

PRE-PLACEMENT COMPLIANCE REQUIREMENTS

2019



START YOUR COMPLIANCE EARLY!

All students must meet the Pre-Placement Compliance Requirements before being approved for any placement.

The requirements are listed within this document.

PRE-PLACEMENT COMPLIANCE CHECKLIST

START IMMEDIATELY

Requirement	Due	Valid	Cost	Time required
Vaccinations	Week 5 (Of <i>your</i> First Session)	Specific to each vaccination	Yes	4+ months
Professional Experience Obligations & Disclosure Consent eForm	Week 4 (Of <i>your</i> First Session)	For the duration of your degree	No	1 hour
QLD Blue Card	Week 5 (Of <i>your</i> First Session)	3 years	No	8+ weeks

NEXT STEP

Requirement	Due	Valid	Cost	Time required
NSW Working with Children Check	Week 3 (Of Session 1)*	5 Years	No	30 days
First Aid Course (including CPR)	Week 3 (Of Session 1)*	3 years (CPR valid 1 year)	Yes	Depends on availability BOOK EARLY!
National Police Certificate (Submit National Police Certificate and NSW Health Code of Conduct together)	Week 3 (Of Session 1)*	5 years	Yes	30 days
NSW Health Code of Conduct Agreement (Submit National Police Certificate and NSW Health Code of Conduct together)	Week 3 (Of Session 1)*	No expiry	No	1 hour

* For students commencing in Sessions 2 & 3, these compliance items are due in Session 1 of your Second Year.


IMPORTANT INFORMATION

- Failure to meet pre-placement compliance deadlines will result in exclusion from placement.
- Students must complete **ALL** the above requirements regardless of whether they reside in QLD or NSW.
- International students may have additional requirements.
- Upon completion of each Pre-Placement Compliance Requirement, each item must be submitted to the Professional Experience Unit as instructed in this document:
 - Upload documents to SONIA by selecting the *Checks* tab and uploading.
 - Complete your *Professional Experience Obligations and Disclosure form* via the *Forms* tab on SONIA
 - Email scanned vaccination evidence to healthOSV@scu.edu.au

WHAT IS SONIA?

- SONIA is the database where all professional experience placements are managed.
- Access via <https://sonia.scu.edu.au/soniaonline>
- Instructions on navigating SONIA can be found on the Professional Experience Unit (PEU) Blackboard site on MySCU.

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GENERAL INFO

- Inability to attend your assigned placement will result in delayed course progression.
 - This is due to tight timelines for placement scheduling and requirement of placement completion for subsequent units of study.
- Pre-Placement Compliance Requirements are subject to change.
 - The University will endeavour to notify students within a reasonable timeframe of changes or additions to compliance requirements.
- See the School of Health & Human Sciences' [Guidelines for Pregnant Students](#) for information relating to attendance on Professional Experience while pregnant or breastfeeding.

TRAVEL & COSTS


- Extended travel to/from professional experience placement, outside your local area, may be required, due to the availability of placements in each region.
- Students may be directed to attend placement at any health facility in NSW or QLD, relevant to their course.
 - Individual facilities may have specific compliance requirements that students must adhere to, in addition to the mandatory requirements within this document.
- Students are responsible for any costs associated with compliance checks, accommodation and travel relating to their professional experience placement.

CONTACT US

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1 Vaccinations

Valid: Specific to each vaccination

Submission to PEU: emailed to healthOSV@scu.edu.au

IMPORTANT: Submit NSW Health Attachments 6 and 7 with vaccination records

Students of the School of Health & Human Sciences are required to be vaccinated, subject to health or religious exemptions, prior to participating in activities which may expose them to becoming infected with or transmitting infectious diseases.

Activities that are high risk include, but are not limited to:

- any type of Professional Experience Learning including placement, volunteering, or community engaged learning;
- laboratory work that involves handling non cadaveric human tissue or waste, or other human specimens; and
- participation in a project, research or other work that requires the student to attend a health facility, clinic, school or service have direct contact with the public.

It is mandatory to complete the required vaccinations, in your first year of study as per State policy, ensuring you have immunity against specified infectious diseases:

- Diphtheria, Tetanus, Pertussis (Whooping Cough).
- Hepatitis B
- Measles, Mumps and Rubella
- Varicella (Chicken pox).


Students must download the *Southern Cross University Vaccination Requirements - Evidence Checklist* from the SONIA homepage. This document outlines the vaccination requirements in further detail and outlines the appropriate evidence/documentation required.

Links to the NSW and QLD Health policy directives are provided below for further information but students must refer to the *Southern Cross University Vaccination Requirements*:

- **NSW Health:** http://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2018_009
- **QLD Health:** https://www.health.qld.gov.au/data/assets/pdf_file/0018/444240/information-sheet-student-placements.pdf

ALL students on placement in NSW Health facilities will need to provide evidence of flu vaccination to their Clinical Teachers/ Supervisors on their first day of placement. The Northern NSW Local Health District Vaccination Assessor has informed the University that all students assessed and verified for NSW Health placements should obtain the Influenza Vaccination for 2019 and then yearly in April. Please be aware that, if you are unable to produce evidence of flu vaccination, you may be asked to leave placement until the documentation is presented. This may impact on the placement hours for your course.

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2

Professional Experience Obligations & Disclosure Consent eform

Valid: for duration of degree

Submission to PEU: electronic form completed and submitted within SONIA

- This agreement describes your responsibilities and obligations to the University and its agencies during the placements, as well as other important information about the professional experience.
- Please note that it is your responsibility to notify the PEU immediately if you become aware of anything that might adversely affect your professional experience obligations or your fitness to practice
- Complete the *Professional Experience Obligations & Disclosure Consent (PEODC)* eForm in the *Forms* tab in SONIA.
 - Instructions can be found on the SONIA homepage. By signing this agreement, you agree to comply with the terms of submitting required documentation in accordance with due dates.

3

QLD Blue Card


Valid: 3 years

Submission to PEU: in person at your campus PEU office

Applying for a QLD Blue Card

- Do not apply online.
- From SONIA, download and complete the *QLD Blue Card Application* specific to your campus.
- Submit your application in person to the Professional Experience Unit at your nearest campus for ID verification & processing. **Note that copies of ID are not accepted.**
 - **PEU office locations:**
Lismore: Z Block
Gold Coast: Level 2, Building B Room 2.15
Coffs Harbour: M1.1
- If you already hold a valid QLD Blue Card, obtained outside of the University, you must download, complete and submit the *QLD Blue Card Link Form* ('Link an applicant/cardholder to this organisation') found on SONIA.
- Processing can take up to **eight (8) weeks**.
- You are not required to upload this document to SONIA. The PEU is notified directly by Blue Card Services when your card is processed or linked to the University.

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4 NSW Working with Children Check

Valid: 5 years

Submission to PEU: upload to SONIA Checks section

Applying for a NSW Working with Children Check

- Apply online via the Service NSW website.
www.service.nsw.gov.au/transaction/apply-working-children-check
 - Complete the online form ensuring the name you enter matches your identity document exactly.
 - Select 'Children's Health Services' as the Child Related Sector.
 - Apply for a 'Volunteer check'.
- Visit a Service NSW Centre to present your identity document and process your application.
 - <https://www.service.nsw.gov.au/service-centre>
- Processing takes up to **one (1) month**.
- Once verified you will receive an email confirmation notice with your WWC number, which should be uploaded to SONIA.


5 First Aid Course (with CPR)

Valid: 3 years (First Aid), 1 year (CPR)

Submission to PEU: upload to SONIA Checks section

- Certification is only accepted from selected professional bodies or Nationally Recognised Training organisations with the following course registration codes (**online courses are not accepted**):
 - HLTAID003 (First Aid with CPR);
 - HLTAID001 (CPR only);
 - HLTAID004 (First Aid with CPR);
 - HLTAID006 (First Aid with CPR);
 - HLTAID007 (CPR only);
 - Accepted professional certificates:
 - Paramedic Certificate;
 - Certificate to Practice (ambulance);
 - NSW Health first aid/CPR qualification;
 - QLD Health first aid/CPR qualification;
 - Aged Care Facility first aid/CPR qualification.
- Information about First Aid courses that may be available in your local area can be found via the Professional Experience Unit Blackboard site.
- Only the official Certificate/Card of Completion is accepted as evidence.

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6

National Police Certificate

Valid: 5 years

Submission to PEU: upload to SONIA Checks section

Students are required to obtain a National Police Certificate (NPC) at their own expense prior to commencing placement, which must be maintained for the duration of enrolment. Students may need to provide additional NPCs throughout the course of their study depending on the requirements of specific placement sites.

International students should contact PEU to discuss additional requirements.

Applying for a National Police Certificate

- Students may apply online through an accredited organisation.
 - A list of accredited providers is available on SONIA or via the Australian Criminal Intelligence Commission (ACIC) website.

Student feedback to the PEU has indicated that CV Check (<https://cvcheck.com/national-police-check>) have a streamlined process with most results returned in less than one day.

- The NPC must:
 - state that it is a National or Australian-wide check
 - include the student's full name and date of birth
 - contain the same name as on the student's ID card
- Students with a charge or conviction listed on their police check are required to have a risk assessment performed by the Employment Screening and Review Unit (ESRU), HealthShare NSW.
 - Students in this position will need to complete the [Student Application for a Risk Assessment form](#) and must notify the PEU of their need to make this application.
- **Students must immediately notify the PEU if their criminal record changes at any time during their course.**
- The original email/certificate must be retained by the student for verification by placement sites if required.

7

NSW Health Code of Conduct Agreement

Valid: Once only requirement

Submission to PEU: upload to SONIA Checks section

- Read the NSW Health Code of Conduct:
http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015_049.pdf
- Download, print and sign the *NSW Health Code of Conduct Agreement* form on SONIA (typed signatures are not accepted) and then upload onto SONIA.
- The original signed document must be retained for verification by NSW Health.



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