

NNSWLHD STUDENT CLINICAL PLACEMENT COMPLIANCE CHECKLIST

All documentation to be submitted by the Education Provider to NNSWLHD 6 weeks prior to placement

The Northern NSW Local Health District (NNSWLHD) is committed to providing a safe environment to all patients, clients and consumer, staff, students and visitors. Before commencing placement in a NSW Health facility - students must be verified in ClinConnect as complying with:

NSW Health Policy Requirements:

- Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases (PD 2022_030)
- NSW Health Code of Conduct (PD2015_049)
- Working with Children Checks and Other Police Checks (PD2019_003)

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

Compliance Documentation – Responsibilities:

Student Responsibilities:

Student submits compliance documentation (see p.2) to their nominated education provider (EP) student coordinator (not to the NNSWLHD) in advance of placement.

Student to remove the Individual Health Identifier (IHI) on their Australian Immunisation Certificate and COVID Digital Certificate before submitting these documents to their EP for assessment. The IHI is classified as sensitive information and is not required for student placements.

Compliance Forms:

- Undertaking Declaration Form
- TB Assessment Form
- OSV Evidence Requirements
- Student Risk Assessment - Application for authority to undertake clinical placements in NSW Public Health Facilities
- OSV Risks and Consequences of Exposure
- Code of Conduct Declaration Form
- National Police Check
- International Police Check (if applicable)
- NSW Health Statutory Declaration

Education Provider (EP) Responsibilities:

EP Student Coordinator – sends via authorised email - all student compliance documentation to the NNSWLHD - **6 weeks prior to placement**

- OSV verification documentation (i.e. immunisation) - to the NSW OSV Assessor via email: NNSWLHD-OSVAssessor@health.nsw.gov.au
- Compliance verification documentation sent to NNSWLHD compliance officer via email: NNSWLHD-StudentCompliance@health.nsw.gov.au including:
 - NSW Health Code of Conduct
 - Inter/National Police Checks, including change of name verification if applicable
 - EP issued Student Identification Card

NNSWLHD Responsibilities:

- NNSWLHD ODL Unit completes student compliance verification in ClinConnect - as per HETI requirements and will send a verification email to both the student and the EP.
- Maintains a student eFile with compliance documentation filed.

COMPLIANCE DOCUMENTATION REQUIRED

All documentation to be submitted by the Education Provider to NNSWLHD 6 weeks prior to placement

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.

OSV (Immunisation) Documentation

Education Provider sends to the NSW OSV Assessor via email – 6 weeks prior to placement:

NNSWLHD-OSVAssessor@health.nsw.gov.au

Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases (OSV) - Immunisations

All vaccination requirements are detailed in the [NSW Health Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases \(OSV\) policy \(PD2022_030\)](#). Students are required to provide the required OSV evidence to their EP who will forward to the NSW OSV Assessor. Forms to be submitted include:

- Undertaking Declaration Form
- TB Assessment Form
- Evidence Requirements

Compliance Documentation

Education Provider sends to the NNSWLHD Student Compliance via email – 6 weeks prior to placement:

NNSWLHD-StudentCompliance@health.nsw.gov.au

NSW Health Code of Conduct

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.

NSW Health Code of Conduct Agreement for Students - Form

- [Code of Conduct Declaration - Form](#)

National Police Check

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.

National Police Checks are valid for:

- 5 years - Students completing a placement in a NSW Health Facility
- 3 years – Students completing an Aged Care placement

Additional information:

- 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.
- If the NPC expires during the student placement, then the placement will be cancelled.
- Refer to the [NSW Health Working with Children Checks and other Police Checks Policy \(PD 2019_003\)](#) – relevant sections for additional information relating to the required checks detailed below.

National Police Check (NPC) – Standard

The student has received a National Police Check confirmation

National Police Check (NPC) – NSW Health Staff completing a student placement

	<p>Staff completing a clinical placement do not need to obtain a new NPC. These staff are required to email their Name, Student ID and StaffLink number to HETI for confirmation: heti-clinicalplacements@health.nsw.gov.au, and HETI will update these details in ClinConnect</p>
<input type="checkbox"/>	<p>National Police Check (NPC) – Overseas students</p> <p>If relevant - the Overseas student Police Check to be sent to the NNSWLHD Student Compliance via email: NNSWLHD-StudentCompliance@health.nsw.gov.au</p>
<input type="checkbox"/>	<p>National Police Check (NPC) – Students with a charge or conviction</p> <ul style="list-style-type: none"> - Listed on their NPC prior to commencement of placement - Or who receive a charge or conviction during placement <p>are required to have a risk assessment by the Employment Screening and Review Unit (ESRU), HealthShare NSW.</p> <p>The student is required to send the Application for authority to undertake clinical placements in NSW Public Health facilities – form to ESRU at least 3 months prior to placement or asap if charge or conviction during placement.</p> <p>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.</p> <p>Further information can be found on the HETI Website.</p>
	<p>Change of name</p> <p>Students who have/change their name can submit updated identification documents such as a new passport or marriage certificate</p>
<input type="checkbox"/>	<p>Student ID Card</p> <p>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 and forwarded to NNSWLHD-StudentCompliance@health.nsw.gov.au for verification in ClinConnect. The Student ID will also be filed in the NNSWLHD Student eFile.</p>
<p>All enquiries regarding Student Placements please email the NNSWLHD-ClinConnectHelpDesk NNSWLHD-ClinConnectHelpDesk@health.nsw.gov.au</p> <p>Further information is available on the following websites:</p> <ul style="list-style-type: none"> - NNSWLHD Clinical Placements - NSW Health HETI Student Placements 	