

Please upload the below documents to Sonia when required. Student Verification will contact you to start the process

Student Placement Clearance Summary Sheet	All students
Australian National Police Certificate	All students
Overseas Police Check or Statutory Declaration	Only students who are neither Australian Citizens
	nor Permanent Residents
NSW Health Code of Conduct Agreement for Students	All students
NSW Health Undertaking/ Declaration Form	All students
NSW Health Tuberculosis (TB) Assessment Tool	All students
Completed NSW Health Vaccination Record Card	All students
Australian Immunisation Record or COVID-19 digital certificate	All students
Rubella serology report	Only if MMR serology has been entered on
	Vaccination Record Card
Appendix 9 Hepatitis B Statutory Declaration	Only if Hepatitis B records are unavailable
Blood Borne Virus Declaration	Only Medicine and Dentistry and Oral Health
	students

Student Placement Clearance SUMMARY SHEET



Education Provider: University of Sydney ☑	University of Tasmania (Rozelle Campus) □ NSW HEALTH RTO □			
Discipline:	Current year of Study (1st, 2nd etc.)			
Student ID: Are	you an Australian Citizen or Permanent Resident?: Yes: ☐ *No: ☐			
Student Name:	Date of Birth:			
*In accordance with NSW Health policy, Intern	national Students, including those from New Zealand, (in addition to			
providing an Australian National Criminal Record Check) are required to produce a police certificate from their home				
country as well as any other country they have been citizens of or permanent residents in, since turning 18-years of				
age. If the student is unable to provide this document, a NSW Statutory Declaration must be completed declaring that				
the student has not committed any criminal offence or offences against children prior to entering Australia. This				
declaration must be signed in front of a Ju	stice of the Peace, Public Notary or Judicial Officer. A person who			
intentionally makes a false statement on a sta	tutory declaration is guilty of an offence, the punishment for which is			
imprisonment for five (5) years (Section 25 Oa	aths Act 1900 NSW).			

All documentation is to be supplied in PDF format ONLY

Criminal Record Check and Code of Conduct docume	*International students		
National Criminal Record Check:		National Criminal Record Check from:	
If issued by an Australian Police Service <u>both</u> sides of the document must be <u>submitted in pdf/colour</u> .		Country of Origin: Or	
Signed acknowledgement that the student has read and agrees to abide by the NSW Code of Conduct :		Completed Statutory Declaration Statutory Declarations can only be countersigned by a NSW Justice of the Peace or Judicial Officer.	

To submit criminal record check updates

- USYD students submit documents online via the FMH Verification **SONIA** portal
- Note; Criminal Record Checks issued prior to 1 October 2018, <u>have a three-year validity only</u>.



NSW Health Code of Conduct Agreement for Students

Step 1: Read the NSW Health Code of Conduct

The NSW Health Code of Conduct is available here: https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015 049.pdf

S	tep 2: Enter your details		
Na	me:		
Da	te of Birth:	Gender:	Student ID:
Un	iversity/TAFE/Training Organisation:		
Em	nail address:		
S	tep 3: Declaration and signature		
1.	I have read and understood the NSV provisions at all times whilst attend	•	
2.	I undertake that if I am charged or on National Police Certificate that I will placement.		**
3.	I declare that the information I have student placements is correct to the have deliberately withheld or provid	best of my knowledge.	I understand that if I am found to



STATUTORY DECLARATION OATHS ACT 1900, NSW, EIGHTH SCHEDULE

(for overseas applicants or students)

harge/conviction	Details of pending charge or conv	iction Country	Penalty / Sentence
Oaths Act 1900.	nn declaration conscientiously believi		
	[piace] 	[date]	
he presence of an a	authorised witness, who states:	[signature of declo	ur a nt]
	, a		
	uthorised witness]	[qualification of aut	
*I saw the face of covering, but I a *I have known the have confirmed to	matters concerning the making of this of the person OR *I did not see the m satisfied that the person had a specine person for at least 12 months OR he person's identity using an identification of the person of the person of the person's identity using an identification of the person of the	face of the person becan ial justification for not re *I have not known the partion	use the person was wearing a emoving the covering, and person for at least 12 months,
document and th			

NOTE 1.-A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 5 years – see section 25 of the Oaths Act 1900 (NSW).

NOTE 2.-A statutory declaration under the Oaths Act 1900 (NSW) may be made only before a Justice of the Peace; a Legal Practitioner; a Judicial Officer; or a person authorised to witness a declaration in the jurisdiction in which it is sworn.

NOTE 3 - *identification document* means either a primary identification document within the meaning of the *Real Property Regulation 2008*, or a Medicare card, pensioner concession card, Department of Veterans' Affairs entitlement card or other entitlement card issued by the Commonwealth or a State Government, a credit card or account (or a passbook or statement of account) from a bank, building society or credit union, an electoral enrolment card or other evidence of enrolment as an elector, or a student identity card, or a certificate or statement of enrolment, from an educational institution.

NOTE 4: Applicants for aged care work must use the Commonwealth Aged Care Statutory Declaration



Undertaking/Declaration Form

Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases

What is the purpose of this form

This form must be completed when applying for a position at NSW Health. The undertaking/ declaration form ensures all applicants are aware of and comply with the <u>NSW Health Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases (OASV) Policy Directive</u>. Appendix 1 Evidence of Protection provides a summary of these requirements.

Who is required to complete this form

All individuals applying for a position in NSW Health including new recruits, existing staff being assessed against the policy, students, volunteers, facilitators and contractors (including visiting medical officers and agency staff) who provide services at a NSW Health facility and for or on behalf of NSW Health.

Instructions

- 1. Download the form before filling it in. Click here for steps to complete a PDF fillable form.
- 2. Read the undertaking/declaration form carefully.
- 3. Only tick the options in the 'Undertaking/Declaration Form' applicable to your circumstances.
- 4. Complete all sections of the 'Declaration'.

Next steps

- **1.** To commence employment/attend clinical placements:
 - a. All Category A workers (including students) are also required to:
 - i. Complete the Tuberculosis (TB) Assessment Tool and
 - **ii.** Provide evidence of protection as specified in <u>Appendix 1 Evidence of protection</u> of the policy directive. Vaccinations and serology results may be recorded on the <u>NSW Health Vaccination Record Card</u>.
 - **b.** All Category B workers are also required to:
 - i. Provide evidence of COVID-19 protection as specified in <u>Appendix 1 Evidence of protection</u> of the policy directive.
- 2. Return the completed forms to the health facility with the application/enrolment or before attending their first clinical placement. (Parent/guardian may sign if student is under 18 years of age).
- **3.** The **recruitment agency/education provider** must ensure that all persons whom they refer to a NSW Health agency for employment/clinical placement have completed these forms, and forward the original or a copy of these forms to the NSW Health agency for assessment.
- 4. The NSW Health agency must assess these forms and the evidence of protection.

Undertaking/Declaration Form



declare that (tick the applicable options):

- 1 agree to abide by the requirements of the NSW Health <u>Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases (OASV)</u> Policy Directive including Appendix 1 Evidence of Protection.
- 2 I consent to assessment, and I undertake to participate in the assessment, screening, and vaccination process; AND
 - I am not aware of any personal circumstances that would prevent me from completing these requirements;
 OR
 - b. I am aware of a medical contraindication(s) and/or I am persistent hepatitis B non-responders that may prevent me from fully completing these requirements and have provided documentation of the medical contraindication(s) as required by the NSW Health OASV Policy Directive (Section 5: <u>Medical Contraindications and Vaccine Non-Responders</u>). I request consideration of my circumstances.

If NSW Health accepts my medical contraindication and/or I am a hepatitis B non-responder:

- i. I understand that I will be informed of the risks of infection, the consequences of infection and management in the event of exposure (refer to <u>Appendix 6 Specified Infectious Diseases: Risks and Consequences of Exposure</u>) and agree to comply with the protective measures required by the health service and as defined by PD2017_013 Infection Prevention and Control Policy; **AND**
- ii. If the medical contraindication is temporary, I understand I must be reviewed and agree to be vaccinated once the medical exemptions end.
- 3 If I am granted temporary compliance with the hepatitis B and/or tuberculosis requirements,
 - **a.** I undertake to complete the hepatitis B and/or tuberculosis requirements within the timeframes required by the NSW Health OASV Policy Directive; **AND**
 - **b.** I understand that failure to complete the outstanding hepatitis B and/or tuberculosis requirements within the appropriate timeframe(s) may result in suspension from further clinical placements/duties and may jeopardise my course of study/ work/employment.

Declaration

l,		
declare that the information provided is correct and	I will abide by the requirements of the und	dertaking.
Date of birth	Worker/Student ID (if available)	
Email		
Contact number		
NSW Health Agency/Education provider		
Signature		Date
Parent/guardian name		
(where required for workers/students under 18 years)		
Parent/guardian signature		
Date		



Tuberculosis (TB) Assessment Tool

Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases

Your Personal Information						
Family Name	Given Name(s)					
Date of Birth	Phone Number					
Date of Birth	Filone Number					
Medicare Number [if eligible]	Position on card [number next to your name] Expiry Date					
Address (street number and name, suburb and postcode)						
Email						
Employer/Education Provider	Stafflink/Student/Other ID					
Course/Module of Study OR Place of V	ork					
Signature	Date completed					

Please complete all questions in Parts A, B and C.

Par	t A: Symptoms requiring investigation to exclude active TB disease		
	Do you currently have any of the following symptoms that are not related to an existing diagnosis or condition that is being managed with a doctor?		No
1.	Cough for more than 2 weeks?		
2.	Episodes of haemoptysis (coughing blood) in the past month?		
3.	Unexplained fevers, chills or night sweats in the past month?		
4.	Significant* unexpected weight loss over the past 3 months? *loss of more than 5% of body weight		

SHPN (HP NSW) 230228.

Tuberculosis (TB) Assessment Tool



Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases

Family Name Given Name(s)

Stafflink/Student/Other ID

Part B: Previous TB treatment or TB screening or increased susceptibility	Yes	No
Have you ever been treated for active TB disease or latent TB infection (LTBI)? If Yes, please state the year and country where you were treated and provide documentation (if available Year Country)	
Have you ever had a positive TB skin test (TST) or blood test (IGRA or QuantiFERON TB Gold+)? If Yes, please provide copies of TB test results.		
3. Do you have any medical conditions that affect your immune system? e.g. cancer, HIV, auto-immune conditions such as rheumatoid arthritis, renal disease		
4. Are you on any regular medications that suppress your immune system? e.g. TNF alpha inhibitors, high dose prednisone Please provide details here:		

Part C: Possible TB exposure risk history

The following questions explore possible previous exposure to TB

In what country were you born?
 If born overseas, when did you migrate to Australia?

	Is your country of birth on the list of high-TB-incidence countries? For the up-to-date list of high TB incidence countries, please go to https://www.health.nsw.gov.au/Infectious/tuberculosis/Pages/high-incidence-countries.aspx	Yes	No
1b.	If Yes, as part of your visa medical assessment, did you have a negative TB skin test (TST) or blood test (IGRA or QuantiFERON TB Gold+)? *If yes, please provide a copy of the result		
2.	Have you ever visited or lived in any country/ies with a high TB incidence in your life (first assessment) or since your last TB Assessment? If Yes, please list below the countries you have visited, the year of travel and duration of stay		
3.	Have you had direct contact with a person with infectious pulmonary TB without adequate personal protective equipment and did not complete contact screening?	Yes	No

Country visited	Year of travel	Duration of stay (please specify d/w/m)	Country visited	Year of travel	Duration of stay (please specify d/w/m)

Tuberculosis (TB) Assessment Tool



Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases

Family Name Given Name(s)

Stafflink/Student/Other ID

Other relevant information to assist with determining TB risk
E.g. pre-migration TB screening - CXR reported as normal and negative IGRA on
Date

All workers and students need to submit this form to their NSW health agency or education provider. **Education providers** must forward this form to the NSW Health agency for assessment.

The **NSW Health agency** will assess this form and determine whether TB screening or TB clinical review is required. NSW TB Services contact details:

https://www.health.nsw.gov.au/Infectious/tuberculosis/Pages/accessing-your-local-TB-service.aspx

Privacy Notice: Personal information about students and employees collected by NSW Health is handled in accordance with the Health Records and Information Privacy Act 2002. NSW Health is collecting your personal information to meet its obligations to protect the public and to provide a safe workplace as per the current Occupational Assessment Screening and Vaccination Against Specified Infectious Diseases Policy Directive. All personal information will be securely stored, and reasonable steps will be taken to keep it accurate, complete and up to date. Personal information recorded on this form will not be disclosed to NSW Health officers or third parties unless the disclosure is authorised or required by or under law. If you choose not to provide your personal information, you will not meet the condition of placement. For further information about how NSW Health protects your personal information, or to learn about your right to access your own personal information, please see our website at www.health.nsw.gov.au

For Official Use of NSW Health Agency or NSW TB Service

Please refer to **Appendix 3 - TB Assessment Decision Support Tool** for guidance on documenting outcomes from this TB Assessment:

TB Compliant

Advice sought from local TB service/chest clinic

TB Screening required – referred to GP or local TB service/chest clinic

TB Clinical Review required – referred to local TB service/chest clinic

Other

Name of assessor and role Contact Number

Health Agency/District/Network Date of assessment

Vaccination Record Card for Category A Workers (including Students)



Personal Details (please	print)					Please refer to instructions on page 3
Surname				Give	en Names	
Address						
	State	:	P/code:	Dat	e of Birth	
Staff/student ID						
Email						
Contact Numbers	Mobil	e:		Woı	rk:	
Medicare Number				Po	osition on card:	Expiry date: /
Vaccine		Date	Batch No. (where possible) or Brand name			on by Vaccination Provider (clinic/ name and signature next to each entry)
Adult formulation diph	ntheria,	tetanus, a	acellular pertussis (whooping co	ugh)	vaccine (adult dose o	of dTpa vaccine)
Dose 1						
Booster 10 years after previous do	se					
Booster 10 years after previous do	se					
COVID-19 vaccine (TGA	approve	ed/recognis	ed vaccine)			
Primary course (2 dose	es)		AIR statement or COVID-19 dig certificate attached (required) YES NO	ital	NOT REQUIRED	
OR Evidence of a temporary or permanmedical contraindicat			AIR immunisation medical exemption form (IM011) attached YES NO	ed	NOT REQUIRED	
Hepatitis B vaccine (ag	re approp	oriate cours	e of vaccinations AND hepatitis B su	ırface	antibody ≥ 10mIU/mL (OR core antibody positive
Dose 1						
Dose 2 Tick f	scent					
Dose 3						
AND						
Serology: anti-HBs (Numerical value)			Result mIU/mL			
			Result mIU/mL			
OR Serology: anti-HBc			Positive Negative			
Measles, Mumps and F (2 doses MMR vaccine at			ccine t OR positive serology for measles, i	mump	os and rubella OR birth	h date before 1966)
Dose 1						
Dose 2						
Booster if required						
OR						
Serology Measles			IgG Result			
Serology Mumps			IgG Result			
Serology Rubella (inclu	de nume	erical value	e and immunity status as per lab re	eport:	: Positive / Negative /I	Low level / Equivocal / Booster required)
			IgG Result			

Personal Details (p	lease print)					
Surname				Given na	ame:	
Date of Birth				Staff/st	udent ID	
Contact	Mobile:			Work:		
Vaccine		Date	Batch No. (where possor Brand name	sible)		ification by Vaccination Provider (clinic/ p, full name and signature next to each entry)
Varicella vaccine	(age appropri	ate course o	f vaccination OR positive s	serology OR Al	R history statem	nent that records natural immunity to chickenpox
Dose 1	Tick if given prior to 14 years					
Dose 2						
Booster if require	d					
OR						
Serology Varicella	a		IgG Result			
OR						
Australian Immunisation Register (Al History Statement that records natu immunity to chickenpox			AIR Statement Sighted YES NO			
Vaccine		Date	Batch No. (where poss	sible) or		ification by Vaccination Provider e stamp, full name and signature)
Influenza vaccine	s (strongly reco	ommended f	or all workers & mandatory	v for Category /		
	(**************************************			,		,
TB Screening		Date	Batch No. or Result			r/ Given by/Read by e stamp, full name and signature)
Requires TB scree	ening?		YES NO	ı		
Past vaccination I	BCG		YES NO	ı		
Interferon Gamm	a Release As	ssay (IGRA) (circle test result)			
IGRA			Positive Indeterminat	e Negative		
IGRA			Positive Indeterminat	e Negative		
Tuberculin Skin T	est (TST) - T	B Service	Chest Clinic only		,	
TST Administration	n					
TST Reading			Induration mm)		
TST Administration	on					
TST Reading			Induration mm)		
Referral to TB Se Chest Clinic for T Review required?	B Clinical		☐YES ☐ NO			
TB Clinical Review	N					
Chest X-ray						
Other						
TB Compliance –	TB Service/0	Chest Clini	c or OASV Assessor (ci	ircle correct r	esponse)	
TB Compliance Assessment			Compliant Temporary Complianc Non-compliant	е		
TB Compliance Assessment			Compliant Temporary Complianc Non-compliant	e		

2/3 Revised July 2023 © NSW Health

Vaccination Record Card for **Category A Workers (including Students)**



INSTRUCTIONS

Enough information must be provided to enable an assessor to verify that an appropriate vaccine has been administered by a registered vaccination provider therefore:

- · Providers should record their full name, signature, date specific vaccine given and official provider stamp at the time of vaccine administration.
- Batch numbers should be recorded where possible.
- · Serological results should be recorded on the card as numerical values or positive/negative, as appropriate, not simply "immune".
- · Copies of vaccination records (e.g. childhood vaccinations) and copies of relevant pathology reports may be attached to the card, if available.
- · Attach another card if additional recording space is required.

Evidence required for Category A Staff

Disease	Evidence of vaccination	Documented serology results	Notes
COVID-19	AIR Immunisation history statement or AIR COVID-19 digital certificate OR Evidence of a temporary or permanent medical contraindication – Australian Immunisation Register (AIR) - immunisation medical exemption form (IMO11).	Not applicable	
Diphtheria, tetanus, pertussis (whooping cough)	One adult dose of pertussis containing vaccine (dTpa)¹ within the last 10 years. Do not use ADT vaccine as it does not contain the pertussis component	Serology must not be accepted	
Hepatitis B	History of completed ageappropriate course of hepatitis B vaccine Adolescent course: two doses of adult vaccine, given 4 to 6 months apart, between 11-15 years of age Not "accelerated" course	Anti-HBs greater than or equal to 10mIU/mL Serology must be at least 4 weeks after the final booster, of a completed hepatitis B course	Documented evidence of anti- HBc, indicating past hepatitis B infection, and/or HBsAg+
Measles, mumps, rubella (MMR)	2 doses of MMR vaccine at least one month apart	Positive IgG for measles, mumps and rubella ²	Birth date before 1966
Varicella (chickenpox)	2 doses of varicella vaccine at least one month apart (evidence of one dose is sufficient if the person was vaccinated before 14 years of age)	Positive IgG for varicella ³	An Australian Immunisation Register (AIR) history statement that records natural immunity to chickenpox can also be accepted as evidence of compliance for varicella ³
* For those assessed as requiring screening	Not applicable	Interferon Gamma ReleaseAssay (IGRA) + Clinical review for positive results by TB Service/Chest Clinic	Tuberculin skin test (TST) + Clinical review for positive results by TB Service/Chest Clinic
Influenza vaccine	One dose of current southern hemisphere seasonal influenza vaccine by 1 June each year	Not applicable	

www.health.nsw.gov.au/Infectious/tuberculosis/Pages/high-incidence-countries.aspx

3/3

^{*}TB screening (TST or IGRA) required if the person was born in a country with high incidence of TB, or has resided or travelled for a cumulative time of 3 months or longer in a country with a high incidence of TB, as listed at:

¹ Serology must not be performed to detect pertussis immunity.

² Serology is only required for MMR protection if vaccination records are <u>not</u> available and the person was born during or after 1966.

³ A verbal history of Varicella disease must not be accepted.



declare that

Hepatitis B Vaccination Declaration

Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases

This form is to be used where a hepatitis B vaccination record is not available.

Stafflink/candidate ID

Section A:	All sections to be completed by the Declarant in conjunction with an appropriately
	trained assessor

[print name of declarant in (CAPITAL LETTERS]					
I have received an age-appropriate	course of hepatitis B vaccine consisting of	(insert number) vaccine doses.				
The approximate year I was vaccina	ated against hepatitis B was					
I do not have the record of vaccinat	ion because:					
I make this declaration believing it t	I make this declaration believing it to be true					
Declared on:	[date]					
		[signature of declarant]				

Section B: To be completed by the Assessor

An Assessor includes: a doctor, accredited nurse immuniser, paramedic, registered nurse or enrolled nurse, who has training on the policy directive, interpretation of immunological test results and vaccination schedules.

Applying my clinical judgement, I am satisfied that the declarant's hepatitis B vaccination history and serology demonstrate compliance and long term protection.

Assessor name

Assessor qualification

Assessor signature

Date

SHPN (HP NSW) 220522 1

Management of health care workers infected with HIV, hepatitis B or hepatitis C and health care workers who perform exposure prone procedures



Attachment 1: Blood Borne Virus Student Declaration Form



All student health care workers of a discipline* that undertakes exposure prone procedures (EPPs) must complete this document prior to their first clinical placement, and again after repeat testing has been undertaken every three years. Students will only be permitted to attend clinical placements if they have submitted this form.

The educational provider must ensure that all student health care workers of a discipline* that undertakes EPPs have completed this form and submitted it for assessment by NSW Health.

Declaration		111	itiais	
I have read and understand the requirements of the <u>Australian National Guidelines for</u> the <u>Management of Healthcare Workers Living with Blood Borne Viruses and</u> Healthcare Workers who Perform Exposure Prone Procedures at Risk of Exposure to Blood Borne Viruses and the NSW Health policy Management of health care workers infected with HIV, Hepatitis B or Hepatitis C and health care workers who perform exposure prone procedures.				
Select either A or B				
 A: I have undergone testing for blood of study in Australia or within the 12 r B: I have undergone a repeat test for date of my last test. 	months prior to commencer	ment.		
The date of my test was:		-		
 be tested for Hepatitis B, Hepatitis C and HIV at least once every three years. have appropriate and timely testing and follow up care after a potential occupational exposure associated with a risk of BBV acquisition. have appropriate testing and follow up care after potential non-occupational exposure, with testing frequency related to risk factors for virus transmission. notify the person identified in the health facility local procedures if I am newly diagnosed with a BBV and will refrain from performing EPPs until a risk management plan has been developed by the NSW Health agency during the placement. cease performing all EPPs if diagnosed with a BBV until the criteria in the National Guidelines are met. 				
Declaration: I declare that I comply with the requirements of the <i>National Guidelines</i> and that the information provided is correct.				
Full name:	Date of Birth:	Student ID:		
Email:	Education Provider:			
Date:	Signature:			
*Disciplines that undertake exposure prope procedures	include: medicine: midwifery: parame	dicina: dantistry and aral healt	+h	

^{**}Relevant blood borne viruses are Human Immunodeficiency Virus (HIV), Hepatitis B and Hepatitis C.