



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

COMPLIANCE HANDBOOK

How to complete your compulsory compliance tasks

**Allied Health Programs: Occupational Therapy,
Physiotherapy and Nutrition & Dietetics**

Exercise and Sports Science Program

Medical 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 and a requirement to successfully fulfil your learning requirements, is the opportunity to attend clinical placements/work experience in Queensland, New South Wales and other parts of Australia. Bond University has entered into formal placement agreements with health providers which impose compliance obligations upon its students and require students to complete all compliance requirements prior to attending placement. This means you must fulfil **all** compulsory compliance requirements for your program by the deadline. This includes security checks, additional training, and providing evidence of your health protection (immunity to infectious diseases).

This Handbook provides instructions on how to complete your compulsory compliance. It is important you read and understand the entire Handbook and take time to complete all relevant sections prior to the 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. Please see [Additional Help for International Students](#).

Higher Degree Research (HDR) Students

Some HDR projects will have mandatory compliance requirements. As a higher degree researcher, you should be aware of the required compliance depending on the nature of your research project. HDR students are responsible to meet the necessary compliance requirements. Evidence of compliance for HDR students must be uploaded in the Pure Researcher Portal. **For all HDR compliance queries and requirements, please consult with your supervision team for guidance as HSM Compliance does not manage HDR compliance.**

Compliance deadlines – [when is my compliance due?](#)

To have the necessary time to assess and verify your compulsory compliance documents before your first placement we must receive all compliance documents as early as possible. Specifically, by the below deadlines:

Allied Health and SPEX programs: **Due by Week 6 of Semester 1 and by Census Date at the latest**

Medicine Program: **Due in Orientation Week and by Census Date at the latest**

If you do not submit or renew your compliance on time throughout your program, you will be ineligible to attend placements. Important: If you are ineligible to attend placements, you will be unable to complete the necessary requirements to progress through your 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.)

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.
- Need help? See [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.

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.

Section 1: Compliance Checklists

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

- [Compliance Checklist: Allied Health – Occupational Therapy, Physiotherapy and Nutrition & Dietetics](#)
- [Compliance checklist: SPEX](#)
- [Compliance Checklist: Medicine](#)

You can also see if a task applies to you in the instructions for each task, as in these examples:

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

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

Please work through the list and check off each task as you complete and submit it.

Compliance Checklist:
Allied Health Programs:
Occupational Therapy, Physiotherapy and Nutrition & Dietetics

Security Checks		✓
1.	Australian National Criminal Police Certificate (NPC)	
2.	Overseas Police Check	
3.	QLD Working with Children Check (Blue Card)	
4.	QLD NDIS Worker Screening Clearance Card	
5.	NSW Health Working with Children Check (WWCC)	
Documents to read, complete and sign		✓
6.	Protection: ClinConnect Permission Form	
7.	NSW Health Code of Conduct Agreement (COC)	
8.	Protection: NSW Health Blood Borne Virus Student	
9.	Protection: NSW Health Student Declaration /	
10.	Protection: NSW Health TB Assessment Tool (ATT 7)	
11.	QLD Health Student Deed Poll	
12.	QLD Health Student Orientation Checklist	
13.	Mater Student Placement Checklist and	
Health Protection Evidence		✓
14.	Protection: COVID-19 vaccination	
15.	Protection: dTPa	
16.	Protection: Hepatitis B	
17.	Protection: Measles, Mumps, Rubella (MMR)	
18.	Protection: Seasonal Influenza Vaccination	
19.	Protection: Tuberculosis (TB) Screening Result	
20.	Protection: Varicella (Chicken Pox)	
Training		✓
21.	Hand Hygiene Australia Certificate	
22.	HLTAID009 - Provide Cardiopulmonary Resuscitation	
23.	HLTAID011 - Provide First Aid	
24.	QLD Health iLearn Training	
25.	QLD Health Allied Health Student Training and Evidence	
26.	First Nations Yuwahn Wupin Training Modules	

Compliance Checklist: Exercise and Sports Science Program (SPEX)

Security Checks		✓
1.	Australian National Criminal Police Certificate (NPC)	
2.	Overseas Police Check	
3.	QLD Working with Children Check (Blue Card)	
Documents to read, complete and sign		✓
4.	HSM TB Assessment and Screening Form	
Health Protection Evidence		✓
5.	Protection: COVID-19 vaccination	
6.	Protection: dTPa	
7.	Protection: NSW Health Blood Borne Virus Student	
8.	Protection: Hepatitis B	
9.	Protection: Measles, Mumps, Rubella (MMR)	
10.	Protection: Seasonal Influenza Vaccination	
11.	Protection: Tuberculosis (TB) Screening Result	
12.	Protection: Varicella (Chicken Pox)	
Training		✓
13.	Hand Hygiene Australia Certificate	
14.	HLTAID009 - Provide Cardiopulmonary Resuscitation	
15.	HLTAID011 - Provide First Aid	

Compliance Checklist: Medicine Program

Security Checks		✓
1.	Australian National Criminal Police Certificate (NPC)	
2.	Overseas Police Check	
3.	QLD Working with Children Check (Blue Card)	
4.	QLD NDIS Worker Screening Clearance Card	
Documents to read, complete and sign		✓
5.	Protection: ClinConnect Permission Form	
6.	NSW Health Code of Conduct Agreement (COC)	
7.	Protection: NSW Health Blood Borne Virus Student	
8.	Protection: NSW Health Student Declaration /	
9.	Protection: NSW Health TB Assessment Tool	
10.	QLD Health Student Deed Poll	
11.	QLD Health Student Orientation Checklist	
Health Protection Evidence		✓
12.	Protection: COVID-19 vaccination	
13.	Protection: dTPa	
14.	Protection: Hepatitis B	
15.	Protection: Measles, Mumps, Rubella (MMR)	
16.	Protection: Seasonal Influenza Vaccination	
17.	Protection: Tuberculosis (TB) Screening Result	
18.	Protection: Varicella (Chicken Pox)	
19.	N95 Mask Fit Evidence	
Training		✓
20.	Hand Hygiene Australia Certificate	
21.	HLTAID009 - Provide Cardiopulmonary Resuscitation	
22.	HLTAID011 - Provide First Aid	
23.	QLD Health iLearn Training	
24.	First Nations Yuwahn Wupin Training	

Section 2: Managing Your Compliance

Saving your documents in the correct format

Compliance 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).

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**, a clinical governance and clinical performance platform. 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!**

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. Please be mindful to keep an eye on compliance expiry dates and be sure to renew the renewable tasks prior to their expiry. These are the tasks you will need to renew throughout your program:

- CPR – annually
- Seasonal Influenza vaccination - annually
- First Aid – every three (3) years
- Blood Borne Virus (BBV) form – every three (3) years
- Working with Children (Blue Card) – every three (3) years

You will receive automated emails to remind you to renew these tasks in advance of their expiry so please ensure you don't ignore these emails. They are sent to help you while you are busy studying but ultimately it is your responsibility to maintain full compliance.

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*.

Please be aware that in certain specialised clinical settings and in some health facilities there may be additional vaccinations or other evidence of protection required to ensure that the risk to vulnerable patients is minimised. This can occur at any stage throughout your program. You will be advised if compliance requirements change or if additional vaccinations or evidence are required for your placement.

Bond University works with NSW Health's Clinical Nurse Immunisation 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.

*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 Immunisation Policy](#)

Health Protection Checklist

Disease	Evidence Required
COVID-19	Full vaccination with a TGA approved or recognised COVID vaccine
Diphtheria, Tetanus & Pertussis (Whooping Cough)	One adult dose of dTpa vaccine - valid for 10years from date of vaccination. The 10year validity must not expire during your studies.
Hepatitis B	Evidence of a complete age-appropriate course of Hep B vaccinations AND Serology showing Anti-HBs \geq 10mIU/mL
Measles, Mumps & Rubella (MMR)	2 doses of MMR vaccine at least one month apart OR Serology showing positive IgG for Measles, Mumps and Rubella
Varicella	2 doses of Varicella vaccine at least one month apart OR Serology showing positive IgG for Varicella
Influenza	One dose of current seasonal Influenza vaccine (in Australia), usually released by April each year and due by 1 June each year
HIV & HCV	All students must undergo testing for HIV, HBV & HCV at the commencement of their program and triennially and must complete the NSW Health Blood Borne Virus Form .
Tuberculosis <i>(NB: TB screening is only required by students who were born in or have spent 12 weeks or more in high-risk countries.)</i>	If you were born in or have spent 12 weeks or more in countries considered high-risk for TB , you will need to undertake TB screening in Australia . This will be determined upon receipt of your TB Assessment Tool Attachment 7 and you will be advised accordingly if you need to undergo screening. If screening is required, you will need to request an Interferon Gamma Release Assay (IGRA) TB Quantiferon test from your doctor. The test costs around \$80 to \$100. Not all pathology collection centres can perform the test, it's a good idea to call your nearest centre first to check.

Three steps to health protection

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

STEP 1	Request new blood tests All students must request new blood tests (even if you have had them in the past) for the following: <ol style="list-style-type: none">1. Hepatitis B2. HIV and HCV (Complete the Protection: NSW Health Blood Borne Virus Student Declaration Form (BBV Form) when you receive your results.)3. Measles, Mumps and Rubella (MMR)4. Varicella
STEP 2	Locate your vaccination history from childhood to now You must provide official medical records (Doctor/Government/Pathology Lab, etc.) of your vaccination history for Hep B, Varicella, MMR, COVID, influenza and dTPa . Ensure all records include both your name and the name of the issuing organisation/clinic/doctor, etc. You can locate your records by: <ol style="list-style-type: none">1. Asking your parents for your baby/childhood records2. Asking your past and/or present family doctor/s3. Contacting the Immunisation Registry in your country4. 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. For students vaccinated in Australia, you can obtain your official Australian Immunisation Register here . If, after trying all the above avenues , you have been unable to obtain the required vaccination evidence, please email HSMCompliance@bond.edu.au . (You may be required to have further vaccinations as part of the compliance process.)
STEP 3	Ensure your vaccinations are up to date If your dTPa vaccination will expire <i>during your studies</i> (10-year validity), you will need to have a new Adacel or Boostrix vaccination <u>at the commencement of your program</u> to meet compliance requirements. If your serology is negative for Measles, Mumps, Rubella, Varicella and/or Hep B, please request the relevant vaccinations from your doctor.

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.

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.

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.

The Health Protection Assessment Process

Your health protection (immunisation) evidence will be assessed by NSW Health's Clinical Nurse Immunisation Specialist. If *all* your health protection evidence meets health policy guidelines, you will be verified for placement. 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. **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.

N95 Mask Fit Evidence

Who needs it:	All students, Medicine and Allied Health Programs
How to obtain a mask fit test:	Faculty will provide instructions regarding your fit test
Save as:	LAST NAME First Name – Mask Fit test

Students are required to be fit tested for N95 masks as a requirement for placements in certain clinical settings. **You will be advised in due course after commencement of your program when you have been scheduled for a mask fit test.** Ensure you follow all instructions contained in the email and attend your allocated mask fit test session. After your fit test you will be provided with a fit test card. Please submit a copy of this card to the N95 mask fit test task in Osler.

Section 4: Security Checks

Australian National Police Certificate (NPC)

Who needs it:	All students, all programs
How to apply:	Online - you must be in Australia and have an Australian address to apply
Cost:	From \$25 - \$50
Valid for:	3 years
Save as:	LAST NAME First Name – NPC

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 3 years, so you will 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](#) or [MakeSure](#). When requesting your police check, please select (or free type if that is an option) the following purpose on your application form:

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

If your NPC is not issued for the above purpose, it will be rejected.

International Criminal History Check

Who needs it:	International students, permanent residents and NZ citizens, all programs
How to apply:	Online, in your home country or complete a NSW Health Statutory Declaration for Overseas Applicants or Students
Cost:	Varies for option A and no cost for option B
Valid for:	3 years
Save as:	LAST NAME First Name – International Police Check

As well as an Australian Police Certificate (NPC), any students that are not an Australian citizen also require an International Criminal History Check (also known as an Overseas Police Check). You can choose one of the following options:

- A. Obtain a national police check from your home country (easiest before you leave for Australia) or apply for a police check online once you are in Australia
- OR**
- B. 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.

QLD Working with Children Check (Blue Card)

Who needs it:	All students, all programs
How to apply:	In person at the TMR and Online – You must have a QLD address to apply
Cost:	Free
Valid for:	3/5 years
Save as:	LAST NAME First Name – Blue Card

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.

IMPORTANT: If you already have a Qld Blue Card and it is within 16 weeks of expiry you should make a combined NDIS Disability Workers Card and Blue Card (renewal) application. See next page for details of the NDIS Card.

How to apply

All applicants will need to [verify their identity](#), obtain a photo and a [customer reference number](#) (CRN) from the QLD Department of Transport and Main Roads (TMR) **before** you can make your application.

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 Blue Card Services \(BCS\) account](#). After you create an account you will receive an account number via email.
3. Forward the email with your account number and your **Date of Birth** to HSMcompliance@bond.edu.au. We will link you to Bond University and your fee will be waived. You will then receive an email from BCS advising this has been done and you can continue with your application.
4. [Log in](#) to your BCS account and complete your application. Please choose **student placement** option.
5. When you receive your Blue Card confirmation email, please submit a copy to **Osler**.

Already have a Blue Card?

If you already have a valid Blue Card, you will need to link your card to Bond University. Please email a copy of your Blue Card and proof of your identity ID (eg driver license) to HSMCompliance@bond.edu.au and we will link your current card to Bond University for you. If your current Blue Card is within 16 weeks of expiry you should *renew it with a combined Blue Card and NDIS combined application*.

IMPORTANT: If your application is refused, you will be issued with a negative notice which prohibits you from providing or engaging in child-related activities – this can prevent you from continuing in your program at Bond University.

NDIS Disability Worker Screening Clearance Card

Who needs it:	All students, all programs
How to apply:	In person at the TMR and Online
Cost:	Free
Valid for:	5 years
Save as:	LAST NAME First Name – NDIS Card

The Disability Worker Screening system determines whether a person is cleared or excluded from working in certain roles, to create safe environments and improve the quality of services and supports being delivered to people with disability in Queensland.

IMPORTANT: If you don't already have a Qld Blue Card or if your current Qld Blue Card is within 16 weeks of expiry you should make a combined NDIS and Blue Card application.

How to apply

All applicants will need to [verify their identity](#), obtain a photo and a [customer reference number](#) (CRN) from the QLD Department of Transport and Main Roads (TMR) **before** you can make your application.

1. If you do not already have a Qld CRN, you must obtain a CRN and have your photo taken at a [Qld TMR service centre](#).
2. Then [register for an online Qld Government account](#).
3. Once you have registered for your online account, you must log in to the [online worker portal](#) to apply using important tips below.

IMPORTANT:

- Make a **combined application** for a NDIS Workers Screening Card and a Blue Card if these are your first cards or if your existing Blue Card is within 16 weeks of expiry.
- For the NDIS application:
 - Apply as a volunteer/student **NDIS worker** (not state funded)
 - Choose the correct Disability card - the **NDIS Worker Screening card**.
 - Choose the **Community Support Services** option, when prompted, for the NDIS card
 - Enter Bond University **Employer ID # 4-FZ0TMGG** (if required)
 - Enter hsmcompliance@bond.edu.au as the employer email address (if required)

4. When you receive your Worker Screening approval confirmation email, please submit a copy to **Osler**. Please note that the NDIS approval emails are often going to junk/spam folders so please keep an eye out there as well as your inbox for the approval email.

NSW Working with Children Check (WWCC)

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

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

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).

Section 5: Documents to Read, Complete and Sign

The documents in this section require your full attention to detail. Please ensure you follow instructions and read and complete each document carefully.

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.
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**.

PLEASE NOTE: For general questions relating to student placements within NSW Health please go to [FAQs for Students](#).

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

Who needs it: All students, **all programs**
Valid for: 3 years
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 had new serological testing for HIV, Hep B and HCV every three years and you are aware of your BBV status.

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 each section in the column to the right**
2. Select either A or B, **write the date of your blood tests** and initial the column to the right
3. Read, “I agree to the following...” and initial the column to the right
4. Complete the bottom section of the form with your full name, DOB, student ID, email, education provider (Bond University), date and signature
5. Upload the completed form to Osler. **You do not need to provide the results of your blood tests.**

HSM TB Assessment and Screening Form – [SPEX students only](#)

Who needs it: **Exercise & Sports Science (SPEX) program only**
Valid for: The duration of your program *unless* you leave Australia for 12 weeks or more (cumulative) during your program, 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 - 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: The duration of your program *unless* you leave Australia for 12 weeks or more (cumulative) during your program, 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 and in full before your immunisation evidence can be assessed by the Clinical Nurse Specialist (Immunisation). The Clinical Nurse Specialist will use the form to determine whether you require TB screening and will advise you accordingly if screening is required. If required, TB screening must be done in Australia.

What to do

1. Read the form carefully!
2. Complete all questions in Parts A, B & C, including your country of birth and your travel details (use a separate page if necessary) in Part C
3. Complete all personal details at the bottom section of the form
4. 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](#)
Save as: **LAST NAME First Name – Deed Poll**

To be eligible to attend clinical placement, all students must complete the Group A [QLD Health Student Deed Poll](#) for Gold Coast Hospital and Health Service. This is an agreement between you and QLD Health and governs your conduct while on placement at QLD Health facilities. You will need to provide a new Deed Poll for each Queensland HHS you attend for placement throughout your course.

What to do

1. Read the Group A Student Deed Poll carefully
2. Insert Student name
3. Insert 'Gold Coast Hospital and Health Service' (in HHS field)
4. Write "**Bond University (ABN 88010694121)**" (In Education Provider and ABN field)
5. 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
6. 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. Print and complete the *QLD Health Student Orientation Checklist*. Please note:
 - Tick only those boxes for the tasks you have completed or are relevant to Bond compliance (eg do not tick Aged Care criminal history check or Corrective Services criminal history check as you will not have completed them and they are not Bond compliance requirements).
 - Ensure you write the dates of your vaccinations and/or date of positive serology as instructed.
 - Ensure you read all documents/guidelines as required under the Compliance section of the form.
 - Complete all details and sign at bottom of page 2.

2. 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.

Mater Student Placement Checklist and Acknowledgment

Who needs it: All students, Allied Health programs only
Document link: Mater Student Placement Checklist and Acknowledgment
Save as: LAST NAME First Name – Mater Checklist

To be eligible to attend clinical placement at Mater, all students must complete the [Mater Student Placement Checklist and Acknowledgment](#).

What to do

1. Read the [Mater Student Placement Handbook](#) carefully.
2. Print and complete the *Mater Student Placement Checklist and Acknowledgment* (page 26 of the Handbook). Please:
 - Tick each box to confirm you have read/met the mandatory placement requirements
 - Complete all details, sign and date at bottom of the page.
 - Leave Education Provider Signature blank, a Bond University representative will sign the form as required.
3. Scan and upload your Checklist to **Osler**.

IMPORTANT You must keep your original *Mater Student Placement Checklist and Acknowledgment* and always keep a copy with you when on placement at Mater.

Section 6: Mandatory Training

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:	National Hand Hygiene Initiative Module
Save as:	LAST NAME First Name – HHA

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
 - Occupation – select either:
 - **Medical Student** – Medicine Students, **OR**
 - **Allied Health Care Student** – Physiotherapy, Occupational Therapy, Nutrition and Dietetic Practice and SPEX students
 - AHPRA Number – leave this field blank
8. Create your password and accept terms and conditions
9. Click “sign up now”
10. Complete relevant module - **Medical Students** - HH Student Health Practitioners Module
Allied Health Students - HH Allied Health Module
11. The module will generate a certificate upon completion. Upload your Hand Hygiene Australia Certificate to **Osler**.

First Aid (HLTAID011) and Cardiopulmonary Resuscitation (CPR) (HLTAID009)

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

The Faculty of Health Sciences & Medicine only accepts nationally recognised qualifications issued in Australia by a Registered Training Organisation (RTO). This includes HLTAID011 Provide First Aid, HLTAID014 Provide Advanced First Aid, HLTAID009 Provide Cardiopulmonary Resuscitation (CPR), Australian Surf Lifesaving Bronze Medallion and Advanced Life Support (ALS) Certificate. Please contact us if you have an alternate Australian qualification that you would like us to review and assess for eligibility.

Qualifications obtained overseas or 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/>.

Some Suggested Providers

- [First Aid Accident & Emergency](#) (provides courses in Varsity Lakes most Saturdays)
- [Paradise First Aid](#) (provides discounts to BU students)
- [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, **Medicine & Allied Health programs**
Valid for: As specified on the expiry or as required by specific Health facilities.
Save as: **Don't re-name your certificates; keep the QLD Health iLearn names for each.**

To be eligible to attend clinical placement, all students must complete the relevant QLD Health iLearn online learning courses listed under **Part 1 Online Learning: courses requiring completion prior to placement**, on the [QLD Health website](#).

Instructions

1. Follow the instructions to register your QLD Health iLearn training account. Refer to [QLD Health – iLearn User Help for Bond Students](#) if you need help with registering an account.
2. Once your QLD Health iLearn training account is active, access iLearn [here](#) and complete the below courses (those with **1yr validity** must be renewed each year):
 - 1) First-response evacuation instructions & Building emergency procedures – **1yr validity**
 - 2) Code of Conduct – **1yr validity**
 - 3) Prevention and management of musculoskeletal disorders
 - 4) Work health, safety and wellbeing (*type 'wellbeing' into the search function to find this course*)
 - 5) Introductory Aboriginal and Torres Strait Islander Cultural Practice Online Program (*type 'Aboriginal and Torres Strait Islander Cultural Practice' into the search function to find this course*)
3. Upload all certificates of completion to **Osler**.

IMPORTANT The following modules **MUST** be renewed each year and evidence of renewal submitted to Osler:

- 1) First-response evacuation instructions & Building emergency procedures
- 2) Code of Conduct

IMPORTANT Allied Health students must complete the above training listed at Part 1 **AND** the additional Allied Health specific training modules listed [here](#) under [Step 2A and 2B: Mandatory training modules](#). Further instructions over page.

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 [Steps 2A and 2B 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.

First Nations Yuwahn Wupin Training Modules

Who needs it: All students, **Medicine & Allied Health programs**
Valid for: Five years
Save as: **LAST NAME First Name – Yuwahn Wupin**

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 (or a screen shot which must contain your name) to Osler** as evidence of your successful completion.

Section 7: Compliance Support

What happens if you fall behind on your compliance tasks?

Compliance is your responsibility but we are here to help you, so it is important to respond immediately to any emails or phone calls from the Compliance team. If you fail to respond to communication from Compliance, your case will be escalated to the Clinical Placements Manager and your Phase Lead/Head of Program. **Non-compliance has serious consequences for your studies.** If you are non-compliant **you cannot attend placement.**

What happens if you cannot attend placement due to non-compliance?

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

What happens when a compliance component expires and you become non-compliant?

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

- Police Check - every 3 years
- Blue Card - every 3 years
- BBV - every 3 years
- CPR - every 12 months and First Aid - every 3 years
- Influenza vaccination - every 12 months
- Qld Health iLearn training modules - every 12 months (two modules only - Code of Conduct and First-response evacuation instructions & Building emergency procedures)

In the months leading up to the expiry date you will receive three automated reminder emails prompting you to renew your expiring compliance. Please do not ignore or leave these courtesy emails unactioned and **ensure your compliance tasks are renewed prior to their expiry**. 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. Communication is key, so it is essential that you get in contact with us if you have any questions or are having trouble completing certain tasks.

IMPORTANT If you have ignored these emails or failed to 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 non-compliance notification that your case has been escalated to the Placements Manager and your Phase Lead/Head of Program.

Additional help for International Students

Compliance can be daunting and even more so if you are coming from overseas. With that in mind, we cannot stress enough how important it is to make a start on your compliance *while still in your home country*. And there is much you can do! In fact, *most* of your compliance can and should be done ahead of time and before you leave. Below is a list of all the compliance tasks that you can complete prior to arriving in Australia:

- Hep B vaccination & serology evidence
- MMR vaccination or serology evidence
- dTpa vaccination evidence
- Varicella vaccination or serology evidence
- NSW Health Blood Borne Virus form
- NSW Health ATT7 form
- NSW Health ATT6 form
- NSW Health Code of Conduct
- ClinConnect Permission Form
- QLD Health Student Orientation Checklist
- QLD Health Student Deed Poll
- QLD Health Allied Health Student Training and Evidence Record
- QLD Health iLearn Training
- Overseas Police Check
- Yuwahn Wupin First Nations Health Training
- COVID vaccination/s [approved or recognised by the Australian TGA](#)

It is in your best interest to get all the above tasks completed before you leave because once you arrive in Australia you will be very busy settling in, studying and completing the remainder of your compliance tasks so the more you can get done prior the better. It will also fast track your compliance so you are not risking your eligibility to attend placement due to late compliance submission and verification.

We understand that some compliance tasks can only be completed on arrival into Australia. This takes time and we are here to support you in completing those as soon as possible once you arrive:

- QLD Working With Children Check and NDIS Disability Clearance Check (combined application)
- NSW Health Working With Children Check
- Australian Police Check
- CPR and First Aid
- Influenza vaccination
- COVID vaccinations if received in Australia or [TGA approved/recognised](#)
- National Hand Hygiene Training
- Bond University Student ID card

Make a start on your compliance early (you will be glad you did!) and please reach out to us (hsmcompliance@bond.edu.au) if you need any extra support either pre- or post-arrival into Australia. We are here to help and look forward to seeing you soon!

Helpful contacts for Compliance

For help with...	Contact	Details
<ul style="list-style-type: none"> • Completing outstanding compliance tasks • Understanding the instructions in this Compliance Handbook • Feeling overwhelmed by the compliance process • Delays or concerns with compliance 	The Compliance Team Faculty of Health Sciences and Medicine	E: HSMCompliance@bond.edu.au 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: NNSWLHD-OSVAssessor@health.nsw.gov.au T: 07 5506 7264
Issues, objections or concerns with vaccinations	Jo Bishop Associate Dean of Student Affairs and Service Quality (AD SASQ)	E: jbishop@bond.edu.au T: 07 5595 5492
QLD Health iLearn troubleshooting	QLD Health eHealth Info Service	T: 1800 198 175
Bond University iLearn troubleshooting	Technical Support for iLearn Student Learning Support	E: ilearn@bond.edu.au E: learningsupport@bond.edu.au 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: SASQ_HSM@bond.edu.au E: HSMWellness@bond.edu.au T: 07 5595 5492 M: 0437 820 627