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| --- | --- | --- |
| **Student ID:**  **Course/Subject:** | | |
| **VIC Documentation Required** |  | |
| **Student self-check (tick)** | **Clinical Placement Specialist (tick)** |
| 1. Headshot photo or ACN student ID card (if available) |  |  |
| 1. Australian Police Check (must be less than 12 months old) |  |  |
| 1. Working With Children Check |  |  |
| 1. Mask fit test |  |  |
| 1. Pertussis |  |  |
| 1. Hepatitis B |  |  |
| 1. Measles, Mumps and Rubella (MMR) |  |  |
| 1. Varicella |  |  |
| 1. Influenza (yearly) |  |  |
| 1. Tuberculosis (IgRA) |  |  |
| 1. Proof of COVID-19 Vaccination (3 doses) |  |  |
| 1. ACN Clinical Placement Disclosure form |  |  |
| 1. **Before placement commencement:** Mandatory Online Modules (this can be facility-specific) |  |  |

# Compliant Document 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. Australian Police Check

Students are required to always have a valid Australian nationally coordinated criminal history check while on Placement. An Australian nationally coordinated criminal history check may be issued by the Australian Federal Police, a state or territory police agency or an organisation appropriately accredited by the Australian Criminal Intelligence Commission, and is valid if:

* 1. issued within the past three years or not more than six months prior to the commencement of the program of study whichever is later.

If a Student has applied for a police check but has not received it prior to the date required by Protocol 3 (including where the Student is awaiting the outcome of an appeal against their police check result), they may instead provide the EP with a Commonwealth Statutory Declaration that states either:

* 1. They are not, in any country, currently under investigation, charged with or have been found guilty of a criminal offence (other than a minor traffic office); or
  2. Details of any investigation, charges or guilty findings.

A Student providing a statutory declaration under Protocol [5](#bookmark6) is to be required to provide a police check to the EP as soon as possible after it is received. The EP must notify the CPP of the outcome of the police check as soon as practical thereafter. A CPP is not required to accept the statutory declaration in lieu of a police check if prevented from doing so under Law.

For more information, please visit these websites:

* Australian Federal Police – National Police Checks: [www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks](http://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks)
* Commonwealth statutory declarations: [www.ag.gov.au/Publications/Statutory-declarations](http://www.ag.gov.au/Publications/Statutory-declarations%20%20)
* Victoria Police - National Police Record Check: [www.police.vic.gov.au/content.asp?Document\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274)

1. Working with Children Check

All Students aged 18 years or older are required to maintain a valid Working with Children Check (WWCC) for the duration of their Clinical Placement if the Placement involves working in any of the occupational fields listed in the *Working with Children Act 2005* and direct contact with children. Please go to the Victorian Department of Justice and Community Safety - Working with Children Check website for more information: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au/)

1. Mask fit testing

The appropriate use of respiratory protection equipment is proven to limit airborne transmission of coronavirus (COVID-19) and infection between groups of healthcare workers, and between healthcare workers and their patients/clients.

The inclusion of these requirements is aligned to the guidance on ‘Fit testing requirements to support student clinical placements’ that was issued 1 October 2021 by the Department of Health Victoria.

Fit testing requirements to support student clinical placements: <https://www.dhhs.vic.gov.au/fit-testing-requirements-support-clinical-placements>

## Vaccinations and immunisation evidence

1. Pertussis (dTpa vaccine)

The following may be accepted as evidence of immunity to pertussis:

* Vaccination record indicating one dose of dTpa vaccine given within the past 10 years.

1. Hepatitis B

The following may be accepted as evidence of immunity to hepatitis B:

* Serology report indicating immunity to hepatitis B or
* Have received at least two doses of hepatitis B vaccine.

1. Measles, Mumps and Rubella

The following may be accepted as evidence of immunity to measles:

* Vaccination record indicating two doses of MMR vaccine; or
* Serology report indicating immunity to Measles, Mumps AND Rubella; or
* Government-issued documentation confirming a birth date prior to 1966.

##### Varicella

The following may be accepted as evidence of immunity to varicella:

* Written statement from a medical practitioner advising definite prior history of varicella infection; or
* Vaccination record indicating two doses of varicella vaccine; or
* Serology report indicating immunity to varicella.

1. Influenza

The following may be accepted as evidence of immunity to influenza:

* Vaccination record indicating a dose of influenza vaccine for current calendar year; or
* Written statement from a medical practitioner or immunisation nurse advising administration of one dose of influenza vaccine for the current calendar year.

As the current-year influenza vaccine is typically not made available until March-May and is often in short supply, Students are only required to provide evidence of vaccination by 1 June, even if the Clinical Placement commences before this date. Where a Student commences Placement prior to receiving the vaccination, the EP must notify the CPP no later than 1 June that the Student has provided evidence of having been vaccinated.

Where the CPP chooses to provide vaccination for Students undertaking Clinical Placement, the CPP should communicate this to the EP along with the name of each Student who has been vaccinated.

##### Tuberculosis

The following may be accepted as evidence of no active infection with tuberculosis:

* Written statement from an AHPRA-registered medical practitioner advising the Student has no symptoms of active tuberculosis and has received a tuberculin skin test or interferon gamma release assay (such as the QuantiFERON-TB Gold assay) indicating no tuberculosis infection; or
* Written statement from an AHPRA-registered specialist infectious disease or respiratory physician advising the Student has no active tuberculosis infection.

Students are also considered to have satisfied the tuberculosis requirement for Placement if they provide a written statement from an AHPRA-registered specialist infectious disease or respiratory physician advising they have been assessed as fit for Placement; for example, if the Student is receiving appropriate treatment for a current tuberculosis infection and is deemed non-infectious.

##### COVID-19

Vaccination against COVID-19 is required for all authorised workers which includes students undertaking Placements, including the following specific requirements:

* from 13 January 2022, first, second and third COVID-19 vaccination dose is mandatory for all authorised workers

Vaccination against COVID-19 is required for all authorised workers which includes students undertaking Placements. The current specific requirements can be found at:

<https://www.health.vic.gov.au/student-clinical-placements-covid-19-guidance-doc>

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)

To arrange your clinical placement, ACN will provide the NSW Ministry of Health with the following essential information about you. This information will be used by the NSW Ministry of Health to assist with workforce planning. Please download and complete the form, you can access by the link above or at the ACN website: <https://www.acn.edu.au/wp-content/uploads/2018/04/FM-E.1.6-ED033-Clinical-Placement-Information-Disclosure-Form-2.pdf>