



Charles Sturt  
University

# NSW Health Placement Requirements

Updated JUNE 2020

Faculty of Arts and Education  
Workplace Learning (WPL)  
Charles Sturt University

# Important Information

1. Health compliance is an optional requirement. This only needs to be provided if you wish to be eligible for placements in a health facility.
2. The NSW health compliance package is required to be completed for Charles Sturt University health placements regardless of your residing state.
3. Students are required to have an understanding of the Student compliance requirements for health placements please refer to HETI NSW.
4. Please upload all health compliance documentation as ONE FILE to InPlace [myworkplacelearning.csu.edu.au](https://myworkplacelearning.csu.edu.au).  
(You will need to include your National Police Check (NPC) again as eligibility for health placements is a separate process.)
5. The Workplace Learning Office will forward the documents to our NSW Health Clinical Placements Coordinator for assessment and advise the student of the outcome.  
Incomplete health compliance documentation is unable to be assessed.
6. Students are unable to attend a health placement or interviews for placement opportunities until their NSW Health compliance status has been confirmed by the Workplace Learning Office as “Compliant” or “Temporary Hep B”.
7. Students must be compliant for the duration of their placement. Students are responsible for following up on any additional requirements or expiry of National Police Checks, otherwise the placement will be cancelled by NSW Health.

# Mandatory Documents

All documents are required to be submitted in order to be assessed by a NSW health professional. Incomplete information will NOT be assessed.

## National Police Check

- ✓ **Students must provide a current National Police Check**
  - Australian police checks must be obtained from an Australian State or Territory Police Force, the Australian Federal Police or an Australian Criminal Intelligence Commission (ACIC) accredited body only.
  - National criminal record checks are valid for 5 years since date of issue.
  - If a charge or conviction is listed on the National Police Check then students must apply for a risk assessment. [Apply for risk assessment](#)
  - [National Police Check Frequently Asked Questions](#)

## NSW Health Code of Conduct

- ✓ **Students must sign the [Code of Conduct Declaration Form](#)**
  - Students must read and abide by the [NSW Health Code of Conduct Policy](#)

## Immunisations and Vaccinations

- ✓ **Students must have a [Vaccination Record Card](#) or an [Immunisation History Statement](#)**
- ✓ **Students must also provide [Serology Reports](#)**

Students must undertake vaccinations as per policy.

- [Immunisation Frequently Asked Questions](#)

## Appendix 4 Checklist

- ✓ **Students should take this checklist to their immunisation provider to discuss screening and vaccination requirements (Appendix 4) which can be found at the back of the [policy directive](#), page 36)**

## Health Declaration

- ✓ Students must complete the Health Declaration (Appendix 6) which can be found at the back of the [policy directive](#), page 40)

## Tuberculosis Assessment Form

- ✓ Student must complete the Health Declaration Tuberculosis Assessment Form (Appendix 7) which can be found at the back of the [policy directive](#), page 41)
- ✓ Appendix 8 TB Algorithm, which can be found at the back of the [policy directive](#), page 43)

## Hepatitis B Statutory Declaration (if required)

- ✓ Student to complete the Hepatitis B Vaccination Declaration Form (Appendix 9) which can be found at the back of the [policy directive](#), page 44 if required.

## Novel-Coronavirus (COVID-19)

- ✓ Communicable Diseases [Factsheet](#)

## Policy Directive

- ✓ Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases [policy directive](#)

# Checklist

Before you upload your supporting documents to Inplace as one file, please ensure you have included the following:

