

**WESTERN SYDNEY
UNIVERSITY**



NSW Health
Student Compliance Assessment
Information 2022

CONTENTS

FOUR STEPS TO COMPLIANCE2

COMPLIANCE MYTHBUSTING3

STEP 1 – FIND YOUR EXISTING AUSTRALIAN NATIONAL POLICE CHECK (NPC) OR APPLY FOR ONE NOW5

STEP 2 – GATHER EVIDENCE OF YOUR IMMUNISATION HISTORY 7

STEP 3 – PRINT & COMPLETE NSW HEALTH FORMS9

STEP 4 – ASSESSMENT BY NSW HEALTH STAFF10

ADDITIONAL STEPS - CURRENT NSW HEALTH EMPLOYEES11

ADDITIONAL STEPS - INTERNATIONAL STUDENTS11

FREQUENTLY ASKED QUESTIONS.....12

Four Steps to Compliance



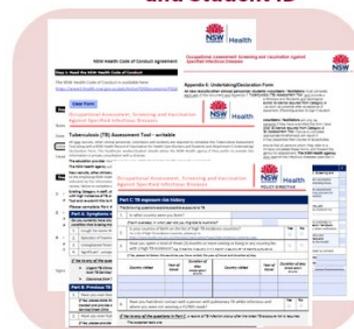
STEP 1: Find your existing police certificate or apply for one NOW



STEP 2: Gather evidence of your immunisation history



STEP 3: Complete and/or scan your NSW Health forms and Student ID



STEP 4: Compliance assessment by NSW Health staff



Welcome to Western Sydney University!

NSW Health policies require all students who need to attend any NSW Health placement to be assessed and be deemed compliant to those policy requirements.

How do I get assessed?

- You will be given access to the Student Compliance **vUWS** site where you will complete the "Preparing for Student Compliance" module and quiz.
- You will receive an **email** from the Placements Hub alerting you about the assessment process.
- You can then undertake the **FOUR STEPS TO COMPLIANCE!**



COMPLIANCE MYTH- BUSTING!

**STUDENTS MUST
FOLLOW ALL
INSTRUCTIONS GIVEN.**

FACT! Students can 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!**

**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.

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.

This early submission is also key in the unlikely circumstance that you may be unable to become compliant and unable to complete your program of study. For example, if the outcome of the assessment denies you entry into a NSW health facility for a placement, completing this process early will mean that you are aware of this issue early, and you can consult with your academic advisor to make an Informed decision about your program of study.

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

FACT!

It can take up to six months to meet all the compliance requirements, especially if you need to undergo additional steps or experience other delays outside your control. Starting now is important - if you delay it may impact on your progression.

You might be delayed with:

- vaccinations if there is a vaccine supply shortage
- any disclosable outcomes identified on your NPC, as the clearance risk assessment may take several weeks.

OK ... WHAT DO I DO NOW?

1. Read this booklet!
2. Save or bookmark this booklet!
3. Map out a plan in your calendar to follow the four steps to meet the assessment deadline.

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

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

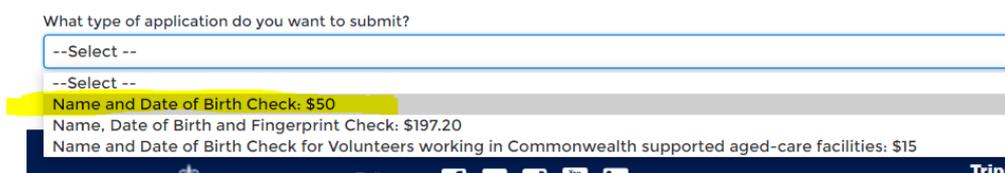
Students (both domestic and international) must provide a current Australian National Police Check (NPC). Your Student ID must match your NPC, and your NPC must be requested in your FULL legal name. Read the following sections carefully before applying and paying for an Australian NPC.



APPLYING FOR AN AUSTRALIAN NATIONAL POLICE CHECK (NPC)

The Australian NPC must be requested using your FULL legal name, 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". The fingerprint check or the volunteer check **will not be accepted** by NSW Health.



OR

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

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 a NSW Health Risk Assessment process and be cleared for placement** before you can be considered compliant. Our [fact sheet](#) can help you.



HUB TIPS:

- Students placed in an *aged care* setting will need a NPC 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 placement requirement with you.

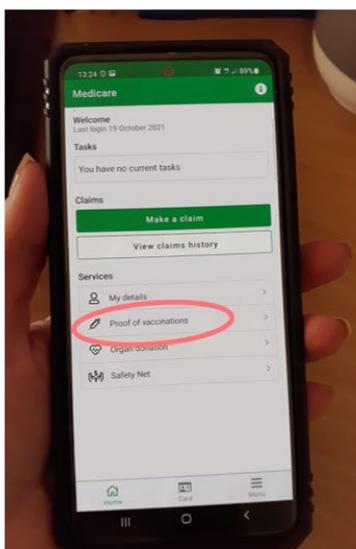
STEP 2 – Gather evidence of your immunisation history

Students are required to provide evidence of their immunisation history and complete any vaccinations and/or serology tests that may be required at their own cost and within the required timeframes. [The NSW Health policy directive](#) outlines the immunisation compliance requirements for all people entering NSW Health facilities, including students on placement.

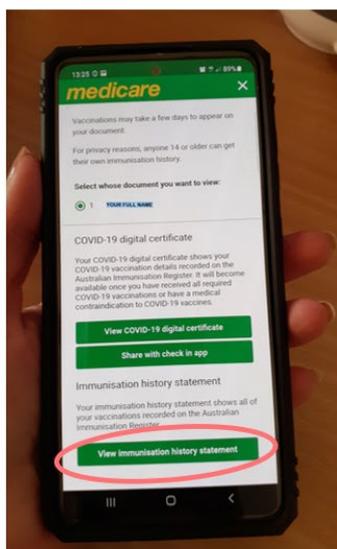
HOW DO I FIND EVIDENCE?

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

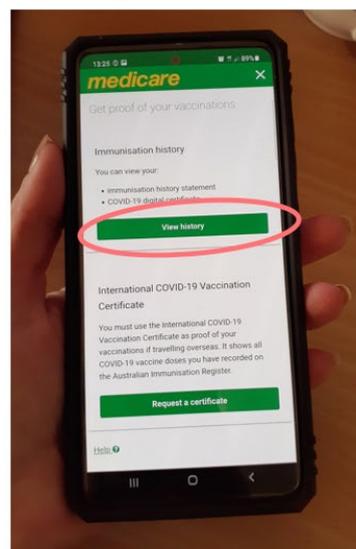
Log in to the Medicare App and click on "Proof of vaccinations"



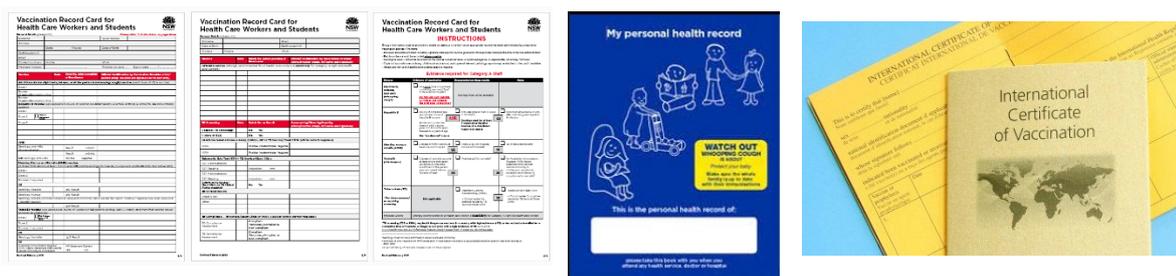
Click on "View immunisation history statement"



Click on "View history" and you can download your statement as a PDF file



The following are also acceptable as evidence of immunisation:



- ✓ NSW Health Vaccination Record Card - completed, signed and stamped by an authorised Vaccination Provider
- ✓ State or National baby records - e.g. NSW "blue book"
- ✓ Defence Force immunisation record - yellow book
- ✓ Medicare Immunisation History Statement (IHS) - downloaded from [MyGov](#) (Medicare must be linked to your account)
- ✓ Immunisation List - signed and stamped by your GP
- ✓ School Vaccination Record cards - ask your parents if they kept these

- ✓ NSW Health Staff Clinic record - printed and stapled to a NSW Health Vaccination Record Card
- ✓ 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. With the exception of advice from your GP or an Immunisation Nurse, **DO NOT** obtain vaccinations if you cannot find documented evidence of having them in the past.

WHERE CAN I GET A VACCINATION RECORD CARD?

You can download a [Vaccination Record Card for Health Care Workers and Students](#), or if you are on campus, as for a hard copy at Student Central.

This card must be completed correctly by a Doctor or medical practitioner. 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. Ask them 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).

STEP 3 –Complete, scan or save your NSW Health Forms and Student ID

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

- [NSW Health Code of Conduct Agreement for Students](#)
- [Appendix 6 Undertaking/Declaration Form \(PD2020_017\)](#)
- [Appendix 7 Tuberculosis Assessment Tool \(PD2020_017\)](#)

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

Tuberculosis screening (i.e. clinical testing for disease) is NOT normally required at this point in the process. NSW Health staff use [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 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 submit [Attachment 1 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 different NSW Health Local Health Districts (LHDs) who undertake compliance assessments. Each LHD has its own version of documents to complete. 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 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 gathering all of your documents into the **single 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 4 – 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, who will triage the documents for NSW Health to assess.

SUBMITTING YOUR DOCUMENTS

You must submit:

- Your Student ID card (proof that you're with Western)
- Your NPC
- all vaccination evidence
- all completed NSW health forms.

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

Email notifications will be sent in batches to avoid a large influx of document submissions and based on the timing of your assessment. This means that 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 - we contact you if anything is missing or not completed as per NSW Health policy requirements.



HUB TIP: Keep all your original compliance documents together in a sturdy document envelope.

NSW Health policy states that you (students) are responsible for maintaining your original compliance documents for the duration of your studies at Western. If you choose to work with NSW health when you graduate, you will be again asked to provide these documents to be assessed as an employee.

HUB TIP: 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.

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 \(HETI\)](#) 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.

VACCINATION RECORD

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.

Additional steps - International students

OVERSEAS NATIONAL POLICE CHECK (NPC) FOR INTERNATIONAL STUDENTS

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

1. one from Australia
2. one from your home country, plus
 - one for the country in which you currently live
 - one for any country that they have resided in for more than six (6) months since turning eighteen (18) years of age.

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 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](#) – only the standard check and NOT a fingerprint check: Please read the Instructions carefully before applying.

Frequently Asked Questions

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** and a NSW Health policy requirement. If you don't submit your documents, you risk not being assessed in time to meet School placement deadlines and your degree progression may be delayed.

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 subjects, or enrol in future subjects. Ensure that you also read all information provided to you by your School regarding NSW Health compliance deadlines.

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

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

The following is required submit to NSW Health for your initial assessment:

1. Student ID card
2. Australian National Police Check (and if you're an international student, your overseas Police Check or Appendix 3 Statutory Declaration)
3. At least **some** documents showing vaccination evidence
4. **All** NSW Health forms

You will then meet the NSW Health policy requirement of being assessed in your first year of enrolment. NSW Health will tell you exactly what you need to do if there is missing evidence.

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 checked for completeness by the Placements Hub. 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 Placements Hub 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 year students only, to attend first clinical placement only; expires at 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 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 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.

Previous Hawkesbury TAFE students who have completed the NSW Health compliance process while at TAFE: NSW Health can 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.

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 Central. This is separate to NSW Health requirements, and it means that you need to provide your NPC twice via two separate processes: to NSW Health (via your compliance document upload) AND to Student Central (with your Student ID Card, Student Undertaking form and NPC).

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 of your records. Your NPC must be applied for using your full legal name, and this name should be the same name on your Student ID card. NSW Health uses both documents to prove your identity and enrolments for assessment.

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.

STILL NEED FURTHER INFORMATION OR HELP?

The Student Compliance Team have developed many resources to respond to further questions you may have. You can review these resources on the [Student Compliance Resources](#) webpage before contacting the Placements Hub.

If your question isn't on the website or the existing answer doesn't fully resolve your query, you can:

- Read these further [FAQs](#) – scroll down to the 'compliance and verification' section
- email studentcompliance@westernsydney.edu.au.

