COMPLIANCE HANDBOOK

How to complete your compulsory compliance tasks

Medical Program

Allied Health:

Doctor of Physiotherapy

Master of Occupational Therapy

Graduate Certificate in Nutrition

Graduate Diploma in Nutrition

Master of Nutrition & Dietetic Practice
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Welcome to HSM Compliance

Welcome to the Faculty of Health Sciences & Medicine (HSM). We look forward to being part of your journey towards a rewarding career in your chosen profession.

An exciting component of your program is the opportunity to attend clinical placements in Queensland, New South Wales and other parts of Australia, preparing you to practise in a variety of roles and diverse clinical environments. To be eligible to attend, you will need to fulfil all compliance requirements allowing you to work at Australian health facilities. This includes police checks, working with children checks, additional training, and providing evidence of your health protection (immunity to infectious diseases).

Compliance means ensuring you comply with the laws and regulations governing student clinical placements.

This Handbook provides instructions and quick links where possible for your compulsory compliance. It is important you read and understand the entire Handbook and take time to complete all relevant sections prior to the Orientation Week (O-Week) deadline. Please note that students are responsible for any costs associated with their compliance, including any vaccination and serology costs. (Click here for a list of additional compulsory costs.)

Compliance deadlines

Your compliance tasks are due in Orientation Week (O-Week) of your first semester for two reasons:

- To allow time for your evidence to be checked and assessed in the lead up to your first placement – the entire compliance process can take a few months (especially if a new course of vaccinations is required), so it’s important to start right away;
- To ensure that the compliance process doesn’t compete with the demands of your studies; once classes start, it’s too easy to fall behind on compliance and miss out on placement.

If you can’t provide documented evidence of compliance or do not otherwise complete all tasks by set deadlines, you risk being ineligible to undertake placements and progress in your program.

Conscientious objection to vaccinations

Our partnered health facilities do not honour conscientious objection to vaccinations. If you are a non-responder to one or more vaccines or have contraindications to vaccinations, we recommend you consult with an Infectious Disease Physician to discuss risks and options prior to undertaking your chosen program.
Pregnancy and your studies

If you are pregnant during your studies, the following guidelines apply to ensure the wellbeing of both you and your baby and that you receive the support you need.

Important: Medical certificate required

As soon as possible, you will need to provide a medical certificate from your health practitioner (Doctor, Midwife or Obstetrician) identifying your approximate due date and clearly stating that it is safe for you to participate in all requirements of your program, including laboratory classes and clinical placements (Fit for Practice).

Pregnancy and vaccinations

If you are not fully protected against all the diseases specified for compliance for placement, please note that your health practitioner (Doctor, Midwife or Obstetrician) will not allow you to complete certain vaccinations if you are pregnant. This will limit your placement opportunities until after your baby is born. You can have your vaccinations soon after your baby is born, even if you are breastfeeding. Click here for the Australian Immunisation Handbook’s information on vaccination for women who are planning pregnancy, pregnant or breastfeeding.

Clinical placement in the first and second trimesters

In general, pregnancy should not prevent a student from undertaking a clinical placement in the first and second trimesters (weeks 0 to 28); however, there are some clinical placements that may be more harmful to the mother and the developing baby. A risk assessment will be undertaken by Bond University in conjunction with the placement provider before a placement can be confirmed. If the assessment determines an unacceptable level of risk, Bond University reserves the right to not permit a pregnant student to attend placement.

Clinical placement in the third trimester

If special consideration is sought to attend placement in the third trimester (from week 29), a new risk assessment will be undertaken by Bond University in conjunction with the placement provider. The new risk assessment will require authorisation from the Executive Dean and Bond University Manager Work Health & Safety. If the assessment determines an unacceptable level of risk, Bond University reserves the right to not permit a pregnant student to attend placement. If attendance at placement in your third trimester is approved, you will need to provide a medical certificate from your health practitioner (Doctor, Midwife or Obstetrician) to Bond University and your placement provider on a weekly basis after 34 weeks’ pregnancy clearly stating that you are ‘Fit for Practice’.

What to do if you are unable to attend clinical placement

If your health practitioner (Doctor, Midwife or Obstetrician) determines that it is not safe for you to attend clinical placement, please request a medical certificate and make an appointment with HSM’s Office of Student Affairs and Service Quality (SASQ) as soon as possible. Email SASQ_HSM@bond.edu.au.
Returning to your studies and/or clinical placement after the birth

After the birth, when you are ready to return to your studies and/or clinical placement, you will need to provide a medical certificate from your health practitioner (Doctor, Midwife or Obstetrician) to Bond University and your placement provider stating that you are medically fit to return to work (Fit for Practice and Return to Studies clearance).

Breastfeeding on placement

Your placement provider will be advised that you are to be given time during your placement to have your baby brought to you for breastfeeding breaks, or to express your breast milk and have it stored in a suitable facility. For more information, visit http://www.health.gov.au/breastfeeding.

Note on participation in laboratory classes for pregnant students

Chemicals known to have reproductive, teratogenic or carcinogenic effects are used in small amounts in undergraduate chemistry and biochemistry practical classes, always with appropriate engineering and personal protective controls in place. Chemical exposure in cadaver labs is monitored and maintained at safe levels according to Australian Standards®. Laboratory staff can source relevant information for you on request.

Please seek guidance from your health practitioner (Doctor, Midwife or Obstetrician) to determine if there are any limitations on your participation in lab classes. Suitable arrangements may be made to modify your activity during lab classes where necessary.

Note on specific placement providers

Please note that some health care facilities may not accept pregnant students on placement due to their specific Workplace Health & Safety requirements. This includes some mental health facilities.

Support for pregnant students and new parents

You may require a support plan to help you balance your needs as an expectant mother and/or new parent with the demands of your studies; please see our Disability Office for advice.

For more information

To discuss these guidelines further, please contact SASQ_HSM@bond.edu.au.
How to use this Handbook

This Handbook is designed to be used online, with links to all relevant sections, websites and forms to simplify each task. (Please report any broken links to HSMCompliance@bond.edu.au.)

Here are your action steps:

☐ Read the compliance checklist for your program at SECTION 1 of this Handbook for an overview of your compliance tasks. You may wish to print the checklist so you can check off each task as you complete it.

☐ Read SECTION 2: Managing Your Compliance. As you gather your compliance evidence, this section explains how to save it correctly and where to submit it.

☐ Read SECTION 3: Health Protection and gather all your vaccination records, including childhood and school records, and the results of any blood tests for immunity.

☐ Read SECTION 4: Security Checks and submit your applications early to avoid delay.

☐ Read SECTION 5: Documents to Read, Complete and Sign. You’ll find links to download each document in the instructions.

☐ Read SECTION 6: Mandatory Training and work through the required modules.

☐ Upload all evidence and documents to Osler as you complete each section. (You’ll find instructions in a separate document: Using Osler for Compliance: How to set up your user profile and upload documents.)

☐ Need help? You’ll find helpful contacts for Compliance in SECTION 7: Compliance Support.

We are here to help

Compliance is your responsibility; however, we are here to help make the process as easy as possible for you. If you have any questions or would like to make an appointment with our Compliance Officer, please contact HSMCompliance@bond.edu.au.

Undertaking a Health Sciences and Medicine program can be physically and emotionally demanding. Please let us know if you have special needs that we can accommodate to help you succeed in your studies. If you are pregnant, have conscientious objections to vaccinations, a criminal conviction or health challenges that may make it difficult to complete the requirements of your program or register to practise with your relevant registration board, please seek confidential guidance from HSM’s Office of Student Affairs & Service Quality prior to commencing your program (or during your program if your circumstances change). Contact SASQ_HSM@bond.edu.au.
Section 1: Compliance Checklists

Not all compliance tasks are required for all students/programs. To determine whether a task applies to you, please refer to the Checklist for your program:

- Compliance Checklist: Allied Health (Nutrition & Dietetic Practice, Occupational Therapy, Physiotherapy)
- Compliance Checklist: Medicine

You can also see if a task applies to you in the instructions for each task, as in this example for the Australian National Police Certificate (NPC):

Who needs it: All domestic and international students, all programs
How to apply: Online through an accredited body - you must be in Australia and have an Australian address to apply
Cost: From $25 - $50
Valid for: 5 years
## Compliance Checklist: Allied Health

### Security Checks

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Australian National Criminal Police Certificate (NPC)</td>
<td>The NPC is based on a search of your name against the criminal history records held by police services Australia-wide. It is a name check only; no need for a fingerprint check.</td>
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<tr>
<td>2</td>
<td>Overseas Police Check</td>
<td><strong>To be completed by international students only.</strong> As well as an Australian National Police Certificate (NPC), international students also require an International Criminal History Check (also known as an International Police Check).</td>
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<td>3</td>
<td>QLD Working With Children Check (Blue Card)</td>
<td>If you haven’t completed a Blue Card application form for Bond University, request a new form and instructions at <a href="mailto:HSMCompliance@bond.edu.au">HSMCompliance@bond.edu.au</a>.</td>
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<tr>
<td>4</td>
<td>NSW Health Working With Children Check (WWCC)</td>
<td>The NSW Working With Children Check (WWCC) involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct. If cleared to work with children, the check will be valid for 5 years; however, applicants are continuously monitored.</td>
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### Documents to read, complete and sign

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<td>Program Charter</td>
<td>The Program Charter states the expectations and responsibilities of both the University and students involved in the program and promotes good professional practice.</td>
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<td>6</td>
<td>Protection: ClinConnect Permission Form</td>
<td>Complete the ClinConnect form to grant your permission for Bond University to provide NSW Health’s Clinical Nurse Specialist with your Student Identification Number, first name and last name, health discipline, pathway of study and gender.</td>
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<td>Protection: NSW Health Student Declaration / Undertaking (ATT 6)</td>
<td>You must complete <em>NSW Health Student Declaration/Undertaking ATTACHMENT 6</em> correctly before your immunisation evidence can be assessed by the Clinical Nurse Specialist.</td>
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<td>Protection: NSW Health TB Assessment Tool (ATT 7)</td>
<td>You must complete <em>NSW Health TB Assessment Tool ATTACHMENT 7</em> correctly before your immunisation evidence can be assessed by the Clinical Nurse Specialist. The form must be completed twice – once for your initial assessment, and once within 4 months of your first placement. The form will be used to determine whether you require TB screening in Australia.</td>
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<td>QLD Health Student Deed Poll</td>
<td>Complete the form and have it signed by a witness (the witness can be a friend).</td>
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### Health Protection Evidence

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<td>Protection: dTPa</td>
<td>Provide clear evidence of one adult dose of Diphtheria, Tetanus &amp; Pertussis (Whooping Cough) vaccine (Adacel or Boostrix) within the last 10 years. This dose must not expire during your studies.</td>
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| 13.    | Protection: Exposure Prone Procedure (EPP) Form | HSM’s EPP Form is a triennial requirement to maintain compliance with Bond’s partnered health facilities.  
1. Complete the top section of the EPP form with your name, DOB, student ID, signature and date  
2. Request a HIV and HCV test from your Doctor  
3. Ask your Doctor to complete the bottom section of the HSM EPP form. |
| 14.    | Protection: Hepatitis B                         | For Hepatitis B, you must provide official medical records of a complete age-appropriate course of Hep B vaccinations AND serology showing Anti-HBs ≥ 10mIU/ml. |
| 15.    | Protection: Measles, Mumps, Rubella (MMR)      | Provide clear evidence of two doses of Measles, Mumps & Rubella (MMR) vaccine OR serology showing immunity to Measles, Mumps and Rubella. |
| 16.    | Protection: Seasonal Influenza Vaccination      | You must have a seasonal influenza vaccination (flu shot) in Australia by 1 June each year. Vaccines usually become available in March/April. Ask your Doctor for details. |
| 17.    | Protection: Tuberculosis (TB) Screening Result  | If in your lifetime you have spent 12 weeks or more in countries considered high-risk for TB, the Clinical Nurse Specialist will ask you to undertake TB screening in Australia. |
| 18.    | Protection: Varicella (Chicken Pox)            | Provide clear evidence of two doses of Varicella vaccine OR serology showing immunity to Varicella. |

### Training

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<td>QLD Health iLearn Training</td>
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| 24.    | QLD Health Allied Health Student Training and Evidence Record                                  | 1. Complete all the iLearn modules, watch all the videos and read all the PDFs listed at Steps 1 and 2 on the QLD Health website.  
2. Sign and date your Evidence Record for Allied Health Student Training for each iLearn module, video and PDF you complete. |
| 25.    | NSW Health – Health Education and Training (HETI)                                             | To be completed by students attending placement with NSW Health only. Managed through NSW Health (ClinConnect). You do not need to provide copies of your training certificates to Bond University. |
### Security Checks

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<td><strong>Protection: NSW Health Blood Borne Virus Student Declaration Form (BBV Form)</strong>&lt;br&gt;The NSW Health BBV Form is a triennial requirement for Medical students to attend clinical placements in NSW. It requires you to complete a declaration confirming that you have been tested for HIV, Hep B and HCV and have read the Australian National Guidelines for the Management of Healthcare Workers Living with Blood Borne Viruses and Healthcare Workers who Perform Exposure Prone Procedures at Risk of Exposure to Blood Borne Viruses.</td>
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<td><strong>Protection: NSW Health Student Declaration / Undertaking (Attachment 6)</strong>&lt;br&gt;You must complete <strong>NSW Health Student Declaration/Undertaking ATTACHMENT 6</strong> correctly before your immunisation evidence can be assessed by the Clinical Nurse Specialist.</td>
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1. Complete the top section of the EPP form with your name, DOB, student ID, signature and date.  
2. Request a HIV and HCV test from your Doctor.  
3. Ask your Doctor to complete the bottom section of the HSM EPP form. |
| **14. Protection: Hepatitis B** | For Hepatitis B, you must provide official medical records of a complete age-appropriate course of Hep B vaccinations **AND** serology showing Anti-HBs ≥ 10mIU/ml. |
| **15. Protection: Measles, Mumps, Rubella (MMR)** | Provide clear evidence of two doses of Measles, Mumps & Rubella (MMR) vaccine **OR** serology showing immunity to Measles, Mumps and Rubella. |
| **16. Protection: Seasonal Influenza Vaccination** | You must have a seasonal influenza vaccination (flu shot) in Australia **by 1 June** each year. Vaccines usually become available in March/April. Ask your Doctor for details. |
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Section 2: Managing Your Compliance

This section provides instructions for:

- Saving your documents in the correct format
- Naming your documents in the correct format
- Obtaining help to scan and format documents
- Where to submit your compliance documents
- What happens next

IMPORTANT: Please keep your own original hard copies and electronic copies of all documents and correspondence, as you will need them throughout your studies and career.
Saving your documents in the correct format

**HSM Compliance checks and submits close to 10,000 documents per year to QLD and NSW Health on behalf of our students.** Documents that aren’t saved and uploaded in the correct format slow the compliance and verification process for everyone and **will be rejected.**

For your compliance evidence to be accepted, it must be saved and uploaded correctly as follows:

- Scans are good quality and clearly legible
- Text and images are the right way up (i.e. not sideways or upside down)
- Documents are in PDF format
- File sizes are less than 1.5MB
- **Documents are named as instructed** (see below).

**Naming your documents in the correct format**

**With more than 10,000 documents being submitted to HSM Compliance each year,** you can understand why students need to name them correctly! To ensure your documents are accepted, please name them using the following format:

```
FAMILY NAME First Name – Name of Compliance Task
  e.g. MOUSE Micky – CPR Certificate
  DUCK Donald – QLD Health Student Deed Poll
```

**Help with scanning and formatting documents**

You’ll find printing and photocopying facilities across the campus, with support from our IT team and librarians. You may wish to use desktop applications, such as Preview or Adobe Acrobat, to format your documents for ease of use and access. You can also find apps and online tools to make formatting, converting and compressing documents easy, such as [https://www.camscanner.com/](https://www.camscanner.com/) or [https://smallpdf.com/](https://smallpdf.com/).

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**Please ask our library and IT staff to help you scan and save your documents in the correct format.**

**Where to submit your compliance documents**

As you complete each compliance task, you will need to upload your evidence to **Osler**, the clinical governance and clinical performance platform that helps doctors, nurses, students and paramedics certify their clinical competency. You’ll find instructions in a separate document: **Using Osler for Compliance: How to set up your user profile and upload documents.**
What happens next

Once you have submitted your evidence for a task to Osler, the HSM Compliance team will check that it is correctly formatted and meets Australian, Queensland and/or NSW Health Policy guidelines. If it does, the task will be Approved and become Compliant. If it doesn’t, it will be Rejected and stay PENDING, and you will receive an email with further instructions.

Your health protection (immunisation) evidence will then be sent to NSW Health’s Clinical Nurse Specialist for verification for placement at Australian health facilities. If all your health protection evidence meets health policy guidelines, the Clinical Nurse Specialist will send you an email confirming that you have been verified for placement in ClinConnect, a web-based resource for managing clinical placements for health care students.

IMPORTANT: Keep your documents on file

Bond University’s compliance process doesn’t just prepare you for placement; it prepares you for your career. The evidence you gather may also be required for:

- Presentation to your placement supervisor
- An elective or internship
- A new job
- Research opportunities
- Overseas travel and visa applications
- Insurance and taxation purposes.

It is vital that you keep copies of all documents and correspondence on file, and that you save them in a way makes them easy to find, use and share. Please keep hard copy originals as well as electronic files, as you may need both at different times throughout your studies and career.

IMPORTANT: You must stay compliant throughout your program

Your compliance must remain current throughout your studies at Bond University – not only when you are on placement. Once you have completed your initial compliance, you must not let it lapse at any time during your program.
Section 3: Health Protection

During your program, you’ll be dealing with clients whose livelihood depends on them staying in peak physical condition, as well as those recovering from injury or illness. Ensuring your immunity to infectious diseases is essential for their protection, as well as yours.

This section provides instructions on completing your health protection (immunisation) compliance, including the HSM Exposure Prone Procedure Form. We suggest you work through the three steps to health protection with a medical professional. Attaining full immunity and verification for placement can take a few months, so it’s important to start early.

Immunisation compliance requirements are strict. You must provide all required evidence for each disease, or you will not be eligible for placement.
Health Protection Compliance (Vaccinations and Serology)

Who needs it: All students, all programs

Bond University works with NSW Health’s Clinical Nurse Specialist to verify your immunity to infectious diseases and authorise you to undertake clinical placement at Australian health facilities. The compliance process will prepare you not only for placement, but for your entire career as a health professional.

Health Protection Checklist

<table>
<thead>
<tr>
<th>Disease</th>
<th>Evidence Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria, Tetanus &amp; Pertussis</td>
<td>One adult dose of dTpa vaccine (Adacel or Boostrix) within the last 10 years <strong>must not expire during your studies</strong></td>
</tr>
<tr>
<td>(Whooping Cough)</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Evidence of a complete age-appropriate course of Hep B vaccinations AND Serology showing Anti-HBs $\geq 10\text{mIU/mL}$</td>
</tr>
<tr>
<td>Measles, Mumps &amp; Rubella (MMR)</td>
<td>2 doses of MMR vaccine at least one month apart OR Serology showing positive IgG for Measles, Mumps and Rubella</td>
</tr>
<tr>
<td>Varicella</td>
<td>2 doses of Varicella vaccine at least one month apart OR Serology showing positive IgG for Varicella</td>
</tr>
<tr>
<td>Influenza</td>
<td>One dose of current seasonal Influenza vaccine (in Australia) by June 1 each year</td>
</tr>
<tr>
<td>HIV &amp; HCV</td>
<td>All students must undergo testing for HIV &amp; HCV annually and have their Doctor complete <a href="#">HSM’s Exposure Prone Procedure Form</a>. You must also complete the <a href="#">NSW Health Blood Borne Virus Form</a>.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>If in your lifetime you have spent 12 weeks or more in countries considered high-risk for TB, the Clinical Nurse Specialist will instruct you to undertake TB screening in Australia.</td>
</tr>
<tr>
<td><em>(NB: TB screening is only required by students who have spent 12 weeks or more in high-risk countries.)</em></td>
<td>This will be determined upon receipt of your <a href="#">TB Assessment Tool Attachment 7</a> – a form you are required to complete as part of the compliance process.</td>
</tr>
<tr>
<td></td>
<td>The fastest way to complete TB screening is to request an <a href="#">Interferon Gamma Release Assay (IGRA) TB Quantiferon test</a> from your Doctor. The test costs around $80 to $100, and results should come back within a week or two.</td>
</tr>
<tr>
<td></td>
<td>Not all pathology collection centres can perform the test, as special blood vials are required, so it’s a good idea to call your nearest centre first to check.</td>
</tr>
</tbody>
</table>

**IMPORTANT:** Please ensure you provide official medical records (Doctor/Government/Pathology Lab, etc.) of your vaccinations and serology results. Medical Clinic records should include batch numbers and expiry dates. Ensure all records include both your name and the name of the issuing organisation/clinic/doctor, etc.
Three steps to health protection

*Please show this section to your doctor to help you complete your health protection tasks.*

<table>
<thead>
<tr>
<th>STEP</th>
<th>Request new blood tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>All students must request <strong>new</strong> blood tests for the following (even if you have had them in the past):</td>
</tr>
<tr>
<td></td>
<td>1. Hepatitis B</td>
</tr>
<tr>
<td></td>
<td>2. HIV and HCV (IMPORTANT: Ask your doctor to complete the bottom section of the <a href="#">HSM Exposure Prone Procedure Form</a> when you receive your results.)</td>
</tr>
<tr>
<td></td>
<td>At the same time, we strongly recommend you request the following blood tests from your doctor:</td>
</tr>
<tr>
<td></td>
<td>1. Measles, Mumps and Rubella (MMR)</td>
</tr>
<tr>
<td></td>
<td>2. Varicella</td>
</tr>
<tr>
<td></td>
<td>(If you test positive for MMR and/or Varicella antibodies, you do not need to provide vaccination records for these diseases only.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STEP</th>
<th>Ensure your vaccinations are up to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>If your dTpa vaccination is due to expire during your studies, please request a new Adacel or Boostrix vaccination from your doctor.</td>
</tr>
<tr>
<td>2.</td>
<td>If your serology is negative for Measles, Mumps, Rubella, Varicella and/or Hep B, please request the relevant vaccinations from your doctor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STEP</th>
<th>Locate your vaccination history from childhood to now</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You must provide official medical records of your vaccination history for <strong>Hep B, Varicella and MMR</strong>.</td>
</tr>
<tr>
<td></td>
<td>You must also show evidence of a Boostrix or Adacel (dTpa) vaccination that <strong>will not expire</strong> during your studies.</td>
</tr>
<tr>
<td></td>
<td>We suggest you:</td>
</tr>
<tr>
<td></td>
<td>1. Ask your parents for your baby/childhood records</td>
</tr>
<tr>
<td></td>
<td>2. Ask your family doctor</td>
</tr>
<tr>
<td></td>
<td>3. Contact the Immunisation Registry in your country</td>
</tr>
<tr>
<td></td>
<td>4. School vaccination program records should be available from the local city council or the local public health unit in your school’s area. Google the contact details or call your school for more information.</td>
</tr>
<tr>
<td></td>
<td>For students vaccinated in Australia, please also refer to these instructions or google the instructions for your home State: <a href="https://qld.gov.au/health/conditions/immunisation/records">https://qld.gov.au/health/conditions/immunisation/records</a>.</td>
</tr>
<tr>
<td></td>
<td>If, <strong>after trying everything</strong>, you have been unable to obtain the required vaccination evidence, please email <a href="mailto:HSMCompliance@bond.edu.au">HSMCompliance@bond.edu.au</a>. (You may be required to have further vaccinations as part of the compliance process.)</td>
</tr>
</tbody>
</table>
Scan your health protection documents separately

When you log into Osler, you’ll see a separate task for each disease. Please upload only what is relevant to each task; do not scan all your Health Protection records as a single document and upload it to every task. If you have one document listing more than one disease (e.g. a Medicare summary showing vaccinations for MMR, Varicella and Hep B, or serology report showing MMR and Varicella), you will need to submit the same document to Osler for each relevant task.

**FAMILY NAME** First Name – Name of Compliance Task

- DUCK Donald – MMR serology
- DUCK Donald – Varicella doses 1, 2

*(The Document Date is today’s date for MMR, Varicella and Hep B. For dTpa only, please list the document date as the date you received your most recent dose.)*

Additional vaccination requirements

Please be aware that in certain specialised clinical settings, for example, in transplant, oncology or neonatal wards, the health facility may require additional vaccinations or other evidence of protection to ensure that the risk to vulnerable patients is minimised. You will be advised if this is required for your placement.

**Vaccine non-responders**

A small percentage of the population does not respond to some vaccines. If you haven’t responded to one or more vaccines, you still need to upload your vaccination evidence and serology to Osler. This evidence will be submitted to the Clinical Nurse Specialist, and she will advise you what steps to take next to ensure your health protection for placement.

**Vaccine contraindications or reactions**

If you have contraindications to vaccinations or experience a severe/allergic reaction to a vaccine and are unable to complete a full course of vaccinations against a specific disease, please contact the Associate Dean of Student Affairs and Service Quality for advice: SASQ_HSM@bond.edu.au.

All reasonable effort will be made to find you suitable placements. However, placements can’t be guaranteed if you are not fully protected, and this may affect your ability to progress in your program.

**Want to learn more?**

Click [here](#) to access the Australian Immunisation Handbook.

Click [here](#) to read the NSW Health Policy Directive for the Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases.

Click [here](#) for Fact Sheets on each disease.

Click [here](#) to read NSW Health’s *Influenza vaccination information for health care workers*.

Click [here](#) to read the NSW Health Clinical Placements Policy.

Click [here](#) to access QLD Health’s Infection Prevention web page.
HSM Exposure Prone Procedure Form

Who needs it: All students, all programs
Valid for: 3 years unless requested earlier by a specific health facility.
Document link: HSM Exposure Prone Procedure Form.pdf

The HSM Exposure Prone Procedure (EPP) Form is a triennial requirement to maintain compliance with Australian Government Department of Health National Guidelines.

Instructions

1. Complete the top section of the EPP Form with your name, Date of Birth (DOB), student ID, signature and date
2. Request a new HIV and HCV test from your doctor
3. Ask your Doctor to complete the bottom section of the HSM EPP form
4. Upload the completed form to Osler. You do not need to provide the results of your HIV and HCV blood tests.

Save your EPP Form to Osler as:
LAST NAME First Name – EPP
e.g. DUCK, Donald – EPP
(The Document Date is the date you were tested for HIV and HCV.)

Want to learn more?

Click here to read the Australian National Guidelines for the Management of Healthcare Workers Living with Blood Borne Viruses and Healthcare Workers who Perform Exposure Prone Procedures at Risk of Exposure to Blood Borne Viruses.
The Health Protection Assessment Process

Your health protection (immunisation) evidence will be accessed on Osler by NSW Health’s Clinical Nurse Specialist for verification for placement at Australian health facilities.

If all your health protection evidence meets health policy guidelines, you will be verified in ClinConnect, a web-based resource for managing clinical placements for health care students. There is nothing more you need to do.

If further vaccinations, blood tests and/or official medical records are requested by the Clinical Nurse Specialist, HSM Compliance will:

- Advise you of the Clinical Nurse Specialist’s instructions and deadline;
- Make the relevant tasks pending in Osler for you to submit your evidence.

You must complete any additional tasks by the deadline set by the Clinical Nurse Specialist, including:

- Obtaining further vaccinations and/or blood tests on schedule;
- Following additional steps to locate your official medical records (if you can’t locate your records, please email HSMCompliance@bond.edu.au);
- Submitting all evidence to Osler.

**IMPORTANT:** Failure to meet the Clinical Nurse Specialist’s deadline can result in the cancellation of your placement.
Section 4: Security Checks

In this section, you’ll find instructions on completing the following tasks:

1. Australian National Police Certificate (NPC)
2. Overseas Police Check (international students only)
3. QLD Working with Children Check (Blue Card)
4. NSW Working with Children Check (WWCC)
**Australian National Police Certificate (NPC)**

<table>
<thead>
<tr>
<th>Who needs it:</th>
<th>All domestic and international students, all programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to apply:</td>
<td>Online through an <a href="#">accredited body</a> - you must be in Australia and have an Australian address to apply</td>
</tr>
<tr>
<td>Cost:</td>
<td>From $25 - $50</td>
</tr>
<tr>
<td>Valid for:</td>
<td>5 years</td>
</tr>
</tbody>
</table>

An Australian National Police Certificate (NPC) ensures you are cleared to work with vulnerable people, including children, the elderly and people with an illness or disability. It is valid for 5 years, so you may need to renew your NPC throughout your studies, and certainly throughout your career.

**How to apply**

The NPC is based on a search of your name against the criminal history records held by police services Australia-wide. **It is a name check only; no need for a fingerprint check.**

The fastest way to obtain your NPC is online through an accredited body. (Many of our students choose [CV Check](#), [MakeSure](#) or [Fit 2 Work](#).) In most cases, your NPC will be generated online and emailed to you within the hour.

When requesting your police check, please select the following purpose on your application form:

*Working with vulnerable groups/vulnerable persons (including children and the elderly)*.

Save your NPC to Osler as:

**LAST NAME First Name – NPC**, e.g. **DUCK, Donald – NPC**

*(The Document Date is the date your NPC was issued.)*

**IMPORTANT**: Keep your original NPC document and email on file.

Some accredited bodies delete results after three months, so please upload your certificate to Osler as soon as you receive it for verification by HSM Compliance.

It is also important to keep the original document and email you receive from the accredited body on file. Once the accredited body deletes the results, this will be the only way for QLD and/or NSW Health to verify the check. **If your NPC is paper issued, you must present the original on placement.**

**What if I have a criminal history?**

If you do have a criminal history, this can exclude you from enrolment in your chosen program, clinical placement and/or registration to practise with your relevant registration board. Please seek guidance from HSM’s Office of Student Affairs & Service Quality prior to commencing your program. Contact **SASQ_HSM@bond.edu.au.**
International Criminal History Check

Who needs it: **International students** only, including New Zealand citizens, all programs

How to apply: In your home country, online through an [accredited body](#), or you can complete a [NSW Health Statutory Declaration for Overseas Applicants or Students](#)

Cost: Varies for options 1 and 2; no cost for option 3

Valid for: 5 years

As well as an Australian National Police Certificate (NPC), international students also require an International Criminal History Check (also known as an International Police Check). You can choose one of the following three options:

A. Obtain a national police check from your home country (easiest before you leave for Australia)

OR

B. Once you are in Australia, obtain an International Criminal History Check from an [accredited body](#). (Many of our students choose [CV Check](#), [MakeSure](#) or [Fit 2 Work](#).)

   (NOTE: Not all the organisations on the list of accredited bodies provide International Criminal History Checks; you’ll need to check your chosen organisation’s website.)

   OR

C. Once you are in Australia, complete a [NSW Health Statutory Declaration for Overseas Applicants or Students](#). This form must be witnessed by a [Justice of the Peace](#). (This option is FREE.)

Save your International Police Check to Osler as:

LAST NAME First Name – International Police Check

e.g. DUCK, Donald – International Police Check

(The Document Date is the date your International Police Check was issued.)

**IMPORTANT:** Keep your original International Criminal History Check and email on file

If you choose Option B, be aware that some accredited bodies delete results after three months. Please upload your certificate to Osler as soon as you receive it for verification by HSM Compliance.

It is also important to keep the original document and email you receive from the accredited body on file. Once the accredited body deletes the results, this will be the only way for QLD and/or NSW Health to verify the check.

What if I have a criminal history?

If you do have a criminal history, this can exclude you from enrolment in your chosen program, clinical placement and/or registration to practise with your relevant registration board. Please seek guidance from HSM’s Office of Student Affairs & Service Quality prior to commencing your program. Contact [SASQ_HSM@bond.edu.au](mailto:SASQ_HSM@bond.edu.au).
QLD Working With Children Check (Blue Card)

<table>
<thead>
<tr>
<th>Who needs it:</th>
<th>All students, all programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to apply:</td>
<td>Through HSM Compliance - <strong>you must be in Australia and have an Australian address to apply</strong></td>
</tr>
<tr>
<td>Cost:</td>
<td>Free</td>
</tr>
<tr>
<td>Valid for:</td>
<td>3 years</td>
</tr>
<tr>
<td>Document link:</td>
<td>[Blue Card New or Renewed Card Application Form.pdf](Blue Card New or Renewed Card Application Form.pdf)</td>
</tr>
</tbody>
</table>

The Blue Card system:

- is a key prevention and monitoring system of people working with children and young people in Queensland;
- aims to minimise the risks of harm to children and young people by contributing to the creation of safe and supportive environments; and
- is founded on the principle that all children have a fundamental right to be protected from harm.

It is a three-part system that includes:

A. **Working with Children Check/Blue Card screening:** This assesses a person’s eligibility to hold a blue card or exemption card based on their known past police and disciplinary information. This process also disqualifies certain people upfront and prevents people from working with children whose past behaviour indicates they are not eligible to enter regulated child-related employment.

B. **Ongoing monitoring:** The police information of all card holders and applicants is monitored. If the information changes, immediate steps can be taken to protect children from harm. Service providers and card holders are also monitored to ensure they are meeting their blue card system obligations and providing safe environments for children.

C. **Child and youth risk management strategies:** Organisations who provide child-related services must have policies and procedures in place to identify and minimise the risk of harm to children. These risk management strategies are monitored and must be reviewed annually.

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*The QLD Working with Children Check is compulsory for all Bond University Allied Health and Medicine Students.*

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**How to apply**

You will receive a Blue Card application form with your invitation to attend an intake interview, with your Letter of Offer, or at Orientation. If you don’t receive an application form, please email HSMCompliance@bond.edu.au.

1. Complete the form and **sign it by hand** (Blue Card Services does not accept electronic signatures) – ensure your signature does not touch the edges of the box, as it will be scanned onto your Blue Card;

2. Your **postal address** must be an Australian address. If you are not in Australia at the time of application, please list your postal address as: Faculty of Health Sciences & Medicine, Bond University, 14 University Drive, ROBINA QLD 4226;

3. Your **residential address** is your home address – this can be outside Australia at the time of application;

4. Submit your form and proof of identity (as specified on Page 3 of the Blue Card application form) to HSM’s Compliance Officer;

5. HSM’s Compliance Officer will sign and submit your form to Queensland Government Blue Card Services;

6. When you receive your Blue Card or Blue Card confirmation letter in the mail, scan and submit it to Osler.

**Already have a Blue Card?**

If you have received a Blue Card for your work at another organisation, you will need to link it to Bond University. Please complete the Blue Card Link an Applicant to this Organisation form and email it with your proof of identity ID to HSMCompliance@bond.edu.au.

Save your Blue Card to Osler as: **LAST NAME First Name – Blue Card**

e.g. DUCK, Donald – Blue Card

*(The Document Date is the date your Blue Card was issued.)*

**IMPORTANT**

- **It is an offence for a disqualified person to sign a Blue Card application.**
- Applications take 6 weeks to process, so you must submit your application to HSM’s Compliance Officer by **O-Week** to ensure you are compliant for placement.
- If your application is approved, you will be issued with a positive notice letter and a Blue Card.
- If your application is refused, you will be issued with a negative notice which prohibits you from carrying on a business or providing regulated child-related activities – and this can prevent you from continuing in your program at Bond University. To protect your privacy, the reason for refusal will not be disclosed to Bond University.

**Want to learn more?**

Click here to learn more about the Blue Card system.

Click here to learn the difference between the Working with Children Check and a Police Check.

Click here to read the Bond University Working with Children Policy (COR 1.02).
NSW Working With Children Check (WWCC)

<table>
<thead>
<tr>
<th>Who needs it:</th>
<th>Allied Health students only</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to apply:</td>
<td>In person at a Service NSW location - <strong>you must be in Australia and have an Australian address to apply</strong></td>
</tr>
<tr>
<td>Cost:</td>
<td>Free</td>
</tr>
<tr>
<td>Valid for:</td>
<td>5 years</td>
</tr>
</tbody>
</table>

The Working With Children Check (WWCC) is a requirement for people who work or volunteer in child-related work in New South Wales. It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct.

The outcome of a check is either a clearance to work with children or a bar against working with children. If cleared, the check will be valid for 5 years; however, applicants are continuously monitored.

**How to apply**

1. Apply for your check online by clicking [here](#). You will receive an **application number**.

2. Take your **application number** and acceptable **proof of identity** to a [Service NSW location](#). The closest Service NSW location to Bond University is:

   **Tweed Heads Service Centre**
   13 – 17 Rivendell Road
   Tweed Heads South NSW 2486
   Open: 8:30am to 5:30pm
   Phone: 137 788

   (Acceptable **proof of identity** includes: Passport or Australian Driver’s Licence **AND** Bank Card **AND** Proof of your Queensland address or Campus Accommodation Agreement.)

3. You will receive a letter by post or email with your Working With Children Check number (e.g. WWC0123456V) and expiry date. Upload a copy to **Osler**.

Save your NSW Working With Children Check to Osler as:

**LAST NAME First Name – WWCC**

  e.g. DUCK, Donald – WWCC

*(The Document Date is the date your Working With Children Check was issued.)*

**Want to learn more?**

Click [here](#) to access the Working With Children Check fact sheets and resources.

Click [here](#) to read the Bond University Working with Children Policy (COR 1.02).
Section 5: Documents to Read, Complete and Sign

The documents in this section require your full attention to detail (you would be surprised how many students fill out documents incorrectly, substantially delaying their eligibility for placement). Please ensure you follow instructions and read and complete each document carefully:

- Program Charter
- ClinConnect Permission to Disclose Information to NSW Health
- NSW Health Code of Conduct Agreement for Students Undertaking Clinical Placements
- NSW Health Blood Borne Virus Student Declaration Form (BBV Form)
- NSW Health Student Declaration/Undertaking (ATTACHMENT 6)
- NSW Health TB Assessment Tool (ATTACHMENT 7)
- QLD Health Student Deed Poll
- QLD Health Student Orientation Checklist

Links to download each document are contained in the instructions for that document. If you have trouble accessing a document, please email HSMCompliance@bond.edu.au.
**Program Charter**

Who needs it: All students, all programs  
Document link: See below

The purpose of the Program Charter is to clearly state what is expected of you as a student of your program, and what you might reasonably expect of the University during the delivery of your education. The Charter promotes good professional practice by incorporating a professional Code of Conduct that will remain consistent throughout your studies, clinical placements and beyond. It is important that you read it carefully before signing.

1. Follow the link to the Program Charter for your program  
2. Read it carefully before signing and dating the Charter where indicated*  
3. Scan the whole Charter as a single file (i.e. do not scan each page separately) and upload it to Osler  
4. Keep your Program Charter on file so you can refer to it throughout your studies.

*Occupational Therapy and Physiotherapy students must sign two separate pages of their Program Charter (Sections 8 and 9). Nutrition and Dietetic students must sign a student copy and a faculty copy.

**Links to Program Charters**

- Medical Program  
- Nutrition and Dietetic Practice  
- Occupational Therapy  
- Physiotherapy

Save your Program Charter to Osler as:  
**LAST NAME First Name – Program Charter**  
e.g. DUCK, Donald – Program Charter  
*(The Document Date is the date you signed the document.)*
ClinConnect Permission to Disclose Information to NSW Health

Who needs it: All students, all programs
Document link: ClinConnect Permission Form.pdf

The ClinConnect Permission Form grants your permission for Bond University to provide NSW Health’s Clinical Nurse Specialist with the following information about you:

- Student Identification Number
- First name and last name
- Health discipline
- Pathway of study
- Gender

1. Complete your ClinConnect form with your signature, date, name and student ID.
2. Upload a clear scanned copy of your ClinConnect form to Osler.

Save your ClinConnect Permission Form to Osler as:

LAST NAME First Name – ClinConnect
e.g. DUCK, Donald – ClinConnect
(The Document Date is the date you signed the document.)
NSW Health Code of Conduct Agreement for Students Undertaking Clinical Placements

Who needs it: All students, all programs
Valid for: The duration of your program unless terminated by you or NSW Health
Document link: NSW Health Code of Conduct Agreement.pdf

To be eligible to attend clinical placement, all students must complete the NSW Health Code of Conduct Agreement. This is an agreement between you and NSW Health, and governs your conduct while on placement at NSW Health facilities.

What to do

1. Click here to read the Policy Directive: NSW Health Code of Conduct – no need to print or sign it. (This is a 14-page document.)

2. Print, complete, sign and date the NSW Health Code of Conduct Agreement for Students Undertaking Clinical Placements. (This is a 1-page form.)

3. Upload your completed 1-page Code of Conduct Agreement to Osler.

Save your NSW Health Code of Conduct Agreement for Students Undertaking Clinical Placements to Osler as:

LAST NAME First Name – COC
e.g. DUCK, Donald – COC
(The Document Date is the date you signed your Code of Conduct Agreement.)

Want to learn more?
Click here to read the NSW Health Clinical Placements Policy.
NSW Health Blood Borne Virus Student Declaration Form (BBV Form)

Who needs it: Medicine students only
Valid for: 3 years unless requested earlier by a specific health facility.
Document link: NSW Blood Borne Virus Student Declaration Form

The NSW Blood Borne Virus Student Declaration Form is a triennial requirement for Medical students to attend clinical placements in NSW. It requires you to complete a declaration confirming that you have been tested for HIV, Hep B and HCV and have read the Australian National Guidelines for the Management of Healthcare Workers Living with Blood Borne Viruses and Healthcare Workers who Perform Exposure Prone Procedures at Risk of Exposure to Blood Borne Viruses.

Instructions

Please follow these instructions carefully to ensure you complete all sections of the form correctly:

1. Once you have completed HIV, Hep B and HCV testing and read the Guidelines linked in the BBV form, initial in the column
2. Select either A or B, write the date of your tests and initial in the column
3. Read, “I agree to the following…” and initial in the column
4. For the declaration, write your name in the space provided
5. Complete the bottom section of the form with your full name, DOB, student ID, email, education provider (Bond University), date and signature
6. Upload the completed form to Osler. You do not need to provide the results of your HIV and HCV blood tests.

Save your EPP Form to Osler as:
LAST NAME First Name – BBV
e.g. DUCK, Donald – BBV
(The Document Date is the date you were tested for Hep B, HIV, HCV.)
Who needs it: All students, all programs
Document link: NSW Health Student Declaration/Undertaking Attachment 6.pdf

You must complete NSW Health Student Declaration/Undertaking ATTACHMENT 6 correctly before your immunisation evidence can be assessed by the Clinical Nurse Specialist.

What to do

1. Read the form carefully
2. Answer Parts 1, 2, 3 and 4 with a tick (✓), ensuring that you select one option only for Parts 2 and 3
3. Complete the bottom section of the form with:
   - Full name
   - Date of birth
   - Email
   - Signature
   - Student ID
   - Education provider (Bond University)
   - Date
4. Scan and upload your form to Osler.

Save your NSW Health Student Declaration/Undertaking ATTACHMENT 6 to Osler as:
LAST NAME First Name – ATT 6
 e.g. DUCK, Donald – ATT 6
(The Document Date is the date you signed the document.)

Want to learn more?
Click here to read the NSW Health Policy Directive for the Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases.
Click here to read the NSW Health Clinical Placements Policy.
### NSW Health TB Assessment Tool (ATTACHMENT 7)

<table>
<thead>
<tr>
<th>Who needs it:</th>
<th>All students, all programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid for:</td>
<td>This form must be completed twice: once by the <a href="#">Orientation Week</a> deadline and once within 4 months of your first placement. The form is then valid for the duration of your program unless you leave Australia for 12 weeks or more in the meantime, in which case you will need to submit a new form for assessment.</td>
</tr>
<tr>
<td>Document link:</td>
<td><a href="#">NSW Health TB Assessment Tool Attachment 7.pdf</a></td>
</tr>
</tbody>
</table>

You must complete [NSW Health TB Assessment Tool ATTACHMENT 7](#) correctly before your immunisation evidence can be assessed by the Clinical Nurse Specialist (Immunisation). The form must be completed twice – once for your initial assessment, and once within 4 months of your first placement. The Clinical Nurse Specialist will use the form to determine whether you require TB screening in Australia.

**What to do**

1. Read the form carefully
2. Tick (✓) “yes” or “no” to questions 1-4 in Part A
3. Answer questions 1-4 in Part B, including your country of birth and your travel details (use a separate page if necessary)
4. Complete the bottom section of the form with:
   - Full name
   - Date of birth
   - Email
   - Signature
   - Student ID
   - Education provider (Bond University)
   - Date
5. Scan and upload your form to [Osler](#).

Save your NSW Health TB Assessment Tool ATTACHMENT 7 to Osler as:

**LAST NAME First Name – ATT 7**

e.g. DUCK, Donald – ATT 7

*(The Document Date is the date you signed the document.)*

**Want to learn more?**

Click [here](#) to read the NSW Health Policy Directive for Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases.

Click [here](#) to read the NSW Health Clinical Placements Policy.
QLD Health Student Deed Poll

Who needs it: All students, all programs
Valid for: The duration of your program unless terminated by you or QLD Health
Document link: QLD Health Student Deed Poll.pdf

To be eligible to attend clinical placement, all students must complete the QLD Health Student Deed Poll. This is an agreement between you and QLD Health, and governs your conduct while on placement at QLD Health facilities.

What to do

1. Read the Deed Poll carefully
2. If not already listed, at the top of the first page, write “Bond University (ABN 88010694121)”
3. If you agree to the terms of the Deed Poll, you must sign it before a witness (this witness can be a classmate or family member)
4. Sign and write your name in full on the final page of the Deed Poll
5. Ask your witness to sign and write their name in full
6. Date the Deed Poll
7. Scan and upload your executed Deed Poll to Osler.

Save your QLD Health Student Deed Poll to Osler as:
LAST NAME First Name – Deed Poll
e.g. DUCK, Donald – Deed Poll
(The Document Date is the date you signed your Deed Poll.)

IMPORTANT

• You must keep your original QLD Health Student Deed Poll.
• You must take your original Deed Poll with you on the first day of each placement with a QLD Health facility.
QLD Health Student Orientation Checklist

Who needs it: All students, all programs
Document link: Instructions for completing the QLD Health Student Orientation Checklist + Form.pdf

To be eligible to attend clinical placement, all students must complete the QLD Health Student Orientation Checklist.

What to do

1. Click here to open the Instructions for completing the QLD Health Student Orientation Checklist and attached form. Read all the instructions, information and linked documents on pages 1-3.

2. Print and complete the QLD Health Student Orientation Checklist on pages 4 and 5.
   - Tick only those boxes for the tasks you have completed – see instructions for further details
   - Ensure you write the dates of your vaccinations (and/or “positive serology”) as instructed
   - Write your name, signature and date at the top of page 2, and write your name, course, signature and date at the bottom of page 2.

3. Scan and upload your Checklist to Osler.

Save your QLD Health Student Orientation Checklist to Osler as:

LAST NAME First Name – Checklist
  e.g. DUCK, Donald – Checklist

(The Document Date is the date you signed the document.)

IMPORTANT

- You must keep your original QLD Health Student Orientation Checklist.
- You must take your original Student Orientation Checklist with you on the first day of each placement with a QLD Health facility.
Section 6: Mandatory Training

This section provides instructions for completing the following compulsory training requirements:

- Bond University Academic Integrity Module
- Hand Hygiene Australia Certificate
- HLTAID003 – Provide First Aid
- HLTAID001 – Provide Cardiopulmonary Resuscitation
- QLD Health iLearn Training (not to be confused with Bond University iLearn!)
- QLD Health Allied Health Student Training and Evidence Record
- NSW Health – Health Education and Training (HETI)
Bond University Academic Integrity Module

Who needs it: All students, all programs
Link to module: Academic Integrity Module

The Academic Integrity Module is compulsory for all Bond University students. Here are the steps:

1. Ensure you are logged into iLearn on your computer
2. Click here to access the Academic Integrity Module.
3. Once completed, the module will generate a generic PDF certificate; currently, it doesn’t include your name so we can’t accept it as evidence. You will need to take a screenshot showing both your certificate and name somewhere on screen and upload it to Osler.

Save your Academic Integrity Certificate as:
LAST NAME First Name – Academic Integrity
  e.g. DUCK, Donald – Academic Integrity
  (The Document Date is the date your certificate was issued.)
National Hand Hygiene Initiative Module

Who needs it: All students, all programs
Cost: Free
Valid for: The duration of your program or as required by health policy guidelines
Link to training: https://nhhi.southrock.com/cgi-bin-secure/Home.cgi?msecs=1572912415476

The National Hand Hygiene Initiative/Hand Hygiene Australia Module helps ensure the prevention of health care associated infections and the transmission of antimicrobial resistance.

On placement, you’ll be dealing with clients whose livelihood depends on them staying in peak physical condition, as well as those recovering from injury or illness. Good hand hygiene is essential for their protection, as well as yours. You may take the module as many times as you wish to refresh your knowledge.

What to do

1. Click here to register for NHHI Training
2. Click “Register Now”
3. Select Australia
4. Select student
5. Select “Education Facility”
6. Start typing and select “Bond University”

7. Enter your registration details
   - For “Learning Package Selection” please select “Student Health Practitioners Module – eg. all students” (you do not need to tick the box for “Infection Control Module”)
   - Create your password
   - Check box to accept terms and conditions
   - Click “sign up now”

8. The module will generate a certificate upon completion. Upload your Hand Hygiene Australia Certificate to Osler.

Save your Hand Hygiene Australia Certificate as:
   LAST NAME First Name – HHA
   e.g. DUCK, Donald – HHA
   (The Document Date is the date your certificate was issued.)

Want to learn more?
Click here for the Australian Commission on Safety and Quality in Health Care.
Click here for the World Health Organisation’s Save Lives: Clean Your Hands.
HLTAID003 – Provide First Aid

Who needs it: All students, all programs
Cost: Varies according to provider
Valid for: 3 years

The Faculty of Health Sciences & Medicine accepts only one First Aid qualification: HLTAID003 – Provide First Aid. This qualification includes HLTAID001 – Provide Cardiopulmonary Resuscitation (CPR). The First Aid component is valid for 3 years; the CPR component is valid for 12 months.

The qualification must be completed face-to-face through an Australian Registered Training Organisation – qualifications obtained via an online provider will not be accepted.

To enrol, you must have an Australian Unique Student Identifier Number (USI). You can apply for your USI here: https://www.usi.gov.au/.

(If you are an international student, you must provide a copy of your passport and Australian student visa to apply for a USI. Take care to enter your name and details exactly as they are written on your visa – even if your visa has a typing error! This will ensure that the system can verify your record electronically with the Department of Foreign Affairs.)

Suggested Providers

- First Aid Accident & Emergency (provides courses in Varsity Lakes most Saturdays)
- Paradise First Aid (provides discounts to BU students)
- Panoptic First Response
- Australian Red Cross
- St John Ambulance (or interstate equivalent)
- Queensland Government First Aid Training Providers

Your Responsibility

It is your responsibility to:

- Meet the costs of and pass your accredited First Aid and CPR course;
- Ensure your qualifications are valid for the duration of your program;
- Upload copies of your Certificates of Attainment to Osler.

Save your First Aid Certificate to Osler as:

LAST NAME First Name – First Aid

e.g. DUCK, Donald – First Aid

(The Document Date is the date you completed your training.)

IMPORTANT

Your First Aid and CPR training must remain current throughout your studies at Bond University – not only when you are on placement. Once you receive your initial training, you must not let it lapse at any time during your program.
HLTAID001 – Provide Cardiopulmonary Resuscitation (CPR)

Who needs it: All students, all programs  
Cost: Varies according to provider  
Valid for: 12 months

The Faculty of Health Sciences & Medicine accepts only one CPR qualification: HLTAID001 – Provide Cardiopulmonary Resuscitation. This qualification is included with HLTAID003 – Provide First Aid, or it can be completed separately.

The qualification must be completed face-to-face through an Australian Registered Training Organisation – qualifications obtained via an online provider will not be accepted.

To enrol, you must have an Australian Unique Student Identifier Number (USI). You can apply for your USI here: [https://www.usi.gov.au/](https://www.usi.gov.au/).

(If you are an international student, you must provide a copy of your passport and Australian student visa to apply for a USI. Take care to enter your name and details exactly as they are written on your visa – even if your visa has a typing error! This will ensure that the system can verify your record electronically with the Department of Foreign Affairs.)

Suggested Providers

- [First Aid Accident & Emergency](#) (provides courses in Varsity Lakes most Saturdays)
- [Paradise First Aid](#) (provides discounts to BU students)
- [Panoptic First Response](#)
- [Australian Red Cross](#)
- [St John Ambulance](#) (or interstate equivalent)
- [Queensland Government First Aid Training Providers](#)

Your Responsibility

It is your responsibility to:

- Meet the costs of and pass your accredited CPR course;
- Ensure your qualifications are valid for the duration of your program;
- Upload copies of your Certificates of Attainment to Osler.

Save your First Aid Certificate to Osler as:

**LAST NAME First Name – CPR**

e.g. DUCK, Donald – CPR

*(The Document Date is the date you completed your training.)*

**IMPORTANT**

Your First Aid and CPR training must remain current throughout your studies at Bond University – not only when you are on placement. Once you receive your initial training, you must not let it lapse at any time during your program.
QLD Health iLearn Training

Who needs it: All students, all programs
Valid for: The duration of your program or as required by specific Health facilities.
Document link: QLD Health iLearn User Help for Bond Students.pdf

To be eligible to attend clinical placement, all students must complete the QLD Health iLearn training modules listed at Step 1 on the QLD Health website.

Computer Requirements

QLD Health iLearn only works with Internet Explorer or Chrome (ensure Chrome is running at the current version; the “transport layer” must also be up to date). Ensure Adobe Flash Player is enabled in your browser.

Instructions

1. Refer to QLD Health – iLearn User Help for Bond Students. Follow the instructions to register for your QLD Health iLearn training account. (Registrations are processed within 3 business days.)

2. Once your QLD Health iLearn training account is active, click here to complete the [DoH Corp-C] Clinical Placement Student Orientation Course 2019. Download your certificate upon completion.

3. Click here to complete the QLD Health Introductory Aboriginal and Torres Strait Islander Cultural Practice Online Program. Download your certificate upon completion.

4. Find and complete the four Work Health and Safety modules (refer to “How to find and enrol in modules” below) and download your certificates upon completion:
   a. Occupational Health and Safety Induction
   b. First Response Evacuation Instructions
   c. Occupational Violence Prevention Fundamentals
   d. Prevention and Management of Musculoskeletal Disorders

5. Upload all 6 certificates to Osler.

How to find and enrol in modules

Here is a summary of the instructions contained in the QLD Health – iLearn User Help for Bond Students:

1. Once your QLD Health iLearn training account is active, go to QLD Health iLearn MyHome.

2. Scroll down to the link to the course catalogue (look for the words, “Enrol in student courses” or “Catalogue”).
3. Search for each of the four courses separately using **one word only**, e.g.
   a. Safety
   b. Evacuation
   c. Violence
   d. Musculoskeletal

   (The search function doesn’t work like Google – one space or letter out of place, and your search will come up empty.)

4. Click the name of your chosen course, then:
   a. Log in
   b. Tick the box
   c. Enrol
   d. Launch.

   The course will then be added to your My Courses list.

5. Once you’ve enrolled in your chosen courses, close the course catalogue tab to return to iLearn MyHome. You should now see your chosen courses listed on your home page.

6. Click on the link to each course from your **QLD Health iLearn MyHome** page to complete the course.

7. Once you have completed one or more modules, close your QLD Health iLearn account and wait approximately 30 minutes before reopening your account. You’ll find the certificates for your completed modules in the **My Certificates** area on your **QLD Health iLearn MyHome** page.

   **Upload all certificates and/or badges to Osler.**

   **Don’t re-name your certificates; keep the QLD Health iLearn default names for each.**

   *(The Document Date is the date you completed the final module.)*
QLD Health Allied Health Student Training and Evidence Record

Who needs it: **Allied Health students** only, all programs  
Valid for: The duration of your program or as required by specific Health facilities.  
Document link: [QLD Health Evidence Record for Allied Health Student Training.pdf](mailto:QLD Health Evidence Record for Allied Health Student Training.pdf)

Allied Health students must complete additional QLD Health training to be eligible for placement. This additional training is *not* through QLD Health iLearn, but simply involves watching videos and reading PDFs. As you complete each training component, you must sign and date the **QLD Health Evidence Record for Allied Health Student Training**.

**Instructions**

1. In addition to the **QLD Health iLearn Training**, watch all the videos and read all the PDFs listed at [Step 2 on the QLD Health website](mailto:Step 2 on the QLD Health website).
2. Sign and date your **Evidence Record for Allied Health Student Training** for each iLearn module, video and PDF you complete.
3. Scan and upload your completed Evidence Record to **Osler**.

**Save your Evidence Record to Osler as:**

**LAST NAME First Name – Evidence Record**  
e.g. DUCK, Donald – Evidence Record  
(*The Document Date is the date you completed all training.*)

**IMPORTANT**

- You must keep your original **Evidence Record for Allied Health Student Training**.
- You must take your original Evidence Record with you on the first day of each placement with a QLD Health facility.
NSW Health – Mandatory Health Education and Training (HETI)

Who needs it: Students who have a placement booked with NSW Health

IMPORTANT: Failure to complete this training prior to placement can result in the automatic cancellation of your NSW Health placement by ClinConnect.

Under NSW Health Policy, students scheduled to attend placements in NSW Health facilities are required to complete mandatory NSW Health training modules across subjects such as work, health and safety and patient privacy.

Students will receive access to NSW Health’s HETI Online (My Health Learning) 14 days before their NSW Health placement is due to commence. Access will be deactivated two weeks after placement ends and reactivated for each subsequent placement.

Check your emails 14 days before placement

Access to HETI Online is granted through an automated email from ClinConnect 14 days prior to placement. (ClinConnect is NSW Health’s web-based resource for managing clinical placements for health care students.) This email will contain your NSW Health StaffLink ID and links to your mandatory NSW Health Education and Training modules.

What to do if you don’t receive your ClinConnect email

If you don’t receive a ClinConnect email 14 days before you are booked to go on placement with NSW Health, please email HSMCompliance@bond.edu.au urgently. We will send you a sample ClinConnect email, and you will need to contact NSW Health’s State-Wide Service Desk on 1300 28 55 33 and ask them to create a password with you over the phone.

What to do with your training certificates

Compliance with NSW Health mandatory training is managed through HETI Online/ClinConnect. You do not need to provide copies of your NSW Health training certificates to Bond University. We suggest you keep copies on file for your own records.

ClinConnect Information

Please read the following guides to complete your mandatory training modules:

ClinConnect Guide for Students: How will I receive my StaffLink ID and which one will I receive
ClinConnect Guide for Students: How to contact the State-Wide Service Desk
ClinConnect Guide for Students: How do I resent my password
ClinConnect Guide for Students: How to complete the eLearning modules in My Health Learning
Guide for students: How to find the student eMR training modules in My Health Learning

To search other guides, please visit HETI Resources & Links.
Section 7: Compliance Support

Compliance is your responsibility; however, you are not alone in the process. Our intention is to help you complete all tasks quickly and correctly, so you can enjoy your studies knowing you are fully compliant and prepared for placement.

Falling behind on your compliance has serious consequences for your studies. It is essential that you get in contact as soon as possible if you feel overwhelmed by the compliance process, have any questions, or are having trouble completing certain tasks.

This section explains:

- What happens if you fall behind on your compliance tasks
- What happens if you miss placement due to non-compliance
- What happens when a compliance component expires
- Helpful Contacts
What happens if you fall behind on your compliance tasks?

If you fall behind on compliance and are at risk of missing placement, you will be contacted by the Compliance Officer. It is important to respond to any compliance emails or phone calls within 3 business days.

If you fail to respond to communication from the Compliance Officer or Clinical Nurse Specialist, your case will be escalated to the Clinical Placements Manager and Head of Program.

What happens if you miss placement due to non-compliance?

**Students must be fully compliant two weeks before placement, or it will be cancelled.** Attendance at placement is a requirement for both your competency-based assessment and in-semester assessment. If you miss placement due to non-compliance, you risk failing your course and not progressing in your program.

You will need to complete the Application for Extension of Assessment Item form and follow the instructions on the form regarding submission to your Phase Lead/Head of Program. (You’ll find the Application form on Bond University iLearn under the Assessment tab.) As per the assessment policy:

1. **An extension of assessment may only be granted where the student can demonstrate an inability to sit, complete, or perform at the minimum level of their demonstrated abilities, the original assessment, for medical or compassionate reasons, or unexpected and exceptional circumstances beyond the student’s control as per section 3.4.3 of the Assessment Policy**
   

2. **The student’s application, along with scanned copies of the appropriate documentation, MUST be received by the Subject Co-ordinator/Phase Lead/Delegate on or before the due date of the assessment task. This application MUST be emailed to the Subject Coordinator/Phase Lead/Delegate.**

You must ensure you follow the appropriate process in contacting key staff members or coordinators (external / internal) advising them of your absence(s) (ref: Medical Program Attendance Policy; see Page 3 – Section 3.5).

What happens when a compliance component expires?

While most of your compliance will remain valid for the duration of your program, certain components of your compliance will expire, and must be renewed before expiry. These can include, but are not limited to:

- Queensland Blue Card (valid for 3 years)
- HLTAID001 – Provide Cardiopulmonary Resuscitation (valid for 1 year)
- HLTAID003 – Provide First Aid (valid for 3 years)

**Osler** will send you three automated reminders to complete expiring compliance. If you do not complete these tasks, and allow them to expire, you will receive a notification that your case has been escalated to the Placements Manager and your Phase Lead/Head of Program. **You will be required to stop placement immediately.** Please don’t leave expiring tasks until the last minute; ensure you complete each task early to allow for the unexpected and upload your evidence to Osler.
Helpful contacts for Compliance

<table>
<thead>
<tr>
<th>For help with...</th>
<th>Contact</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Completing outstanding compliance tasks</td>
<td>Denise Noblet</td>
<td>E: <a href="mailto:HSMCompliance@bond.edu.au">HSMCompliance@bond.edu.au</a> T: 07 5595 5825</td>
</tr>
<tr>
<td>• Feeling overwhelmed by the compliance process</td>
<td>Compliance Officer</td>
<td></td>
</tr>
<tr>
<td>• Submitting your Blue Card Application</td>
<td>Faculty of Health Sciences and Medicine</td>
<td></td>
</tr>
<tr>
<td>• Understanding the instructions in this Compliance Handbook</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clarifying requests from NSW Health’s Clinical Nurse Specialist for further evidence</td>
<td>Kathryn McKee</td>
<td>E: <a href="mailto:NNSWLHD-OSVAssessor@health.nsw.gov.au">NNSWLHD-OSVAssessor@health.nsw.gov.au</a> T: 07 5506 7264</td>
</tr>
<tr>
<td>Issues or concerns with vaccinations</td>
<td>Jo Bishop</td>
<td>E: <a href="mailto:jbishop@bond.edu.au">jbishop@bond.edu.au</a> T: 07 5595 5492</td>
</tr>
<tr>
<td>QLD Health iLearn troubleshooting</td>
<td>QLD Health eHealth Info Service</td>
<td>T: 1800 198 175</td>
</tr>
<tr>
<td>NSW Health – Health Education &amp; Training (HETI) troubleshooting</td>
<td>NSW Health State-Wide Service Desk</td>
<td>T: 1300 28 55 33</td>
</tr>
<tr>
<td>Bond University iLearn troubleshooting</td>
<td>Technical Support for iLearn</td>
<td>E: <a href="mailto:ilearn@bond.edu.au">ilearn@bond.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Student Learning Support</td>
<td>E: <a href="mailto:learningsupport@bond.edu.au">learningsupport@bond.edu.au</a> T: 07 5595 4783</td>
</tr>
<tr>
<td>Your own health and wellbeing (please reach out if you need practical and emotional support at any time throughout your studies)</td>
<td>Office of Student Affairs and Service Quality (SASQ) Faculty of Health Sciences and Medicine</td>
<td>E: <a href="mailto:SASQ_HSM@bond.edu.au">SASQ_HSM@bond.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Felicity Miller</td>
<td>E: <a href="mailto:HSMWellness@bond.edu.au">HSMWellness@bond.edu.au</a> T: 07 5595 5492 M: 0437 820 627</td>
</tr>
</tbody>
</table>