **must** notify Western at the earliest possible time outlining the reasons why you cannot comply.

DO I HAVE TO HAVE ALL OF MY DOCUMENTS BEFORE SUBMITTING THEM?

Start collecting early - as soon as you enrol! You don't need to obtain additional vaccinations before you are assessed. NSW Health tells you if you require particular vaccinations or proof of immunisation. It can take up to six months to meet all compliance requirements. The following is required submit to NSW Health for your initial assessment:

1. Student ID card
2. At least **some** documents showing vaccination evidence
3. **All** NSW Health forms

Once an initial assessment has been carried out by NSW Health, you have met the requirement of being 'assessed' in your first year of enrolment. Again, NSW Health will tell you exactly what you need to do if there is missing evidence.

COVID AND INFLUENZA VACCINATIONS ARE MANDATORY

FACT!

NSW Health requires:

- three doses of an approved COVID vaccination
- Influenza vaccination if attending a placement between 1 June and 30 September or as otherwise specified

Applying for your NPC and completing as much detail as you can on your Vaccination Record Card is a straightforward process. There is no reason why you should not be able to provide this minimum document set for initial assessment by the date requested.

WHAT HAPPENS AFTER I HAVE SUBMITTED MY COMPLIANCE DOCUMENTS FOR ASSESSMENT?

Your documents will be triaged by the Placements Hub. You will be notified by email that either your evidence has been sent to NSW Health for assessment, or further evidence is required from you.

Once submitted to NSW Health, it *can take up to 20 business days* before you know the outcome. NSW Health provide a written outcome (SCO) of their assessment, which the Placements Hub will forward to you via your student email account. You will receive one of the following outcomes:

- **Compliant** (eligible to attend placement) may require updating later
- **Not Compliant** (ineligible for clinical placement) clear instructions on steps required to become compliant will be included
- **Temporary Compliant** (applicable for 1st year students only for a six (6) month period, and eligible for placements while temporary compliant) the expiry date of your temporary status and clear instructions on steps required to become compliant will be included

STUDENTS ARE HELD RESPONSIBLE FOR BECOMING COMPLIANT WITH NSW HEALTH POLICY.

FACT!

Students are responsible for taking all necessary actions to achieve compliance with NSW Health policies that govern clinical placement, at their own expense. We will help you by providing all the information you need, including the documents you need and how to submit them

DOES MY COMPLIANCE EXPIRE?

Yes. Check the dates on all documents submitted, e.g., NPC, dTpa, BBV, COVID contraindication etc. If you don't provide your updated evidence, you will automatically become 'not compliant' and no longer eligible for placement.

WESTERN SPECIAL REQUIREMENTS

Special requirements are a requirement of the University that must be met **in order to enrol** in certain programs of study or subjects. The Course Handbook lists the Special Requirements for each degree or subject within that degree.

For example, some programs of study require students to provide a copy of their NPC to Student Services. This is separate to NSW Health requirements, and you will need to provide your NPC to both NSW Health (via your compliance document upload) AND to Student Services (via the [Special Requirements](#) form).

Visit the [Special Requirements](#) webpage for more information about Special Requirements.

MY STUDENT ID DOESN'T MATCH MY OTHER DOCUMENTS - IS THAT OK?

No. Your name must match across all your records. Remember – Your NPC must state your FULL legal name, and ALL also known as (AKA) and middle names. Make sure you include all names you are known by on your police check.

SCHOOL PLACEMENT REQUIREMENTS

The requirements outlined in this booklet are relevant to placement in NSW Health facilities only. Your School may have other compliance requirements in addition to NSW Health student compliance. You will receive information about these requirements directly from your School.

I PREVIOUSLY STUDIED AT ANOTHER UNIVERSITY OR TAFE - CAN MY OLD RECORDS BE TRANSFERRED TO WESTERN?

If you studied at another University or TAFE in NSW, and were assessed as Compliant with NSW Health compliance requirements, you are required to be reassessed as a Western student. On the upside, you should already have all your documents ready to scan and upload.

STILL NEED FURTHER INFORMATION OR HELP?

You can:

- **Review** many helpful resources on the [Student Compliance Resources](#) webpage before making contact with the Placements Hub
- **Attend** our Drop-in Sessions. Check out a time that suits [here](#)
- **Read** these further [FAQs](#) – scroll down to the ‘compliance and verification’ section
- **Email** studentcompliance@westernsydney.edu.au if you still can’t find an answer.