

WESTERN SYDNEY
UNIVERSITY



NSW Health
Student Compliance
Information 2021

Congratulations and welcome to Western Sydney University! As a student in a health-related degree we will prepare you to do great things in the workplace via the placement component of your program.

To be able to participate in any NSW Health placement you must be assessed as compliant with NSW Health policies.

How do you get assessed? Follow the

Four Steps to Compliance



STEP 1: Find your existing police certificate or apply for one NOW



STEP 2: Gather evidence of your immunisation history

ACIC NATIONAL POLICE CHECKING SERVICE

NSW POLICE CRIMINAL HISTORY CHECK



STEP 3: Print, complete and scan your NSW Health forms



STEP 4: Compliance assessment by NSW Health staff

COMPLIANCE MYTH-BUSTING!



STUDENTS ARE 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.

Western staff are here to help you every step of the way. We provide you with all the information you need, including telling you which documents you need and how to submit them.

Students must read all information provided, follow all instructions given, and ask for help early if experiencing problems with getting through the process.

Student compliance can seem confusing at first and often takes several weeks - so get started NOW.

YOU MUST START GATHERING YOUR DOCUMENTS AT THE START OF 1ST YEAR

Fact! It can take up to six months to meet all requirements, especially if you need to undergo additional compliance steps or experience other delays outside your control.

For example, if you need to get vaccinations you done, you might be delayed by a shortage of the required vaccine. Occasionally, students may have medical or health reasons for being unable to have all required vaccinations in their first year. Or if you have a disclosable outcome on your NPC, the NSW Health risk assessment process to get clearance for placement may take several weeks. Starting now is important - if you delay it may impact on your course progression.

I DON'T GO ON PLACEMENT UNTIL 2ND, 3RD OR 4TH YEAR OF MY DEGREE – DO I REALLY HAVE TO DO THIS IN MY 1ST YEAR?

Yes.

Fact! NSW Health policy requires students to be assessed in their first year of enrolment regardless of when they go on their first placement. This ensures that all students know of any compliance issues that may arise early in their degree and have plenty time to address them.

While highly unlikely, some students may never achieve compliance and therefore may not be able to complete their intended degree. For example, the outcome of the NSW Health risk assessment process may be that they will be denied entry to NSW Health facilities for student placement, which may prevent completion of the placement requirements and therefore the degree.

Awareness of compliance issues during first year of enrolment means that students can make informed decisions about their course in consultation with the appropriate person in the School

OK ... HOW DO I GET STARTED?

Read this booklet and map out a plan in your diary for taking the four steps in time to meet the compliance deadline set by your School. All of the information you need to become 'Compliant' with NSW Health requirements is either in the following pages, or accessible via the links provided.

STEP 1 – Find your existing Australian National Police Check (NPC) or apply for one NOW

NSW Health Policy Directive [PD2019_003 Working with Children Checks and Other Police Checks](#) outlines the employment screening requirements for all people entering NSW Health facilities, including students on placement.

All students must provide a current Australian National Police Check (NPC). Read the following sections carefully before applying and paying for an Australian NPC.

CURRENT NSW HEALTH EMPLOYEES: 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 \(HETI\)](#) from 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.

**NOTE: Hawkesbury students who studied at Hawkesbury TAFE and completed the NSW Health compliance process while at TAFE can apply to have their compliance information carried across. Please email the Student Compliance Team on studentcompliance@westernsydney.edu.au for assistance.*

IF YOU ALREADY HAVE AN AUSTRALIAN NATIONAL POLICE CHECK (NPC)

Check the issue date on your NPC to see if it's still valid for NSW Health student compliance:

- Issue date **prior** to 14 January 2019: NSW Health will not accept an NPC prior to this date because of its three year expiry.
- Issue date **after** 14 January 2019: your NPC will be valid for 5 years from the date of issue and you should submit your current NPC*

NOTE: NPCs with less than 3 months remaining are not accepted for NSW Health compliance, as it will expire during the compliance assessment process or very shortly after - apply for a new NPC.

NPCs issued via email or online:

- Keep the original email with all attachments
- Check that it can still be verified online - many NPCs issued online require the organisation who needs the NPC to verify it online for it to be considered valid. However, many NPC providers destroy online data 3 months after issue date, and legislation requires that all NPC providers destroy their data 12 months after issue date.
- If your NPC can't be verified online and you no longer have the original email you will need to purchase a new one for the purpose of NSW Health student compliance.

NPCs issued in hardcopy (usually only NSW Police):

- Scan all pages of the original document in colour. If it has become unreadable or the security features of the document are damaged, you will need to apply for a new one.

** Students placed in an aged care setting will need a police check that is less than 3 years old at time of placement; students placed in a disability setting will need a police check that is less than 4 years old at the time of placement. Your School will monitor and manage this requirement during allocation of placement.*

APPLYING FOR AN AUSTRALIAN NATIONAL POLICE CHECK (NPC)

The Australian NPC must be supplied by:

- a) the NSW Police Force - International students can only apply for a NSW Police check if they have a residential or registered address in NSW, which must be supplied in the application.

When asked for the "type of application", chose the "name and date of birth check". **Do not apply for the fingerprint check or the volunteer check as these are not accepted by NSW Health.**

https://www.police.nsw.gov.au/online_services/criminal_history_check.

What type of application do you want to submit?

--Select --

--Select --

Name and Date of Birth Check: \$50

Name, Date of Birth and Fingerprint Check: \$197.20

Name and Date of Birth Check for Volunteers working in Commonwealth supported aged-care facilities: \$15

OR

- b) an ACIC Accredited Body;

<https://www.acic.gov.au/our-services/national-police-checking-service/find-out-more-information/accredited-bodies#accordion-1>.

Student may choose any ACIC accredited body they prefer. In the experience of University staff, the following ACIC Accredited Bodies provide fast affordable service to students:

- Veritas Check <https://www.veritascheck.com.au/>
- Fit2Work <https://www.fit2work.com.au/IndividualCheck>
- National Crime Check (NCC) https://www.nationalcrimecheck.com.au/consumer/start_form

Further 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 Australian NPC from a source not listed above, NSW Health will not accept it.

Students living in or from the ACT (choose type 40) and **International students** at pre-departure from overseas can use the Australian Federal Police (AFP) check and apply for this. Students only need the standard check and do NOT require a fingerprint check: <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>. Please read the Instructions carefully before applying.

OVERSEAS NATIONAL POLICE CHECK (NPC)

International students are required to provide two police checks:

1. one from Australia
2. one from your home country (including the country in which they currently reside if different) or any country that they have resided in for more than six (6) months since turning eighteen (18) years of age. The overseas police check 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 the [JP Public Register](#).

DISCLOSABLE OUTCOMES AND RISK ASSESSMENT

If your Australian NPC, Overseas NPC, or Appendix 3 Statutory Declaration of Criminal History lists Disclosable Outcomes (i.e. criminal convictions or pending court charges), this will not automatically prevent you from going on placement. **However, you must then undertake the NSW Health Risk Assessment process and be cleared for placement** before you can be considered compliant.

Students are responsible for applying for the NSW Health Risk Assessment using the following form: https://www.heti.nsw.gov.au/_data/assets/pdf_file/0020/473303/Student-application-for-risk-assessment-August-2020.pdf

NOTE: the application requires evidence of your allocation to a NSW Health placement. Please contact your School for assistance with obtaining this evidence.

Students will be notified of the outcome of the risk assessment directly via letter:

- You **DON'T** need to provide a copy to NSW Health as they will update your ClinConnect record directly
- You **DON'T** need provide a copy to Student Central for Special Requirements
- You **DO** need to provide a copy to your School placement team

WHAT IF I HAVE CHANGED MY NAME?

If you have changed your name, you can either provide a copy of a change of name/marriage certificate or purchase a new police certificate in your new name. Make sure that your Student ID reflects your official name change. Any change of name evidence will need to be verified by NSW Health, so please include this with your compliance documents. This information can be found on [NSW HETI's](#) website.

NPC EXPIRY PRIOR TO COMPLETION OF YOUR STUDIES

If your NPC expiry date is prior to when you expect you complete your studies, you will need to apply for a new one and submit it to both Student Central and NSW Health for renewal of your NPC compliance.

Full information on how to do this is available in the 'How To Guides' section on the [Student Compliance Resources](#) webpage.

STEP 2 – Gather evidence of your immunisation history

NSW Health policy directive [PD2020_017 Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases](#) outlines the immunisation compliance requirements for all people entering NSW Health facilities, including students on placement.

All students* are required to provide evidence of their immunisation history, and complete any vaccinations that may be required at their own cost and within the required timeframes. NSW Health staff will assess your evidence and advise if further vaccination or other steps are required.

If you are not already immunised as required by NSW Health, you may require several appointments with a Doctor/General Practitioner/Immunisation Nurse to achieve the required immunisation status. This process can take six (6) months or more depending on which vaccinations you need to have.

With the exception of advice from your GP or Immunisation Nurse, do NOT get vaccinations just because you can't find documented evidence of having them in the past. Please read the following information first.

**NOTE: Hawkesbury students who studied at Hawkesbury TAFE and completed the NSW Health compliance process while at TAFE can apply to have their compliance information carried across. Please email the Student Compliance Team on studentcompliance@westernsydney.edu.au for assistance.*

VACCINATION RECORD CARD

The *Vaccination Record Card for Health Care Workers and Students* is available from Student Central.

This card must be completed correctly. Please refer to the [example vaccination card](#) to see what a correctly completed card looks like.

NO PREVIOUS EMPLOYMENT WITH NSW HEALTH

If you have never been employed by NSW Health, take the Vaccination Record Card to your GP or Immunisation Nurse along with all of your original vaccination documents – see 'acceptable evidence of immunisations' below. Ask the Dr/Nurse to complete the following sections:

- dTpa - Diphtheria, Tetanus, Acellular Pertussis (Whooping Cough)
- Hepatitis B - refer to the [NSW Health Hepatitis B Compliance Requirements](#)
- Measles, Mumps, Rubella (MMR)
- Varicella (chickenpox)

Tuberculosis screening (i.e. clinical testing for disease) is NOT normally required at this point in the process*. NSW Health staff use the information you provide on Appendix 7 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 past TB test results on your Vaccination Record Card.

** Forensic Mortuary Practice student have non-standard TB requirements - refer to the Forensic Mortuary Practice supporting document for details.*

CURRENTLY OR PREVIOUSLY EMPLOYED BY NSW HEALTH

If you have worked for NSW Health in the past or are currently employed, contact your staff health clinic and request a written result letter detailing your vaccination history. Attach this to your Vaccination Record Card.

ACCEPTABLE EVIDENCE OF IMMUNISATIONS:

- ✓ NSW Health Vaccination Record Card - completed, signed and stamped by an authorised Vaccination Provider
- ✓ Medicare Immunisation History Statement (IHS) - downloaded from [MyGov](#)
- ✓ Immunisation List - signed and stamped by your GP
- ✓ School Vaccination Record cards - ask your parents if they kept these
- ✓ State or National baby records - e.g. NSW blue book
- ✓ NSW Health Staff Clinic record - printed and stapled to a NSW Health Vaccination Record Card
- ✓ Defence Force immunisation record - yellow book
- ✓ Baby records or other immunisation/vaccination records from your home country - in English or including an English translation provided by an accredited translator
- ✓ Serology reports (blood test results) for Hepatitis B, MMR, Varicella and TB - only if you already have these; do not have blood tests done except on advice of your doctor, or as directed by NSW Health staff in your written compliance assessment outcome.
- ✓ Chest clinic reports - only if you already have these; do not get chest x-rays except on advice of your doctor, or as directed by NSW Health staff in your written compliance assessment outcome.
- ✓ Any other document that may give information about your history of vaccination against the diseases listed above - if in doubt include it.

If you remember having vaccinations at school but can't find the record cards, or they are missing from your Medicare Immunisation History Statement:

- call the Public Health Unit on 1300 066 055 to request your Public Health records (note that charges apply).
- call Medicare on 1800 853 809

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

If you have a clear memory of receiving particular vaccines but can't find any documented evidence, please ensure that you have tried all options listed above.

If you still aren't able to find evidence of vaccination against all the specified diseases, include what you do have with your compliance documentation. NSW Health staff will assess the available documents and provide you with advice on what you need to do next.

STEP 3 – Print & Complete NSW Health Forms

All students are required to complete the following three forms for NSW Health:

- **NSW Health Code of Conduct Agreement for Students**
- **Appendix 6 Undertaking/Declaration Form (PD2020_017)**
- **Appendix 7 Tuberculosis Assessment Tool (PD2020_017)**
NOTE: Forensic Mortuary Practice student have non-standard TB requirements - refer to the refer to the Forensic Mortuary Practice supporting document for details

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 submit

- **Attachment 1 Blood Borne Virus (BBV) Student Declaration**

For more information, read the [NSW Health Blood Borne Virus \(BBV\) Management Policy \(PD2019_026\)](#).

Blank Compliance Document Packs

Western works with four different NSW Health Local Health Districts (LHDs) for student compliance. Each LHD has its own version of a cover form which they use during the assessment of your compliance documents.

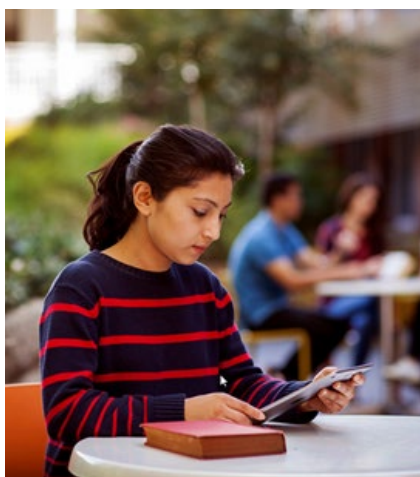
Your notification email will have the correct Compliance Pack attached, which will include

- All of the NSW Health forms you need
- A placeholder for all of the other documents you need to provide
- An example Vaccination Record Card that should be removed completely if you are not replacing it with your own Vaccination Record Card

TIPS for using the blank compliance document pack:

- Save the blank compliance document pack to your computer and use it as a guide to gathering all of your documents into the **single PDF** required by NSW Health
- Include your student ID in the filename so that it's unique to you 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

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



STEP 4 – Assessment by NSW Health staff

Once you have all of your documents and completed forms, you need to submit them to NSW Health for assessment.

SUBMITTING YOUR COMPLIANCE DOCUMENTS

NSW Health and the University work together to provide an online submission process.

Students will receive an email from the Student Compliance Team advising them to how and when to submit their documents. Please ensure that you regularly monitor your student emails and remain vigilant for this important email.

Note that we support a large number of students across many different degrees. Therefore, email notifications will be sent in batches to avoid a large influx of document submissions. This means that your friends may get their email before you, and this is normal.

The Student Compliance Team and Schools work closely together to make sure all students receive their notification in plenty of time to meet all required deadlines - provided that you are proactive and respond early to our emails.

TIP: keep all of your original compliance documents together in a sturdy document envelope. You will be asked many times to provide your documents, both as a student and later, as an employee.

WHAT HAPPENS IF I DON'T SUBMIT MY DOCUMENTS?

Submission of your compliance documents for initial assessment in your first year of enrolment **is mandatory**. NSW Health policy requires this.

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

If you don't submit your documents, you risk not being compliant in time to meet School deadlines and your degree progression may be delayed.

If you have extenuating circumstances that prevent you from submitting your compliance documents by the required date, you **must** inform to the Student Compliance Team at the earliest possible time outlining the reasons why you cannot comply.

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

If you have your:

1. Student ID card
2. Australian National Police Check
3. International students only - your Overseas Police Check or Appendix 3 Statutory Declaration
4. all NSW Health forms
5. at least some documents showing vaccination evidence

this is enough to submit to NSW Health for your initial assessment.

This way, you meet the First Year Assessment rule, and NSW Health can tell you exactly what you need to do if there is missing evidence, which helps you focus your efforts.

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 the minimum document set for initial assessment by the date requested.

WHAT HAPPENS AFTER I HAVE SUBMITTED MY COMPLIANCE DOCUMENTS?

Your documents will be checked for completeness by the Student Compliance Team within 5-10 working days. You will then receive an email advising that either your documents have been sent to NSW Health for assessment, or that we need further documents 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 of their assessment, which the Student Compliance Team sends to you via your student email account. You will receive one of the following outcomes:

- Not Compliant (ineligible for clinical placement) - clear instructions on steps required to become Compliant will be included
- Temporary Compliant (for eligible 1st Yr students only, to attend first clinical placement only; expires after 6 months) - the expiry date of your temporary status and clear instructions on steps required to become Compliant will be included
- Compliant (eligible to attend placement)

I PREVIOUSLY STUDIED AT ANOTHER UNIVERSITY AND WAS COMPLIANT WITH NSW HEALTH REQUIREMENTS - CAN THIS BE TRANSFERRED TO MY WESTERN RECORD?

If you studied at another University or TAFE in NSW, and were assessed as Compliant with NSW Health compliance requirements, you still need to do the process again as a Western student. On the upside, you should already have all of your documents ready to scan and upload.

The only exception is Hawkesbury students who studied at Hawkesbury TAFE and completed the NSW Health compliance process while at TAFE. For these students, the LHD is able to access your details under your TAFE record and transfer them over to your University record. Please email the Student Compliance Team on studentcompliance@westernsydney.edu.au for assistance.

OTHER USEFUL INFORMATION

The information in this booklet addresses student compliance with NSW Health policy requirements only. There are other student compliance requirements that you need to be aware of.

UNIVERSITY SPECIAL REQUIREMENTS

Special requirements are a requirement of the University that must be met in order to enrol in certain courses or units. The Course Handbook lists the Special Requirements for each degree or unit within that degree.

For example, some courses require students to provide a copy of their NPC to Student Central. This is separate to NSW Health requirements and it means that you need to provide your NPC twice via two separate process:

- To NSW Health (via your compliance document upload)

PLUS

- To Student Central (with your Student ID Card, Student Undertaking form and NPC)

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

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.

SYSTEMS USED TO MANAGE STUDENT COMPLIANCE AND PLACEMENT

The two key systems used to manage student compliance and placement are InPlace and ClinConnect.

InPlace is a university system used by all Schools. This system is not currently used by the Student Compliance Team.

ClinConnect is a NSW Health system used for all NSW Health student compliance and placement management. The University creates a profile in ClinConnect when you enrol in the relevant units in your course.

Students do not have direct access to ClinConnect. Instead, the University provides the ClinConnect information about your compliance status and placement details to you via InPlace.

<https://www.heti.nsw.gov.au/Placements-Scholarships-Grants/clinical-placements/clinconnect>

Need further information or help?

FAQS AND SUPPORTING DOCUMENTS

The Student Compliance Team have developed a set of FAQs that should answer any further questions you may have. Each FAQ focusses on a specific topic in depth.

Please consult the relevant FAQ on the [Student Compliance Resources](#) webpage before contacting the Student Compliance Team.

If your question isn't on the FAQ or the existing answer doesn't fully resolve your query, please email studentcompliance@westernsydney.edu.au to let us know - we will answer your question immediately as well as update the FAQ for the benefit of other students who may have the same question.

