

NNSWLHD STUDENT CLINICAL PLACEMENT COMPLIANCE CHECKLIST

The Northern NSW Local Health District (NNSWLHD) is committed to providing our patients and clients, staff, students and visitors with a safe environment.

Before commencing placement in a NSW Health facility - students must be verified in ClinConnect as complying with the following NSW Health Policy requirements:

1. [Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases \(PD 2020_017\)](#)
2. [NSW Health Code of Conduct \(PD2015_049\)](#)
3. [Working with Children Checks and Other Police Checks \(PD2019_003\)](#)

Students are only required to obtain a National Police Check (NPC)

IMPORTANT: Please note that all documents sent for verification must be:

- accompanied by a copy of the Student Identification Card issued by their Education Provider (EP)
- submitted by the Education Provider Student Coordinator, from the Education Providers authorised email box
- verified in ClinConnect 7 days prior to the start of the placement

COMPLIANCE DOCUMENTATION REQUIRED

As outlined in the listed NSW Health policies, students are required to submit compliance documentation and related evidence for verification to their nominated education provider (EP) student coordinator. The EP is then responsible for sending this information to the NNSWLHD for verification in ClinConnect. The NNSWLHD will maintain a student eFile with compliance documents filed.

All details related to compliance documentation are listed below.

1. Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases (OSV)



OSV Student
Kit.pdf

All vaccination requirements are detailed in the NSW Health Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases (OSV) policy (PD2020_017). Students are required to provide the required OSV evidence to their EP who will forward to the NNSW OSV Assessor via email: NNSWLHD-OSVAssessor@health.nsw.gov.au.

The NNSWLHD OSV Assessor will send a verification email to both the student and the education provider.

OSV Assessments can take up to 6 weeks to process

2. NSW Health Code of Conduct



Code of
Conduct.pdf

The NSW Health Code of Conduct policy (PD2015_049) must be read by the student prior to placement, and the attached 'NSW Health Code of Conduct Agreement for Students form' signed.

The student is required to submit this form to their EP who will forward to the NNSWLHD compliance officer via email: NNSWLHD-studentCompliance@health.nsw.gov.au.

Please only submit the Code of Conduct from the above pdf icon

3. National Police Check (NPC)

The NSW Health Working with Children Checks and other Police Checks policy (PD 2019_003) details all National Police Check (NPC) requirements for students on placement in NSW Health facilities.

Note: students are not required to obtain a working with children check.

Students aged 18 years and over must have a police check prior to their first placement. The police check must be obtained from an Australian State/Territory Police Service, an Australian Criminal Intelligence Commission accredited body or the Australian Federal Police Force.

Tertiary Students under 18 years of age do not require a police check, but will need to arrange one if they turn 18 during their placement.

Students who

- present newly purchased police checks on or after the 14th January 2019 are eligible for the 5-year expiry period
- received a NPC prior to 14 January 2019 cannot have this extended to 5 years
(i.e. once their 3 years has expired they need to get a new NPC)
- are doing Aged Care placements, the NPC is valid for 3 years only

The student is required to apply for a NPC and submit the certificate to their EP who will forward to the NNSWLHD compliance officer via email NNSWLHD-studentCompliance@health.nsw.gov.au.

If the NPC expires during the student placement, then the placement will be cancelled.

3a. NSW Health staff who are completing a student placement

NSW Health staff who are completing a student placement do not need to obtain an NPC. These staff are required to email their Name, Student ID and Stafflink Number to heti-clinicalplacements@health.nsw.gov.au, and HETI will update these details in ClinConnect.

Note: Staff may be subject to the Aged Care and NDIS requirements if attending student placement in one of these areas. If a NSW Health employee is required to produce a new police check because of an Aged Care or NDIS requirement, the individual will be required to purchase this themselves. Additional information including links to the current policy and appendices can be found at <http://internal.health.nsw.gov.au/jobs/empchecking/index-empchecking.html>.

Please note that agency staff currently engaged by NSW Health are not deemed existing staff members.

Details on NPC requirements for existing NSW Health staff completing a student placement (changing roles), refer to Section 16 page 30 of 32 Working with Children Checks and Other Police Checks (PD2019_003).

3b. Overseas Students Police Checks

In addition to obtaining an Australian NPC the student must also obtain a Police Certificate from their home country (including the country in which they currently reside if different) or any country that they have been residents of for more than six months since turning **18 years of age** (translated in to English). An international Criminal History Check obtained through an AHPRA approved supplier as part of an application for registration in Australia meets this requirement.



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Overseas.pdf

The student is required to apply for an overseas police certificate and submit to their EP who will forward to the NNSWLHD compliance officer via email NNSWLHD-studentCompliance@health.nsw.gov.au.

If the student is unable to obtain an overseas police certificate, they must complete a NSW Statutory Declaration stating they have no criminal charges or convictions (including any pending).

Details on Overseas NPC requirements refer to Section 13 page 27 of 32 Working with Children Checks and Other Police Checks (PD2019_003). A copy of a NSW Health Statutory Declaration can be found in Appendix 3 of this policy.

3c. Students with a charge or conviction

Students with a charge or conviction listed on their NPC prior to placement, or who receive a charge or conviction during their placement - are required to have a risk assessment performed by the Employment Screening and Review Unit (ESRU), HealthShare NSW.



Student risk
assessment.pdf

In these instances, Students will need to complete an [Application for authority to undertake clinical placements in NSW Public Health facilities](#) - form at least 3 months prior to placement.

Following submission of this application form, the ESRU will review and notify the student and HETI of the outcome of the risk assessment. If authorised to proceed with placement, the student will be provided with a letter confirming these details, and HETI will enter the information directly into ClinConnect.

Further instructions are also available on the [HETI website](#).

Student risk assessment form to be sent to the Employment Screening and Review Unit (ESRU) as per instructions on the form.

3d. Student ID Card

As per NSW Health Working with Children Checks and other Police Checks policy (PD 2019_003), a copy of the student ID card issued by the education provider must accompany all submitted compliance documents forwarded by the student coordinator to NNSWLHD-StudentCompliance@health.nsw.gov.au for verification in ClinConnect and filing in Students eFile.

A copy of the Student ID card is to be submitted with all student documents.

3e. Change of Name / Gender

Students who change their name and/or gender are no longer required to obtain a new NPC. A change of name/marriage certificate will be acceptable for name changes, and confirmation from their doctor will be acceptable for a change of gender. Students who choose to 'reuse' their existing NPC that was verified by NSW Health before 14 January 2019, will only be given a three-year expiry date for the NPC when it is re- entered into ClinConnect.

Document Checklist – before sending for verification

- | | |
|--------------------------|---|
| <input type="checkbox"/> | The Students Occupational Assessment, Screening and Vaccination against Specified Diseases has been positively assessed by the OSV Assessor |
| <input type="checkbox"/> | The signed Code of Conduct has been forwarded to Student Compliance |
| <input type="checkbox"/> | The NPC has been forwarded to Student Compliance/ if current NSW Employee NPC has been forwarded to HETI |
| <input type="checkbox"/> | If relevant the Overseas student Police Check has been sent to student compliance |
| <input type="checkbox"/> | Student ID card has been sent with all submitted documents |
| <input type="checkbox"/> | Change of name / gender documents if relevant |

All enquiries regarding Student Placements please email the NNSWLHD-ClinConnectHelpDesk NNSWLHD-ClinConnectHelpDesk@health.nsw.gov.au