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**THE PLACEMENT OFFICE**

The Placement Office supports the administration of professional placements at UC. This includes the management and coordination of compliance (pre-placement requirements) required to enable you to undertake professional placement. The Placement Office collaborates with Industry Partners and other professional bodies associated with professional placements. We will review your pre-placement requirements, allocate you to your placements and provide support to the disciplines in your professional learning.

Successful completion of your pre-placement requirements is a mandatory requirement of all health courses with professional placements. We encourage you to begin now so that you do not miss out on any opportunities. Please visit our website (www.canberra.edu.au/placement) for further information.

Should you have any questions, please contact us using the details below.

**PLACEMENT OFFICE**
T +61 (0)2 6201 2830
E PlacementOffice@canberra.edu.au
W canberra.edu.au/placement

**Location:** Student Central, Building 1, Level B
**Desk Hours:** 10am – 1pm Monday to Thursday
MEETING YOUR PRE-PLACEMENT REQUIREMENTS

BEFORE YOUR FIRST SEMESTER:

Step 1

• Determine your Pre-Placement Requirements by Course (see overleaf).

Step 2

• Apply for your National Police Check and Working with Vulnerable People registration (if applicable). For Bachelor of Physiotherapy and Bachelor of Medical Radiation Science (Medical Imaging) students, we suggest you do not apply for your National Police Check or Working with Vulnerable People registration until the beginning of the second year of your course.

Step 3

• Obtain evidence to demonstrate that you meet each of your requirements e.g. blood tests (serology), checking with parents or Medical Practitioner for immunisation history etc.
DURING YOUR FIRST SEMESTER:

Step 1

• Once you are enrolled into your course and at the beginning of semester, you will be provided with access to InPlace, UC’s Placement Management System.

Step 2

• Upload evidence of your pre-placement requirements into InPlace in PDF format as per the University Guidelines (InPlace Upload Manual) as early as possible.

Step 3

• Ensure you keep your records current and keep them in a safe and accessible spot.

Step 4

• Evidence of your pre-placement requirements will be verified by the Placement Office staff.

Step 5

• On completion and approval of your pre-placement requirements, you will be allocated to placement per your course schedules.
# PRE-PLACEMENT REQUIREMENTS BY COURSE

Further information on each requirement is available after the table.

<table>
<thead>
<tr>
<th>Course</th>
<th>Immunisations</th>
<th>TB Screening</th>
<th>NSW Health Forms</th>
<th>National Crime History Check</th>
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1. AHPRA Provisional Registration Certificate required.
2. Students undertaking their placement in a clinical setting (incl. within the ACT Government Health Directorate) must meet these requirements.
3. Students undertaking their placement in NSW Health facilities will be required to complete the NSW Health Forms. Students will be advised during their course if they are required to undertake placement with NSW Health.
4. In addition to completing the required immunisations listed below, Midwifery students must also provide serology results for Hepatitis C and HIV.
PROFESSIONAL PLACEMENT INFORMATION

IMMUNISATIONS

Students in most Faculty of Health courses are required to provide evidence of their immunisation history. This ensures that you meet the Workplace Health and Safety obligations of our industry providers. The aim is to minimise the risk of vaccine preventable diseases and associated complications for students, facility staff and clients/patients. Maintenance of immunisation status is an important issue for people working in service industries with vulnerable clients. Compliance for immunisations is mandatory and failure to comply with immunisation requirements may jeopardise or delay the completion of your degree.

This information is to be compiled on a NSW Health Vaccination Record Card for Health Care Workers and Students available from www.canberra.edu.au/placement.

Please note:
- A full course of immunisations can take several months to complete and you should advise your Medical Practitioner well in advance prior to commencing professional placement. It is a requirement that you have commenced all immunisations and will continue to progress this until completion of the vaccination courses.
- Many courses involve clinical placements within the first semester of commencement. The Hepatitis B vaccine should be commenced early to ensure full immunisation status prior to professional placement.
- It is your responsibility to ensure that the requirements for immunisation have been met.
- Consistent with many universities, you are required to meet your requirements as part of your first semester of study.

Required Immunisations:
- Diphtheria/Tetanus/Pertussis (dTpa – Adult Dose). Must be this immunisation NOT ADT (Adult Diphtheria/Tetanus – does not contain the pertussis component)
- Hepatitis B Age-appropriate course (2-3 doses) AND blood test (serology report) to confirm immunity OR blood test (serology report) and written statement to confirm immunity if you have been immunised previously
- Measles/Mumps/Rubella (MMR, 2 doses OR serology to confirm immunity)
- Varicella (2 doses OR blood test (serology report) to confirm immunity OR history of chickenpox or physician diagnosed shingles)

Recommended Immunisation:
- Annual Influenza

Where can I get copies of the vaccination/s I had as a child?
The Australian Childhood Immunisation Register (ACIR) has a record of vaccinations at < 7 years of age. It was established in 1996. If you are 14 years of age or over, you can contact the ACIR on 1800 653 809 to see if a record is available.
Students are required to undergo Tuberculosis (TB) Screening three months prior to their first clinical placement.

In the ACT you are required to have screening with either TB Quantiferon or Tuberculin Skin Test (TST). If you have the TB Quantiferon Blood Test you will also need to complete a risk assessment: ACT Health Form 3. This is in addition to, and not to be confused with, the NSW Health Attachment 7 form.

**TB Quantiferon Blood Test**

The TB Quantiferon Blood Test is becoming the preferred primary screening test for TB. TB Quantiferon Blood Test must be assessed by an accredited laboratory. The test can be taken/requested by UC Medical & Counselling at Bruce Campus or another medical provider. Some medical providers cannot do the collection and will need to refer students directly to the pathology service. Check at the time of booking your appointment. Please note, the results may take 10 days to be provided to you.

**Tuberculin Skin Test (TST)**

The TST will typically be considered if it has been done in Australia in the last 12 months and the result indicates that you were cleared for active TB.

The TST must have been or will need to be undertaken by an accredited Australian Chest Clinic. In the ACT this is the Department of Respiratory and Sleep Medicine (DRSM) at The Canberra Hospital (DRSM – Ph 6244 2066). For other states please view the list of accredited Australian Chest Clinics.

**Please note:** A Tuberculin Skin Test cannot be performed within four weeks of Measles/Mumps/Rubella (MMR) or Varicella vaccine. Please attend TB screening prior to MMR and Varicella vaccination where possible OR attend TB Screening four weeks after 2nd MMR/Varicella vaccination.
NSW HEALTH FORMS

NSW Health has an obligation to ensure the safety of patients as well as students undertaking placements in their facilities. Most students will attend a placement within NSW during their course and therefore all students are required to comply with NSW Health policy. Because of this, there are some additional NSW specific forms to be completed, as follows:

- NSW Health Code of Conduct Agreement
- NSW Health Attachment 7 – Tuberculosis (TB) Assessment Tool
- NSW Health Attachment 6 – Undertaking/Declaration

NATIONAL CRIMINAL HISTORY CHECK

All industry partners require students to obtain a National Criminal History Check (NCHC). Prior to commencing clinical placements, students are required to provide a NCHC from one of the following providers:

- The National Crime Check (NCC) website. UC accepts NCHCs from this accredited provider as it is accepted by our industry partners and faster processing time (24-48 hours) with a competitive cost.
  - NCC provides an online document, which is valid for the duration set down by the organisation requesting the check.
  - Students are required to upload the PDF certificate supplied by the NCC website to InPlace.
  - Please note that students do not need to upload a certified copy to InPlace as staff will follow the link on the certificate to confirm details.

- Students are still able to apply for a NCHC issued by the Australian Federal Police (AFP) through their website. When applying through the AFP the NCHC is called a National Police Check (NPC):
  - Use code number 37
  - Follow this step by step guide: [How to complete a National Police Check Application (802.9 KB PDF File)](#)
  - This provider takes longer to process applications (2 – 8 weeks) and is more expensive, however, if students need this format for work or another reason unrelated to placements this may be the better option.
  - Students must upload a CERTIFIED 'True Copy' of their NCHC into InPlace - UC staff in Student Central are able to certify a copy if students bring in their original NPC, a photocopy and their student ID card for certification.
**NOTE FOR ALL STUDENTS:**

Students who are required to attend a placement in **NSW Health** will also need to have the check sighted by a NSW Health representative who will be on campus during Week 7 of Semester 1 or 2. Information on this procedure will be communicated to students’ closer to the date.

*The NCHC should be less than three months old at the time of upload to InPlace. Both the NCC and NPC will be valid for three years from the date stated on the certificate. It must be renewed every three years until the completion of your course.*

Some placement providers within ACT and other states (especially, QLD, VIC and NT) may ask students to submit a more recent NCHC in accordance with their policies. Students will receive further instruction from the Placement Office if this is required.

**Students MUST notify the Placement Office if their criminal record status changes during the course of their study. A new NCHC will need to be provided in this circumstance.** If students are concerned this may impact on their placement, they are encouraged to seek guidance from either Inclusion and Engagement or their Course/Unit convener.

**International Students**

International students must provide a Statutory Declaration OR a copy of their Home Country Police Check in addition to the National Criminal History Check. Please use the template available from the Placement Office website for Health, if you are providing a Statutory Declaration.

**Disclosable Court Outcomes**

If a student has a disclosable court outcome listed on their National Criminal History Check, they will be required to complete additional forms. These forms allow the placement provider to assess if the infringement/report constitutes a risk to their organisation. These forms are available from the Placement Office website for Health.
WORKING WITH VULNERABLE PEOPLE (ACT)

The introduction of the *Working with Vulnerable People (Background Checking) Act 2011* (the ACT) requires students undertaking a professional placement who may come in contact with ‘vulnerable persons’ in the ACT to undertake WWVP registration.

You should expect when attending a placement in the ACT that you will be required to present your WWVP Registration Card.

*Students are considered ‘volunteers’ for the purpose of this registration; therefore there is no cost to you.*

FIRST AID AND CPR CERTIFICATES

For some courses students are required to have a current First Aid Certificate (previously known as Senior First Aid Certificate) and CPR certificate, obtained from an accredited body (RTO approved). You are required to maintain these certificates for the duration of your course.

Students must complete this requirement before beginning your first placement. Many courses involve professional placements within the first semester; therefore the First Aid/CPR Certificate should be commenced early. Examples of accredited First Aid and CPR courses are available on our website.

- Bachelor of Nursing students who practice as Enrolled Nurses or Assistants in Nursing and undertake mandatory annual training for First Aid/CPR can provide this evidence in replacement of the First Aid/CPR Certificate.

**Validity:** First Aid Certificates are valid for 3 years, whilst the CPR component is valid for 12 months only.
UC MEDICAL AND COUNSELLING CENTRE

The University of Canberra Medical & Counselling Centre can assist Faculty of Health students to meet their clinical vaccination requirements for clinical placement. They stock all vaccinations required for clinical placement, and all vaccines supplied by the Medical & Counselling Centre are at cost price so that UC students are not financially disadvantaged.

Procedure:

1. Book an appointment with one of the Doctors at the Medical & Counselling Centre. This can either be made online via HotDoc, in-person, or over the phone.
2. It is important that you bring the following to your appointment:
   - Student ID card;
   - Medicare or OSHC card;
   - Any record of previous vaccinations including relevant serology (blood test) results;
   - NSW Health Vaccination Record Card.
3. Any required vaccinations can be administered following this initial consultation. Some vaccination schedules (e.g. Hepatitis B) require more than one vaccination so please do not delay having your vaccination assessment done.

The Doctor’s consultation is bulk-billed through Medicare or your OSHC in the case of international students

To use HotDoc:

1. Download the “HotDoc” app from iTunes or Google Play
2. Click on the “Find Doctors” section.
3. Allow it to see your location or type in bruce, Canberra.
4. Click University of Canberra.
5. Have you visited before – Yes or No
6. Click on a Standard Appointment or a Long Consultation
7. Choose your doctor
8. Click on your preferred time for an appointment
9. Is the appointment for you or someone else?
10. Register yourself as a patient of the practice if you are new to the practice or log in

CONTACT US

T +61 0(2) 6201 2351
F +61 0(2) 6201 2352
W canberra.edu.au/medical-counselling

Location: Building 1, Level B, 1 Kirinari St, University of Canberra

Opening Hours: 9am - 5pm Monday to Friday all year with the exception of public holidays and official University shutdown (Christmas to New Year).