



**BOND  
UNIVERSITY**  
FACULTY OF HEALTH SCIENCES  
& MEDICINE

# **COMPLIANCE HANDBOOK**

*How to complete your compulsory compliance tasks*

**Medical Program**

**Allied Health Programs**

**Exercise and Sports Science Program**

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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/work experience 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 for your program. This includes police checks, working with children checks, additional training, and providing evidence of your health protection (immunity to infectious diseases).

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

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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.](#)) Whilst international students will be given additional time to complete Australian based tasks, these still must be completed prior to placement.

### 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 [Bond University Pregnancy and Your Studies Guidelines](#) apply to ensure the wellbeing of both you and your baby and that you receive the support you need.

## 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](mailto: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 Officers, please contact [HSMCompliance@bond.edu.au](mailto: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 there are any reasons that may make it difficult to complete the requirements of your program, please seek confidential assistance and guidance from HSM's Office of Student Affairs & Service Quality at any time. Contact [SASQ\\_HSM@bond.edu.au](mailto:SASQ_HSM@bond.edu.au).*

# Section 1: Compliance Checklists

Not all compliance tasks are required for all programs. Please carefully read the Checklist for your program:

- [Compliance Checklist: Allied Health](#)
- [Compliance Checklist: Medicine](#)
- [Compliance checklist: SPEX](#)

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 <a href="#">accredited body</a> - <b>you must be in Australia and have an Australian address to apply</b>
Cost:	From \$25 - \$50
Valid for:	5 years

## Compliance Checklist: [All Allied Health Programs](#)

Security Checks			✓
1.	<a href="#">Australian National Criminal Police Certificate (NPC)</a>	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.	
2.	<a href="#">Overseas Police Check</a>	<b>To be completed by international students only.</b> 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).	
3.	<a href="#">QLD Working with Children Check (Blue Card)</a>	The QLD Working with Children Check (Blue card) is required for all clinical placements. You must have a QLD address to start the application process. Once approved your Blue card is valid for 3 years.	
4.	<a href="#">NSW Health Working with Children Check (WWCC)</a>	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.	
Documents to read, complete and sign			✓
5.	<a href="#">Protection: ClinConnect Permission Form</a>	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.	
6.	<a href="#">NSW Health Code of Conduct Agreement (COC)</a>	Read and understand the NSW Health Code of Conduct Policy Directive before you sign the Code of Conduct Agreement. Sign the one-page NSW Health Code of Conduct Agreement (not the Policy Directive).	
7.	<a href="#">Protection: NSW Health Blood Borne Virus Student Declaration Form (BBV Form)</a>	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 <i>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</i> .	
8.	<a href="#">Protection: NSW Health Student Declaration / Undertaking (ATT 6)</a>	You must complete <i>NSW Health Student Declaration/Undertaking ATTACHMENT 6</i> correctly before your immunisation evidence can be assessed by the Clinical Nurse Specialist.	
9.	<a href="#">Protection: NSW Health TB Assessment Tool (ATT 7)</a>	You must complete <i>NSW Health TB Assessment Tool ATTACHMENT 7</i> 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 <a href="#">in Australia</a> .	
10.	<a href="#">QLD Health Student Deed Poll</a>	Complete the form and have it signed by a witness (the witness can be a friend).	
11.	<a href="#">QLD Health Student Orientation Checklist</a>	Complete the Checklist, including dates of vaccinations (and/or “positive serology”).	

Health Protection Evidence			✓
12.	<a href="#">Protection: dTPa</a>	Provide clear evidence of one adult dose of Diphtheria, Tetanus & Pertussis (Whooping Cough) vaccine (Adacel or Boostrix) <b>within the last 10 years</b> . This dose <b>must not expire during your studies</b> .	
13.	<a href="#">Protection: Hepatitis B</a>	For Hepatitis B, you must provide official medical records of a complete age-appropriate course of Hep B vaccinations <b>AND</b> serology showing Anti-HBs $\geq$ 10mIU/ml.	
14.	<a href="#">Protection: Measles, Mumps, Rubella (MMR)</a>	Provide clear evidence of two doses of Measles, Mumps & Rubella (MMR) vaccine <b>OR</b> serology showing immunity to Measles, Mumps and Rubella.	
15.	<a href="#">Protection: Seasonal Influenza Vaccination</a>	You must have a seasonal influenza vaccination (flu shot) in Australia <b>by 1 June</b> each year. Vaccines usually become available in March/April. Ask your Doctor for details.	
16.	<a href="#">Protection: Tuberculosis (TB) Screening Result</a>	If in your lifetime you have spent 12 weeks or more in <a href="#">countries considered high-risk for TB</a> , the Clinical Nurse Specialist will ask you to undertake TB screening <a href="#">in Australia</a> .	
17.	<a href="#">Protection: Varicella (Chicken Pox)</a>	Provide clear evidence of two doses of Varicella vaccine <b>OR</b> serology showing immunity to Varicella.	
Training			✓
18.	<a href="#">Hand Hygiene Australia Certificate</a>	The Hand Hygiene Australia Module helps ensure the prevention of health care associated infections and the transmission of antimicrobial resistance.	
19.	<a href="#">HLTAID001 – Provide Cardiopulmonary Resuscitation</a>	<i>HLTAID001 – Provide Cardiopulmonary Resuscitation</i> is included with <i>HLTAID003 – Provide First Aid</i> , or it can be studied separately. Complete your <i>HLTAID001 - CPR</i> training face-to-face through an Australian Registered Training Organisation.	
20.	<a href="#">HLTAID003 - Provide First Aid</a>	Complete your <i>HLTAID003 – Provide First Aid</i> training face-to-face through an Australian Registered Training Organisation.	
21.	<a href="#">QLD Health iLearn Training</a>	Complete the QLD Health iLearn training modules listed at <a href="#">Step 1 on the QLD Health website</a> .	
22.	<a href="#">QLD Health Allied Health Student Training and Evidence Record</a>	<ol style="list-style-type: none"> <li>Complete all the iLearn modules, watch all the videos and read all the PDFs listed at <a href="#">Steps 1 and 2 on the QLD Health website</a>.</li> <li>Sign and date your Evidence Record for Allied Health Student Training for each iLearn module, video and PDF you complete.</li> </ol>	
23.	<a href="#">NSW Health – Health Education and Training (HETI)</a>	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.	
24.	<a href="#">First Nations Yuwahn Wupin Training Modules</a>	Yuwahn Wupin, which translates from Yugambah language to 'culturally able', is an introductory culturally responsive program that forms part of the <i>First Nations Health Program</i> .	

## Compliance Checklist: Medicine Program

Security Checks			✓
1.	<a href="#">Australian National Criminal Police Certificate (NPC)</a>	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.	
2.	<a href="#">Overseas Police Check</a>	<b>To be completed by international students only.</b> 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).	
3.	<a href="#">QLD Working with Children Check (Blue Card)</a>	The QLD Working with Children Check (Blue card) is required for all clinical placements. You must have a QLD address to start the application process. Once approved your Blue card is valid for 3 years.	
Documents to read, complete and sign			✓
4.	<a href="#">Protection: ClinConnect Permission Form</a>	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.	
5.	<a href="#">NSW Health Code of Conduct Agreement (COC)</a>	Read and understand the NSW Health Code of Conduct Policy Directive before you sign the Code of Conduct Agreement. Sign the one-page NSW Health Code of Conduct Agreement (not the Policy Directive).	
6.	<a href="#">Protection: NSW Health Blood Borne Virus Student Declaration Form (BBV Form)</a>	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 <i>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</i> .	
7.	<a href="#">Protection: NSW Health Student Declaration / Undertaking (Attachment 6)</a>	You must complete <i>NSW Health Student Declaration/Undertaking ATTACHMENT 6</i> correctly before your immunisation evidence can be assessed by the Clinical Nurse Specialist.	
8.	<a href="#">Protection: NSW Health TB Assessment Tool (Attachment 7)</a>	You must complete <i>NSW Health TB Assessment Tool ATTACHMENT 7</i> 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 <u>in Australia</u> .	
9.	<a href="#">QLD Health Student Deed Poll</a>	Complete the form and have it signed by a witness (the witness can be a friend).	
10.	<a href="#">QLD Health Student Orientation Checklist</a>	Complete the Checklist, including dates of vaccinations (and/or “positive serology”).	



Health Protection Evidence			✓
11.	<a href="#">Protection: dTPa</a>	Provide clear evidence of one adult dose of Diphtheria, Tetanus & Pertussis (Whooping Cough) vaccine (Adacel or Boostrix) <b>within the last 10 years</b> . This dose <b>must not expire during your studies</b> .	
12.	<a href="#">Protection: Hepatitis B</a>	For Hepatitis B, you must provide official medical records of a complete age-appropriate course of Hep B vaccinations <b>AND</b> serology showing Anti-HBs $\geq$ 10mIU/ml.	
13.	<a href="#">Protection: Measles, Mumps, Rubella (MMR)</a>	Provide clear evidence of two doses of Measles, Mumps & Rubella (MMR) vaccine <b>OR</b> serology showing immunity to Measles, Mumps and Rubella.	
14.	<a href="#">Protection: Seasonal Influenza Vaccination</a>	You must have a seasonal influenza vaccination (flu shot) in Australia <b>by 1 June</b> each year. Vaccines usually become available in March/April. Ask your Doctor for details.	
15.	<a href="#">Protection: Tuberculosis (TB) Screening Result</a>	If in your lifetime you have spent 12 weeks or more in <a href="#">countries considered high-risk for TB</a> , the Clinical Nurse Specialist will ask you to undertake TB screening <a href="#">in Australia</a> .	
16.	<a href="#">Protection: Varicella (Chicken Pox)</a>	Provide clear evidence of two doses of Varicella vaccine <b>OR</b> serology showing immunity to Varicella.	
Training			✓
17.	<a href="#">Hand Hygiene Australia Certificate</a>	The Hand Hygiene Australia Module helps ensure the prevention of health care associated infections and the transmission of antimicrobial resistance.	
18.	<a href="#">HLTAID001 – Provide Cardiopulmonary Resuscitation</a>	<i>HLTAID001 – Provide Cardiopulmonary Resuscitation</i> is included with <i>HLTAID003 – Provide First Aid</i> , or it can be studied separately. Complete your <i>HLTAID001 - CPR</i> training face-to-face through an Australian Registered Training Organisation.	
19.	<a href="#">HLTAID003 - Provide First Aid</a>	Complete your <i>HLTAID003 – Provide First Aid</i> training face-to-face through an Australian Registered Training Organisation.	
20.	<a href="#">QLD Health iLearn Training</a>	Complete the QLD Health iLearn training modules listed at <a href="#">Step 1 on the QLD Health website</a> .	
21.	<a href="#">NSW Health – Health Education and Training (HETI)</a>	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.	
22.	<a href="#">First Nations Yuwahn Wupin Training Modules</a>	Yuwahn Wupin, which translates from Yugambeh language to 'culturally able', is an introductory culturally responsive program that forms part of the <i>First Nations Health Program</i> .	

## Compliance Checklist: [Exercise and Sports Science Program \(SPEX\)](#)

Security Checks			✓
25.	<a href="#">Australian National Criminal Police Certificate (NPC)</a>	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.	
26.	<a href="#">Overseas Police Check</a>	<b>To be completed by international students only.</b> 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).	
27.	<a href="#">QLD Working with Children Check (Blue Card)</a>	The QLD Working with Children Check (Blue card) is required for all students to attend practicum. You must have a QLD address to start the application process. Once approved your Blue card is valid for 3 years.	
Documents to read, complete and sign			✓
28.	<a href="#">HSM TB Assessment and Screening Form</a>	All new SPEX students are required to complete the <a href="#">HSM Tuberculosis Assessment and Screening Form</a> . The information you provide on this form will be used to decide whether TB screening and/or clinical review is required <u>in Australia</u> .	
Health Protection Evidence			✓
29.	<a href="#">Protection: dTPa</a>	Provide clear evidence of one adult dose of Diphtheria, Tetanus & Pertussis (Whooping Cough) vaccine (Adacel or Boostrix) <b>within the last 10 years</b> . This dose <b>must not expire during your studies</b> .	
30.	<a href="#">Protection: NSW Health Blood Borne Virus Student Declaration Form (BBV Form)</a>	1. The NSW Health BBV Form is a triennial requirement for all 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 <i>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</i> .	
31.	<a href="#">Protection: Hepatitis B</a>	For Hepatitis B, you must provide official medical records of a complete age-appropriate course of Hep B vaccinations <b>AND</b> serology showing Anti-HBs $\geq 10\text{mIU/ml}$ .	

32.	<a href="#">Protection: Measles, Mumps, Rubella (MMR)</a>	Provide clear evidence of two doses of Measles, Mumps & Rubella (MMR) vaccine <b>OR</b> serology showing immunity to Measles, Mumps and Rubella.	
33.	<a href="#">Protection: Seasonal Influenza Vaccination</a>	You must have a seasonal influenza vaccination (flu shot) in Australia <b>by 1 June</b> each year. Vaccines usually become available in March/April. Ask your Doctor for details.	
34.	<a href="#">Protection: Tuberculosis (TB) Screening Result</a>	If in your lifetime you have spent 12 weeks or more in <a href="#">countries considered high-risk for TB</a> , you will be required to undertake TB screening <a href="#">in Australia</a> .	
35.	<a href="#">Protection: Varicella (Chicken Pox)</a>	Provide clear evidence of two doses of Varicella vaccine <b>OR</b> serology showing immunity to Varicella.	
<b>Training</b>			✓
36.	<a href="#">Hand Hygiene Australia Certificate</a>	The Hand Hygiene Australia Module helps ensure the prevention of health care associated infections and the transmission of antimicrobial resistance.	
37.	<a href="#">HLTAID001 – Provide Cardiopulmonary Resuscitation</a>	<i>HLTAID001 – Provide Cardiopulmonary Resuscitation</i> is included with <i>HLTAID003 – Provide First Aid</i> , or it can be studied separately. Complete your <i>HLTAID001 - CPR</i> training face-to-face through an Australian Registered Training Organisation.	
38.	<a href="#">HLTAID003 - Provide First Aid</a>	Complete your <i>HLTAID003 – Provide First Aid</i> training face-to-face through an Australian Registered Training Organisation.	

# 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](#)

## Saving your documents in the correct format

The HSM Compliance team process close to 10,000 documents per year. Documents that aren't saved and uploaded in the correct format complicate and slow the compliance and verification process for everyone. Incorrectly saved documents will be rejected, and you will be required to resubmit them in the correct format.

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).

Documents that are not saved and uploaded in the correct format **will be rejected**.

## Naming your documents in the correct format

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

## 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](#). **Remember to always click Submit!**

**Please note: You will not have access to Osler until your enrolment has been completed. You will then be able to activate your account and begin submitting documents.**

## What happens next

Once you have uploaded and submitted your evidence for a task to **Osler**, the HSM Compliance team will check that it is correctly formatted and meets compliance requirements. If it does, the task will be **Approved**. 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 be sent to NSW Health's Clinical Nurse Specialist for verification. If *all* your health protection evidence meets health policy guidelines, the Clinical Nurse Specialist will confirm that you have been verified for placement at Australian health facilities. **You will not be able to attend any placements until you are verified.**

## **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. This is your responsibility.

### Keep your documents on file

Bond University's compliance process doesn't just prepare you for placement; it also prepares you for your future career. **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.

# Section 3: Health Protection

During your program, you'll be dealing with private and public patients and clients, professional athletes, members of the community and vulnerable people. Ensuring your immunity to infectious diseases is essential for their protection, as well as your own.

This section provides instructions on completing your [health protection \(immunisation\) compliance](#). 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 is important to start early.*

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*Immunisation compliance requirements are strict.  
You must provide **all** required evidence for each  
disease, or you will not be eligible for placement.*

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## Health Protection Compliance (Vaccinations and Serology)

Who needs it: All students, **all programs**  
[Bond University Immunisation Policy](#)

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. You cannot attend placement if you are not verified and compliant.

### Health Protection Checklist

Disease	Evidence Required
Diphtheria, Tetanus & Pertussis (Whooping Cough)	One adult dose of dTpa vaccine (Adacel or Boostrix) within the last 10 years ( <b>must not expire during your studies</b> )
Hepatitis B	Evidence of a complete age-appropriate course of Hep B vaccinations <b>AND</b> Serology showing Anti-HBs $\geq$ 10mIU/mL
Measles, Mumps & Rubella (MMR)	2 doses of MMR vaccine at least one month apart <b>OR</b> Serology showing positive IgG for Measles, Mumps and Rubella
Varicella	2 doses of Varicella vaccine at least one month apart <b>OR</b> Serology showing positive IgG for Varicella
Influenza	One dose of current seasonal Influenza vaccine (in Australia) by June 1 each year
HIV & HCV	All students must undergo testing for HIV & HCV triennially and complete the <a href="#">NSW Health Blood Borne Virus Form</a> .
Tuberculosis  <i>(NB: TB screening is only required by students who have spent 12 weeks or more in <a href="#">high-risk countries</a>.)</i>	<p>If in your lifetime you have spent 12 weeks or more in <a href="#">countries considered high-risk for TB</a>, the Clinical Nurse Specialist will instruct you to undertake TB screening <a href="#">in Australia</a>.</p> <p>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.</p> <p>The fastest way to complete TB screening is to request an <b>Interferon Gamma Release Assay (IGRA) TB Quantiferon test</b> from your Doctor. The test costs around \$80 to \$100, and results should come back within a week or two.</p> <p>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.</p>

**IMPORTANT:** Please ensure you provide **official medical records** (Doctor/Government/Pathology Lab, etc.) of your vaccinations and serology results. Vaccination records should ideally 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.**

<p><b>STEP 1</b></p>	<p><b>Request new blood tests</b>            All students must request <b>new</b> blood tests for the following (even if you have had them in the past):</p> <ol style="list-style-type: none"> <li>1. Hepatitis B</li> <li>2. HIV and HCV (Complete the <a href="#">Protection: NSW Health Blood Borne Virus Student Declaration Form (BBV Form)</a> when you receive your results.)</li> </ol> <p>At the same time, we strongly recommend you request the following blood tests from your doctor:</p> <ol style="list-style-type: none"> <li>1. Measles, Mumps and Rubella (MMR)</li> <li>2. Varicella</li> </ol> <p>(If you test positive for MMR and/or Varicella antibodies, you do not need to provide vaccination records for MMR and/or Varicella.)</p>
<p><b>STEP 2</b></p>	<p><b>Ensure your vaccinations are up to date</b></p> <ol style="list-style-type: none"> <li>1. If your dTpa vaccination (10 year validity) will expire <i>during your studies</i>, you will need to have a new Adacel or Boostrix vaccination to meet compliance requirements.</li> <li>2. If your serology is negative for Measles, Mumps, Rubella, Varicella and/or Hep B, please request the relevant vaccinations from your doctor.</li> </ol>
<p><b>STEP 3</b></p>	<p><b>Locate your vaccination history from childhood to now</b>            You must provide official medical records of your vaccination history for <b>Hep B, Varicella and MMR</b>.            You must also show evidence of a Boostrix or Adacel (dTpa) vaccination that <b>will not expire</b> during your studies.            You can locate your records by:</p> <ol style="list-style-type: none"> <li>1. Asking your parents for your baby/childhood records</li> <li>2. Asking your past and/or present family doctor/s</li> <li>3. Contacting the Immunisation Registry in your country</li> <li>4. Requesting school vaccination program records 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.</li> </ol> <p>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>.</p> <p>If, <b>after trying everything</b>, 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.)</p>

## Scan your health protection documents separately

When you log into Osler, you will 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**.

## 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 they 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](mailto: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.

## The Health Protection Assessment Process

Your health protection (immunisation) evidence will be accessed on Osler by NSW Health's Clinical Nurse Specialist. If *all* your health protection evidence meets health policy guidelines, you will be verified for placement **at Australian health facilities**. There is nothing more you need to do.

You will be advised by the Clinical Nurse Specialist if further vaccinations, blood tests and/or official medical records are required. HSM Compliance will make the relevant tasks Pending in Osler for you to submit your evidence.

You must complete any additional tasks set by the Clinical Nurse Specialist as quickly as possible.

**IMPORTANT:** Failure to action or 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)

Who needs it:	All students, <b>all programs</b>
How to apply:	Online through an <a href="#">accredited body</a> - <b>you must be in Australia and have an Australian address to apply</b>
Cost:	From \$25 - \$50
Valid for:	5 years
Save as:	<b>LAST NAME First Name – NPC</b>

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.

### How to apply

The fastest way to obtain your NPC is online through an [accredited body](#) such as [CV Check](#), [MakeSure](#) or [Fit 2 Work](#). When requesting your police check, please select the following purpose on your application form:

***Working with vulnerable groups/vulnerable persons/students on supervised placement.***

## International Criminal History Check

Who needs it:	<b>International students only</b> , including New Zealand citizens, <b>all programs</b>
How to apply:	In your home country, online through an <a href="#">accredited body</a> , or you can complete a <a href="#">NSW Health Statutory Declaration for Overseas Applicants or Students</a>
Cost:	Varies for options A and B; no cost for option C
Valid for:	5 years
Save as:	<b>LAST NAME First Name – International Police Check</b>

As well as an Australian National Police Certificate (NPC), international students also require an International Criminal History Check (also known as an International or Overseas 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](#).  
**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.)

**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)

Who needs it:	All students, <b>all programs</b>
How to apply:	In person at the TMR and Online – <b>You must have a QLD address to apply</b>
Cost:	Free
Valid for:	3 years
Save as:	<b>LAST NAME First Name – Blue Card</b>

The Blue Card system is a key prevention and monitoring system of people working with children and young people in Queensland. It assesses a person's eligibility to hold a blue card or exemption card based on their known past police and disciplinary information.

### How to apply

**All applicants will need to verify their identity and obtain a photo with the QLD Department of Transport and Main Roads (TMR).**

You will need a [customer reference number](#) (CRN) from TMR before you can apply for your blue card.

1. Obtain a CRN. Visit the [QLD Government Blue card applications website](#) and check the requirements that best suit you.
2. Then [register for an online account](#). After you create an account you will receive an account number via email.
3. Forward the email with your account number and **Date of Birth** to [HSMcompliance@bond.edu.au](mailto:HSMcompliance@bond.edu.au). We will link you to Bond University and your fee will be waived. You will then receive an email from blue card services advising this has been done and you can continue with your application.
4. [Log in](#) to your BCS account and complete your application. When you apply for your blue card, please choose **student placement** option
5. When you receive your Blue Card or Blue Card confirmation letter, please submit it to **Osler**.

### Already have a Blue Card?

If you have received a Blue Card at another organisation, you will need to link your card 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](mailto:HSMCompliance@bond.edu.au).

### IMPORTANT

- **It is an offence for a disqualified person to sign a Blue Card application.**
- 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.

## NSW Working with Children Check (WWCC)

Who needs it:	<b>Allied Health students only</b>
How to apply:	In person at a Service NSW location - <b>you must be in Australia and have an Australian address to apply</b>
Cost:	Free
Valid for:	5 years
Save as:	<b>LAST NAME First Name – WWCC</b>

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**.

Click [here](#) to read the Bond University Working with Children Policy (COR 1.02).

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*There is no national framework for obtaining a Working with Children Check - each state and territory has their own procedures and requirements. You will be required to obtain a WWCC for each state where you will be attending placement.*

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# 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:

- [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](mailto:HSMCompliance@bond.edu.au)

## ClinConnect Permission to Disclose Information to NSW Health

Who needs it: All students, **Medicine & Allied Health programs**  
Document link: [ClinConnect Permission Form.pdf](#)  
Save as: **LAST NAME First Name – ClinConnect**

The [ClinConnect Permission Form](#) grants your permission for Bond University to provide NSW Health's Clinical Nurse Specialist with information about your program & your personal details.

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**.



## NSW Health Code of Conduct Agreement for Students Undertaking Clinical Placements

Who needs it: All students, **Medicine & Allied Health programs**  
Valid for: The duration of your program unless terminated by you or NSW Health  
Document link: [NSW Health Code of Conduct Agreement.pdf](#)  
Save as: **LAST NAME First Name – COC**

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](#) (1-page form) affirming you have read the above Policy.
3. Upload your completed 1-page Code of Conduct Agreement to **Osler**.

## NSW Health Blood Borne Virus Student Declaration Form (BBV Form)

Who needs it: All students, **all programs**  
Valid for: 3 years unless requested earlier by a specific health facility.  
Document link: [NSW Blood Borne Virus Student Declaration Form](#)  
Save as: **LAST NAME First Name – BBV**

The [NSW Blood Borne Virus Student Declaration Form](#) is a triennial requirement for all students to attend placements. 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.**

## HSM Tuberculosis Assessment and Screening Form

Who needs it: All students, **Exercise & Sports Science program only**  
Valid for: This form must be completed: by the [Orientation Week](#) deadline. 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.  
Document link: [HSM TB Assessment and Screening Form](#)  
Save as: **LAST NAME First Name – TB Assessment Form**

The *HSM TB Assessment and Screening Form* is compulsory for all SPEX students. The information you provide on this form will be used to decide whether TB screening and/or clinical review is required. If in your lifetime you have spent 12 weeks or more in [countries considered high-risk for TB](#), you will be required to undertake 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 all details in the bottom section of the form
5. Scan and upload your form to **Osler**.

## NSW Health Student Declaration/Undertaking (ATTACHMENT 6)

Who needs it: All students, **Medicine & Allied Health programs**  
Document link: [NSW Health Student Declaration/Undertaking Attachment 6.pdf](#)  
Save as: **LAST NAME First Name – Att 6**

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 all details at the bottom section of the form
4. Scan and upload your form to **Osler**.

## NSW Health TB Assessment Tool (ATTACHMENT 7)

Who needs it: All students, **Medicine & Allied Health programs**  
Valid for: This form must be completed by the [Orientation Week](#) deadline. 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.  
Document link: [NSW Health TB Assessment Tool Attachment 7.pdf](#)  
Save as: **LAST NAME First Name – Att 7**

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

6. Read the form carefully
7. Tick (✓) “yes” or “no” to questions 1-4 in Part A
8. Answer questions 1-4 in Part B, including your country of birth and your travel details (use a separate page if necessary)
9. Complete all details at the bottom section of the form
5. Scan and upload your form to **Osler**.

## QLD Health Student Deed Poll

Who needs it: All students, **Medicine & Allied Health programs**  
Valid for: The duration of your program unless terminated by you or QLD Health  
Document link: [QLD Health Student Deed Poll.pdf](#)  
Save as: **LAST NAME First Name – Deed Poll**

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. You and your witness (this witness can be a classmate or family member) both write your name in full, sign and date the final page of the Deed Poll
4. Scan and upload the Deed Poll to **Osler**.

## QLD Health Student Orientation Checklist

Who needs it: All students, **Medicine & Allied Health programs**  
Document link: [QLD Health Student Orientation Checklist](#)  
Save as: **LAST NAME First Name – Checklist**

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*. Read all the instructions, information and linked documents on pages 1-3.
2. Print and complete the *QLD Health Student Orientation Checklist*. Please note:
  - 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**.

**IMPORTANT** You must keep your original *QLD Health Student Deed Poll* and *Checklist* and take them 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:

- [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 \(HETI\)](#)
- [First Nations Yuwahn Wupin Training Modules](#)

## National Hand Hygiene Initiative Module

Who needs it:	All students, <b>all programs</b>
Cost:	Free
Valid for:	The duration of your program or as required by health policy guidelines
Link to training:	<a href="https://nhhi.southrock.com/cgi-bin-secure/Home.cgi?msecs=1572912415476">https://nhhi.southrock.com/cgi-bin-secure/Home.cgi?msecs=1572912415476</a>
Save as:	<b>LAST NAME First Name – HHA</b>

The National Hand Hygiene Initiative Module helps ensure the prevention of health care associated infections and the transmission of antimicrobial resistance. This offers protection for yourself and those you deal with in a clinical setting throughout your program.

### What to do

1. Click [here](#) to register for NHHI Training
2. Click “Register Now”
3. Country - Australia
4. You - student
5. Who should see your records - Education Facility
6. Organisation - 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 and 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**.

## HLTAID003 – First Aid and HLTAID001 – Cardiopulmonary Resuscitation (CPR)

Who needs it:	All students, <b>all programs</b>
Cost:	Varies according to provider
Valid for:	1 & 3 years
Save as:	<b>LAST NAME First Name – FA/CPR</b>

The Faculty of Health Sciences & Medicine accepts only one First Aid qualification: **HLTAID003 – Provide First Aid**. This includes **HLTAID001 – Provide Cardiopulmonary Resuscitation (CPR)** or HLTAID001 CPR can be completed separately for the required annual renewal.

The First Aid component is valid for 3 years; the CPR component is valid for 1 year.

These qualifications 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/>.

### 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](#)

### IMPORTANT

Your First Aid and CPR training must remain current throughout your *entire program* – 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, <b>Medicine &amp; Allied Health programs</b>
Valid for:	The duration of your program or as required by specific Health facilities.
Document link:	<a href="#">QLD Health iLearn User Help for Bond Students.pdf</a>
Save as:	<b>Don't re-name your certificates; keep the QLD Health iLearn names for each.</b>

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](#). Download your certificate upon completion.
3. Click [here](#) to search for and 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 and download your certificates upon completion:
  - a. Health Safety and Wellbeing
  - b. Building emergency procedures/First Response Evacuation Instructions
  - c. Occupational Violence Prevention Fundamentals
  - d. Prevention and Management of Musculoskeletal Disorders
5. Upload all 6 certificates to **Osler**.



## QLD Health Allied Health Student Training and Evidence Record

Who needs it: All students, **Allied Health programs only**  
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](#)  
Save as: **LAST NAME First Name – Evidence Record**

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. Watch all the videos and read all the PDFs listed at [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**.

**IMPORTANT** You must keep your original *QLD Health Training Evidence Record* and take it 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 with NSW Health  
**IMPORTANT:** Failure to complete this training prior to placement can result in the automatic cancellation of your NSW Health placement.

Students scheduled to attend a placement within NSW Health will receive access to NSW Health's HETI Online Learning 14 days before their placement is due to commence via an automated email. This email will contain your **NSW Health StaffLink ID** and links to your mandatory NSW Health Education and Training modules.

If you don't receive a ClinConnect email 14 days before you are booked to go on placement with NSW Health, please urgently contact NSW Health's State-Wide Service Desk on 1300 28 55 33 to seek assistance and 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.

## First Nations Yuwahn Wupin Training Modules

Who needs it:	All students, <b>Medicine &amp; Allied Health programs</b>
Valid for:	Five years
Save as:	<b>LAST NAME First Name – Yuwahn Wupin</b>

Yuwahn Wupin, which translates from Yugambah language to 'culturally able', is an introductory culturally responsive program delivered through Griffith University.

To complete the online training please undertake the following steps:

1. Go to <https://www.griffith.edu.au/griffith-health/first-peoples-health-unit/e-learning-initiative>
2. When you first open the web page you will need to register an account. To register an account - click on **Digital Badge** (at the right under the red Yuwahn Wupin banner) and fill in the required information using your Bond email address.
3. Upon registering you will be taken to a page labelled **Capabilities**, follow the link to begin **Capability 1 – Respect**
4. **Complete the short quiz** at the end of each module in order to move through to the next module
5. Upon completion of all five modules you will be issued a **Digital Badge** within 14 days
6. **Submit your digital badge/certificate (which must contain your name) to Osler** as evidence of your successful completion.

# 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 you are at risk of missing placement as **you cannot attend placement if you are not compliant**. You will be contacted by a 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 your Phase Lead/Head of Program.

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

**Students must be fully compliant three weeks before placement, or your placement will be cancelled.**

Attendance at placement is a requirement for both your competency-based assessment and in-semester assessment so if you miss placement due to non-compliance, you risk failing your course and not progressing in your program.

If your placement is cancelled due to non-compliance you will be contacted by the Placements Coordinator who will provide further information and instructions at that time.

## 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)
- NSW Health Blood Borne Virus Form (valid for 3 years)

In the months leading up to the expiry date **Osler** will send you three automated reminders prompting you to renew your expiring compliance. Please don't leave expiring tasks until the last minute; ensure you complete each task early to allow for time, opportunity and the unexpected. Upload your updated compliance to Osler.

**IMPORTANT** If you do not complete these tasks, and allow them to expire, **you will be prohibited from attending placement or removed from placement effective immediately**. You will also receive a notification that your case has been escalated to the Placements Manager and your Phase Lead/Head of Program.

## Helpful contacts for Compliance

For help with...	Contact	Details
<ul style="list-style-type: none"> <li>• Completing outstanding compliance tasks</li> <li>• Understanding the instructions in this Compliance Handbook</li> <li>• Feeling overwhelmed by the compliance process</li> <li>• Submitting your Blue Card Application</li> </ul>	Sharon Vincent or Tania Wyatt Compliance Officer Faculty of Health Sciences and Medicine	E: <a href="mailto:HSMCompliance@bond.edu.au">HSMCompliance@bond.edu.au</a> T: 07 5595 5825 or 07 5595 1388
Clarifying requests from NSW Health's Clinical Nurse Specialist for further evidence	Kathryn McKee Clinical Nurse Specialist NSW Health	E: <a href="mailto:NNSWLHD-OSVAssessor@health.nsw.gov.au">NNSWLHD-OSVAssessor@health.nsw.gov.au</a> T: 07 5506 7264
Issues or concerns with vaccinations	Jo Bishop Associate Dean of Student Affairs and Service Quality (AD SASQ)	E: <a href="mailto:jbishop@bond.edu.au">jbishop@bond.edu.au</a> T: 07 5595 5492
QLD Health iLearn troubleshooting	QLD Health eHealth Info Service	T: 1800 198 175
NSW Health – Health Education & Training (HETI) troubleshooting	NSW Health State-Wide Service Desk	T: 1300 28 55 33
Bond University iLearn troubleshooting	Technical Support for iLearn  Student Learning Support	E: <a href="mailto:ilearn@bond.edu.au">ilearn@bond.edu.au</a>  E: <a href="mailto:learningsupport@bond.edu.au">learningsupport@bond.edu.au</a> T: 07 5595 4783
Your own health and wellbeing (please reach out if you need practical and emotional support at any time throughout your studies)	Office of Student Affairs and Service Quality (SASQ) Faculty of Health Sciences and Medicine  Felicity Miller Manager, Health and Wellbeing Faculty of Health Sciences and Medicine	E: <a href="mailto:SASQ_HSM@bond.edu.au">SASQ_HSM@bond.edu.au</a>   E: <a href="mailto:HSMWellness@bond.edu.au">HSMWellness@bond.edu.au</a> T: 07 5595 5492 M: 0437 820 627