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| --- |
| **Student ID:** **Course/Subject:** |
| **NSW Documentation Required**  |  |
| **Student self-check (tick)** | **Clinical Placement Specialist (tick)** |
| 1. Headshot Photo/ ACN student ID Card (if available) |  |  |
| 2. Criminal Record Check (must be less than 12 months) |  |  |
| 3. NSW Working with Children Check  |  |  |
| 4. Mask Fit Test |  |  |
| 5. Diphtheria, Tetanus, Pertussis (Whooping Cough (dTpa) Vaccine  |  |  |
| 6. Hepatitis B  |  |  |
| 7. Measles, Mumps and Rubella |  |  |
| 8. Varicella |  |  |
| 9. Tuberculosis (TB) Assessment Tool – Appendix 7 |  |  |
| 10. Influenza (Yearly) |  |  |
| 11. Proof of COVID-19 Vaccination (3 doses) |  |  |
| 12. NSW Health Student Details form |  |  |
| 13. Signed NSW Health Code of Conduct  |  |  |
| 14. Undertaking / Declaration form – Appendix 6 |  |  |
| 15. ACN Clinical Placement Disclosure form |  |  |

# Clinical Placement Information

**What is a Compliance Pack?**

A Compliance Pack is a PDF document containing all the items required by the State Health to become compliant for clinical placement.

**What happens with my Compliance Pack?**

* You must compile the pack and send it to **clinicalplacement@acn.edu.au**
* It is reviewed by ACN to ensure it meets the requirements. If it does not, it will be sent back to you to amend.
* When correct, it is sent by ACN to your local health district for review and approval.
* You will be notified by ACN when you are verified with your state/facility.

Please note: Additional forms may be required pending to a placement provider request.

**When do I need to do this?**

Now! Every step in this process can take a long time (weeks).

Please be sure that your compliance documents are ready.

Please compile and send them as soon as the Student ID Card is received. Compliance verification is mandatory for public / private sector hospitals.

You will NOT be allowed to attend if is not finalised by the health service a few weeks before placement (due dates vary) and your non-compliance will be reported to the Unit Coordinator for follow up.

Instructions:

* Please scan all requested forms into ONE PDF document and name it with your full name and student ID number. For example: Jane Smith 123456 Compliance Pack
* Your pack must be scanned in colour.

If you are using, clear photos of your documents and require converting them from JPEG to PDF:

<https://jpg2pdf.com/>

## Required documents

1. Headshot photo or ACN student ID card (if available)

Please provide a professional headshot, this image will be used to create your ACN student ID card. Please bring this with you when on placement.

1. National Police Check (must be valid for the complete duration of your course)

Applications for an Australian National Police Check must be made via the [Australian Federal Police](https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks) (AFP). National Police Check certificates are valid for three years and applications can take up to four weeks to process. When you apply, select Purpose Type **‘Commonwealth Employment/Purpose’** and Purpose of Check **‘37 - Care, Instruction or Supervision of Children/Care of Disabled Persons/Aged Care Staff/Volunteers’.**

International criminal history checks (for international students and those who have lived overseas).If you have lived in a country other than Australia after the age of 16, you must also submit:

* a National Police Check from that country,
* or a [Statutory Declaration](https://www.griffith.edu.au/__data/assets/pdf_file/0022/1617016/Statutory-Declaration-Form.pdf) stating that you have never, in Australia or another country, been convicted of murder or sexual assault, or convicted of, and sentenced to imprisonment for, any other form of assault.

Must be issued by an Australian Criminal Intelligence Commission (ACIC) accredited body. National criminal record checks are valid for five years since the date of issue. If a charge or conviction is listed, you must apply for a [Clinical Placement Clearance](https://www.seslhd.health.nsw.gov.au/sites/default/files/groups/Nursing_and_Midwifery/Student%20Compliance/Student-application-for-risk-assessment-August-2020.pdf). This application must be done within 3 months of your placement (evidence will be required).

1. NSW Working with Childrens check

Apply for a Volunteer Working with Children Check (WWCC) at [Service NSW](https://www.service.nsw.gov.au/transaction/apply-for-a-working-with-children-check).

1. Mask fit test

## Vaccination and Immunisation evidence

Vaccination evidence must be in the form of:

* written record of vaccination signed, dated, and stamped by a medical practitioner/nurse immuniser or pharmacist vaccinator (for authorised vaccines only) on the [NSW Health Vaccination Record Card for Category A Workers and Students](https://www.health.nsw.gov.au/immunisation/Documents/record-card-hcws-students.pdf)
* Australian Immunisation History Statement
* Australian COVID-19 Digital Certificate AND / OR

Vaccination evidence must be in the form of:

* serological confirmation of protection

Note: If the Immunisation History Statement or Digital Certificate downloaded via MyGov has an Individual Health Identifier (IHI) listed, remove/redact the IHI before sending.

1. Diptheria, Tetanus and Pertussis (Whooping cough) DTPa

You’ll need to provide evidence of having taken the Adacel or Boostrix vaccine in the past 10 years (a serology test is not acceptable).

1. Hepatitis B

You will need to provide:

* evidence of completing an age-appropriate course of Hepatitis B vaccinations (an accelerated course is not accepted) **AND**
* a positive serology (blood test) showing HBsAb levels equal to or greater than 10 mlU/ml **OR** Documented evidence of anti-HBc, indicating past hepatitis B infection, and/or HBsAg+.

Evidence of age-appropriate course of Hepatitis B vaccinations can include the following:



*\*If you have received 2 doses of Hep B vaccine approx 6 months apart between the ages of 11 and 15 a 3rd dose is not required, if your serology shows that you have immunity.*

*\*\*4 months is the minimum interval period that is acceptable as per page 213 of the* [*Australian Immunisation Handbook.*](https://immunisationhandbook.health.gov.au/)

If you fail to obtain the vaccination record showing previous vaccination, you can complete the [Hepatitis C vaccination Declaration – Appendix 9](https://www.health.nsw.gov.au/immunisation/Documents/Occupational/appendix-9-declaration.pdf) form.

1. Measles, Mumps, Rubella

You must provide a copy of a positive serology test for measles, mumps and rubella (low positive, equivocal or negative serology tests not acceptable), or one of the following:

* Evidence of having received two doses of vaccine
* If you were born before 1966, a copy of your Driver Licence, birth certificate or passport.
1. Varicella

One of the below types of evidence is required:

* A copy of a (IgG) positive serology test, OR Australian Immunisation Register (AIR) History Statement that records natural immunity to chickenpox, OR
* Evidence of having taken two doses of vaccine at least one month part:
	+ 1 dose if given before the age of 14 years
	+ 2 doses if given ≥14 years old
1. [Tuberculosis (TB)](https://www.health.nsw.gov.au/immunisation/Documents/tb-assessment-tool.pdf) (Link)

Ensure your doctor has completed all TB questions (Y/N) and sections on your Vaccination Record Card. Read, complete, and sign the form. All students must complete the [TB Assessment Tool](https://www.health.nsw.gov.au/immunisation/Documents/tb-assessment-tool.pdf) (even if ticked ‘No’ for TB on your vaccination card). Form must be signed and dated. Old form versions are not accepted. If your GP indicated "YES" for TB screening, you must get an IGRA blood test. If the result is positive, your GP will need to provide you with a referral letter to a Chest Clinic to conduct a chest X-ray, and you will need a clearance letter from them to confirm your status.

1. Influenza

Annual vaccination evidence is required. Season influenza vaccines expire on 31st May each year, if your placement is scheduled after this date, you would require a current season vaccine for that year. The influenza vaccine must be administered in Australia, as the formulation differs from country to country.

**Note:** If you have previously received Full Compliance but are missing your current season Flu vaccine, you must send your evidence to NSW Health as soon as possible to update your profile. Any student who has not provided a current season Flu vaccination record by 1 June each year will automatically revert to Not Compliant and be unable to attend placement.

1. COVID-19 Vaccination

Students attending clinical placements are required to have three doses of a TGA approved or recognised COVID-19 vaccine.

1. [NSW Health Student Details form](https://www.acn.edu.au/wp-content/uploads/student-details-form.pdf) (Link)

Read, complete and sign the form.

1. [Signed NSW Health Code of Conduct](https://www.heti.nsw.gov.au/__data/assets/pdf_file/0009/473175/Code-of-Conduct-Declaration-Form-October-2018.pdf) (Link)

Read, complete and sign the form to agree to abide by the [NSW Health Code of Conduct](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015_049.pdf).

1. [Undertaking / Declaration form – Appendix 6](https://www.acn.edu.au/wp-content/uploads/nsw-health-undertaking-declaration-form.pdf) (Link)

Read, complete and sign the form.

1. [ACN Clinical Placement Disclosure form](https://www.acn.edu.au/wp-content/uploads/2018/04/FM-E.1.6-ED033-Clinical-Placement-Information-Disclosure-Form-2.pdf) (Link)

Read and sign the form.