



USING OSLER FOR COMPLIANCE:

How to set up your user profile and upload documents.

This guide is a supplement to the Faculty of Health Sciences and Medicine
Compliance Handbook: How to complete your compulsory compliance tasks.

Contents

Welcome to Osler	2
Browser compatibility	2
Step 1: Activate your Bond University IT Account	2
Step 2: Set up your user profile in Osler	3
STEP 3: Ensure your documents are saved in the correct format	4
Naming your documents in the correct format	4
Help with scanning and formatting documents	4
IMPORTANT: Keep your documents on file	4
Uploading your evidence to Osler	5
What happens next	8
Technical support	8
The Osler ePortfolio App	9
FAQs	10

Welcome to Osler

Osler is a clinical governance and clinical performance platform that helps doctors, nurses, students and paramedics certify their clinical competency. All compliance for students of the Faculty of Health Sciences and Medicine is managed through the Osler platform.

As you complete each Compliance task, you will need to upload your evidence to Osler, so your first step is to set up your user profile.

Browser compatibility

Please note that Osler **is not compatible** with Internet Explorer on any device or Google Chrome on iPhone or iPad (and possibly Mac).

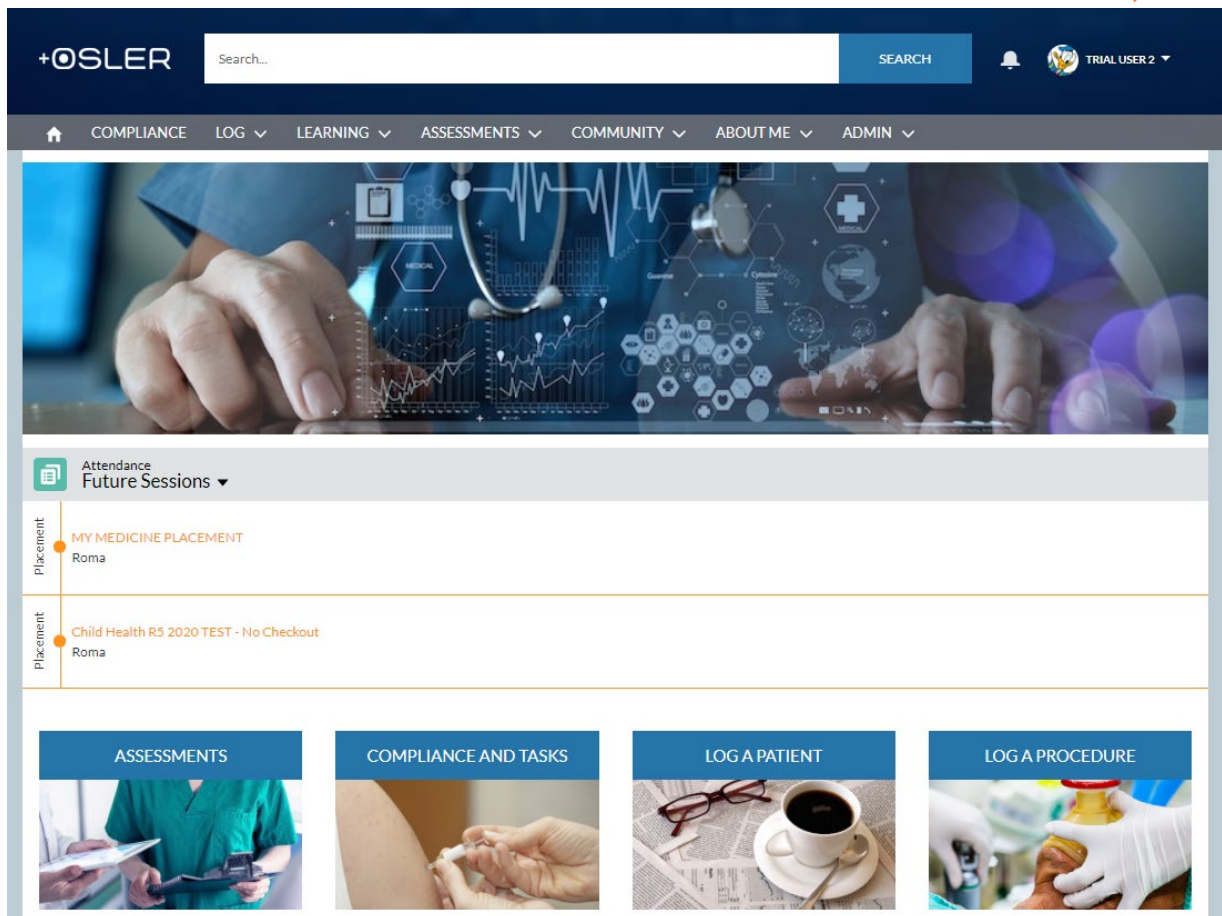
Step 1: Activate your Bond University IT Account

1. Ensure you are using an Osler-compatible browser.
2. Click here to activate your Bond University student computer account:
<https://bond.edu.au/activate>.
3. Once you have activated your account, log into the Bond University Student Portal.
4. Open a new tab in the same browser and go to: <https://bond.force.com>.
5. You should be logged into Osler automatically. If you aren't, click "Sign in with Bond IT Account" and enter your Bond University student ID number and password (the same details you use to log into the Bond University Student Portal).

Step 2: Set up your user profile in Osler

On the **Home** page in Osler, click on your name on the top right-hand corner of the screen and select **My Profile**. Complete your essential details, including:

1. Your preferred name
2. Date of birth
3. Bond University email address
4. Contact phone number.



The screenshot shows the Osler user interface. At the top, there is a dark blue header with the Osler logo on the left, a search bar in the center, and a user profile dropdown menu on the right labeled "TRIAL USER 2". Below the header is a navigation bar with a home icon and menu items: COMPLIANCE, LOG, LEARNING, ASSESSMENTS, COMMUNITY, ABOUT ME, and ADMIN. The main content area features a large image of a doctor's hands on a tablet with medical data overlays. Below this image, there are several sections: "Attendance Future Sessions", "Placement MY MEDICINE PLACEMENT Roma", and "Placement Child Health R5 2020 TEST - No Checkout Roma". At the bottom, there are four action buttons: "ASSESSMENTS", "COMPLIANCE AND TASKS", "LOG A PATIENT", and "LOG A PROCEDURE", each with a corresponding image.

You are now ready to [upload your Compliance evidence to Osler](#). But first, please ensure you have [saved and named all your documents in the correct format](#).

STEP 3: Ensure your documents are saved 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 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/> or <https://smallpdf.com/>.

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

IMPORTANT: Keep your documents on file

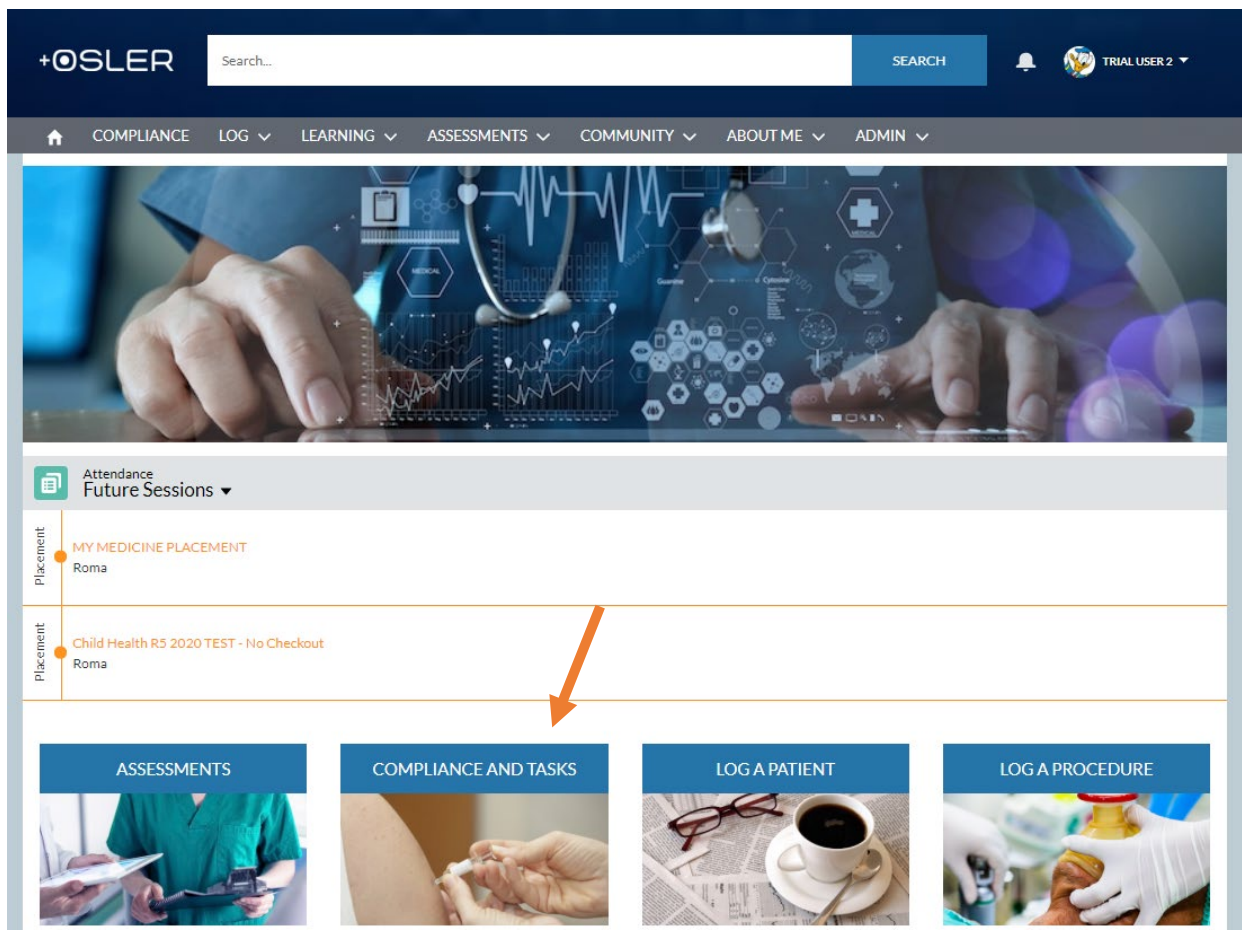
Bond University's compliance process doesn't just prepare you for placement; it prepares you for your career.

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, easy to use and easy to share. Please keep hard copy originals as well as electronic files, as you may need both at different times throughout your studies and career.

Uploading your evidence to Osler

To upload documents to Osler, please follow these instructions:

1. Go to <https://bond.force.com>
2. If you are not logged in automatically, click **Sign in with Bond IT Account**
3. Enter your **Student ID Number** and **Password** (these are the same details you use to log in to Bond University iLearn)
4. Select **Compliance and Tasks** to complete your compliance tasks.



The screenshot displays the Osler web application interface. At the top, there is a dark blue header with the Osler logo, a search bar, and a user profile icon labeled 'TRIAL USER 2'. Below the header is a navigation menu with options: HOME, COMPLIANCE, LOG, LEARNING, ASSESSMENTS, COMMUNITY, ABOUT ME, and ADMIN. The main content area features a large banner image of a doctor's hands on a tablet with medical data overlays. Below the banner, there are sections for 'Attendance Future Sessions', 'Placement MY MEDICINE PLACEMENT Roma', and 'Placement Child Health R5 2020 TEST - No Checkout Roma'. At the bottom, there are four buttons: 'ASSESSMENTS', 'COMPLIANCE AND TASKS', 'LOG A PATIENT', and 'LOG A PROCEDURE'. An orange arrow points from the 'COMPLIANCE AND TASKS' button to the 'COMPLIANCE AND TASKS' button.

5. Click on the name of a **PENDING** task

Compliance Tasks
Use the Filter Icon (funnel) to change view of your compliance tasks

MY TASKS - ACTION REQUIRED

HLTAID003 First Aid Training
Pending

1 TASKS

6. Click **Upload Files** to upload your compliance evidence.

Compliance Task
HLTAID003 First Aid

+ Follow Submit Documents Upload Files

Assignee	Status	Document Date	Document Expiry Date	Compliance Task Id
Donald Duck	Pending			CT-0013742

DETAILS RELATED

Requirement Description

1. Upload a clear scanned copy of your certificate for HLTAID003 Provide First Aid here. Keep the original in a safe place.
2. When you click "Submit Documents", enter the date your certificate was issued.

Document Details

Document Date	Document Expiry Date

Document Comments


Post

Share an update... Share

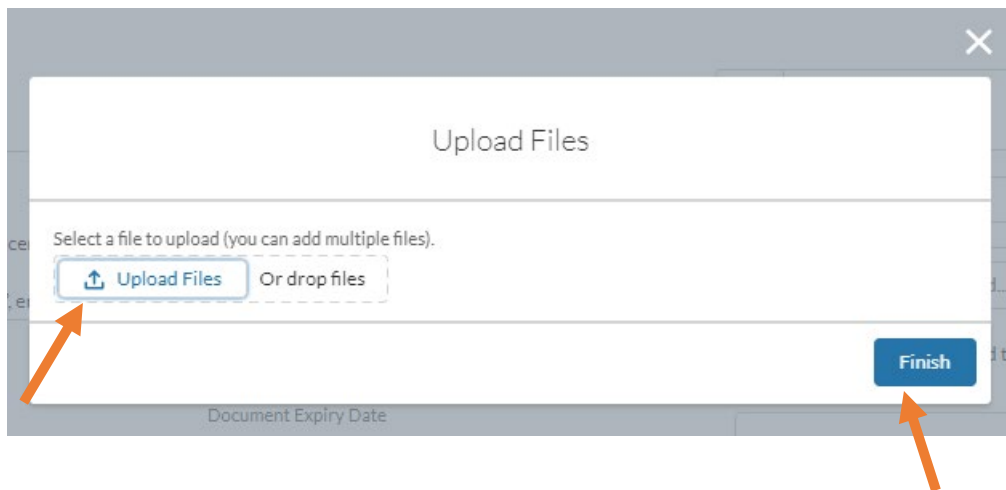
Search this feed... Filter

Denise Noble updated this record. 11m ago

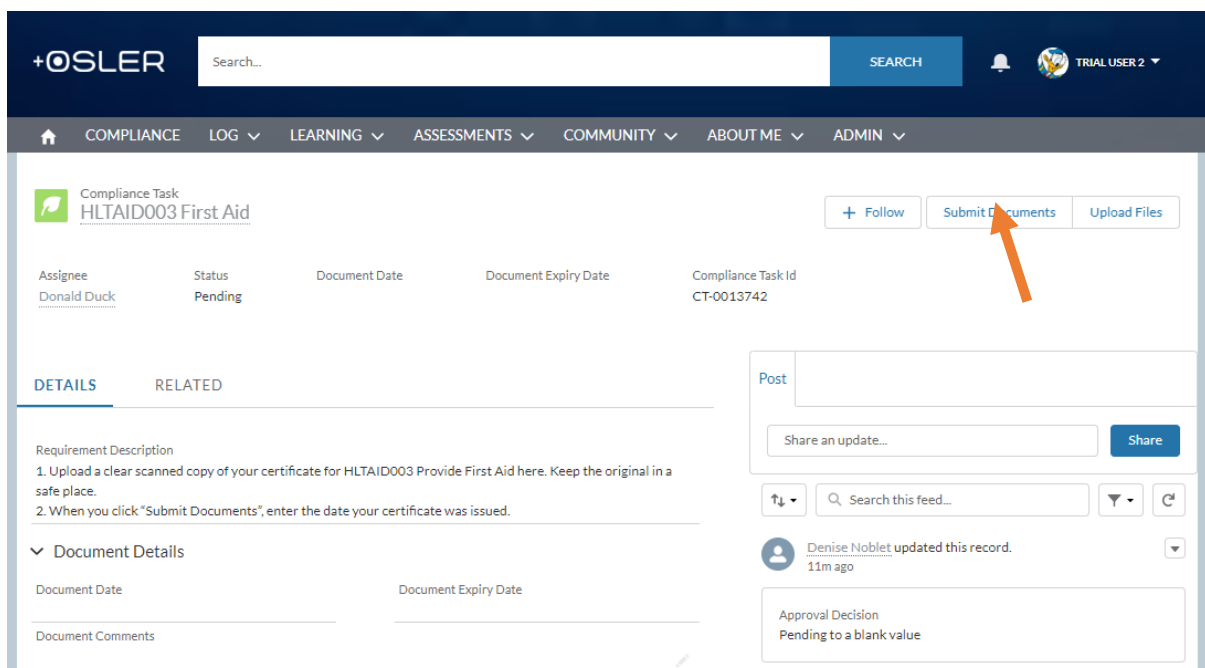
Approval Decision
Pending to a blank value

(Note: Click **Related** to see documents you have uploaded. Click the funnel symbol () to filter documents/tasks/views.)

- Once your file has uploaded, click **Done** and then click either **Upload Files** to upload another document, or **Finish** once you have finished uploading.



- Click **Submit Documents**. (IMPORTANT: You must click **Submit Documents**, or your compliance task will remain **PENDING** and the Compliance team won't see it.)



9. Check the box next to the document you wish to submit for approval, enter the document date (see the Compliance Handbook for how to date your documents) and click **Submit**.

The screenshot shows a web interface for submitting documents. At the top, there is a navigation bar with 'LEARNING', 'ASSESSMENTS', 'COMMUNITY', 'ABOUT ME', and 'ADMIN' menus. The main heading is 'HLTAID003 First Aid'. Below this is a section titled 'SUBMIT DOCUMENTS' with the instruction 'Please select your documents'. A document titled 'Donald duck' is listed with a checkbox to its right. Below this, the instruction 'Complete the following details' is followed by a required field for 'Document Date' with a calendar icon. There is also a 'Document Comments' text area. At the bottom right of the form are 'Cancel' and 'Submit' buttons. The text 'Approval Date/Time' is visible at the very bottom of the page.

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.

Technical support

Further instructions can be found on the Help and Support icon, or go to <https://placements.oslertechnology.com/>

The Osler ePortfolio App

To help you complete your compliance tasks as easily as possible, the **Osler ePortfolio** app is now available in the App Store and Google Play.

IMPORTANT: Before you can access the Osler ePortfolio App, you must first activate your account on the Osler website at <https://bond.force.com>.

Please find set-up instructions below:

Instructions for iOS

1. Activate your account on the Osler website at <https://bond.force.com>.
2. Download and open **Osler ePortfolio**; this will take you to the **Log In** screen
3. Click on the **Settings** cog; this will take you to **Choose Connection**
4. Click on the **+** symbol
5. Where it says **Host**, enter **bond.force.com** and click **Done**; this will return you to the **Log In** screen
6. Scroll to the bottom of the screen and click **Sign in with Bond IT Account**
7. Enter your **Student ID Number** and **Password** (these are the same details you use to log in to iLearn)
8. From the menu, select **Compliance** to complete your compliance tasks.

Instructions for Android

1. Activate your account on the Osler website at <https://bond.force.com>.
2. Download and open **Osler ePortfolio**; this will take you to the **Log In** screen
3. Click on the **Settings** cog; this will take you to **Choose Connection**
4. Click on the **+** symbol
5. Where it says **Host**, enter <https://bond.force.com> and click **Done**; this will return you to the **Log In** screen
6. Scroll to the bottom of the screen and click **Sign in with Bond IT Account**
7. Enter your **Student ID Number** and **Password** (these are the same details you use to log in to iLearn)
8. From the menu, select **Compliance** to complete your compliance tasks.

Further instructions can be found on the Help and Support icon, or go to <https://placements.oslertechnology.com/>

What do I upload to the “ADMIN ONLY: ClinConnect Status” task on Osler?

Please don't upload anything to this task. This admin-only task is for the Compliance team to note your progress towards verification for placement.

What do I upload to the “QLD Working with Children Check (Blue Card)” task on Osler?

Do not upload your application form here – applications must be submitted directly to the Compliance Team. Please upload a copy of your Blue Card/Positive Notice Letter once you receive it (usually around June).

I can't find my Hep B vaccination history; what do I do?

Please upload your Hep B serology to Osler. When you click “submit documents”, make a note in the document comments listing all the steps you have taken to find your vaccination history and why you have been unsuccessful. I'll pass this information to the Clinical Nurse Specialist and she will advise you what to do next at the time of your assessment.

How can I locate my Australian school vaccination records?

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.

For the NSW Health TB Assessment Tool Attachment 7, do I need to include all travel I have undertaken in my lifetime?

Yes, from birth. If you have spent 12 weeks or more in [high-risk countries](#), the Clinical Nurse Specialist will send you for TB screening at the time she assesses your health protection evidence. The 12 weeks do not need to be consecutive. You will be given extra time to complete TB screening if required.

What do I upload to the “Protection: Tuberculosis (TB) Screening Result” task on Osler?

Please do not upload anything to this task unless the Clinical Nurse Specialist advises that you are required to undertake TB screening (based on your responses on the NSW Health TB Assessment Tool Attachment 7).