

# Osler ePortfolio for your Health Sciences & Medicine Compliance

*How to set up your user profile and upload documents.*

This guide is a supplement to the Faculty of Health Sciences & Medicine *Compliance Hub: How to complete your compulsory Health Sciences & Medicine Compliance tasks.*

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## Welcome to the Osler ePortfolio

Osler ePortfolio (Osler) is a clinical governance and clinical performance platform that allows Faculty of Health Sciences and Medicine students to certify their clinical competency.

All Health Sciences and Medicine Compliance requirements 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.

## Browser compatibility

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

## STEP 1: Activate your Bond University IT Account

1. Students will not have access to Osler until their university IT Account has been set up in Orientation week.
2. Ensure you are using an Osler-compatible browser.

## STEP 2: Download Osler ePortfolio

Instructions are linked on the Health Sciences and Medicine Compliance Hub to download the Osler ePortfolio.

## STEP 3: Ensure your documents are saved in the correct format

**The Health Sciences and Medicine Compliance team check and submit close to 10,000 documents per year for QLD and NSW Health on behalf of our students. Documents that aren't saved and uploaded in the correct format are rejected and can delay a student's ability to become verified.**

For your Health Sciences and Medicine 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

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/>.

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

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## IMPORTANT: Keep your documents on file

Bond University's Health Sciences and Medicine Compliance process doesn't just prepare you for placement; it prepares you for your career.

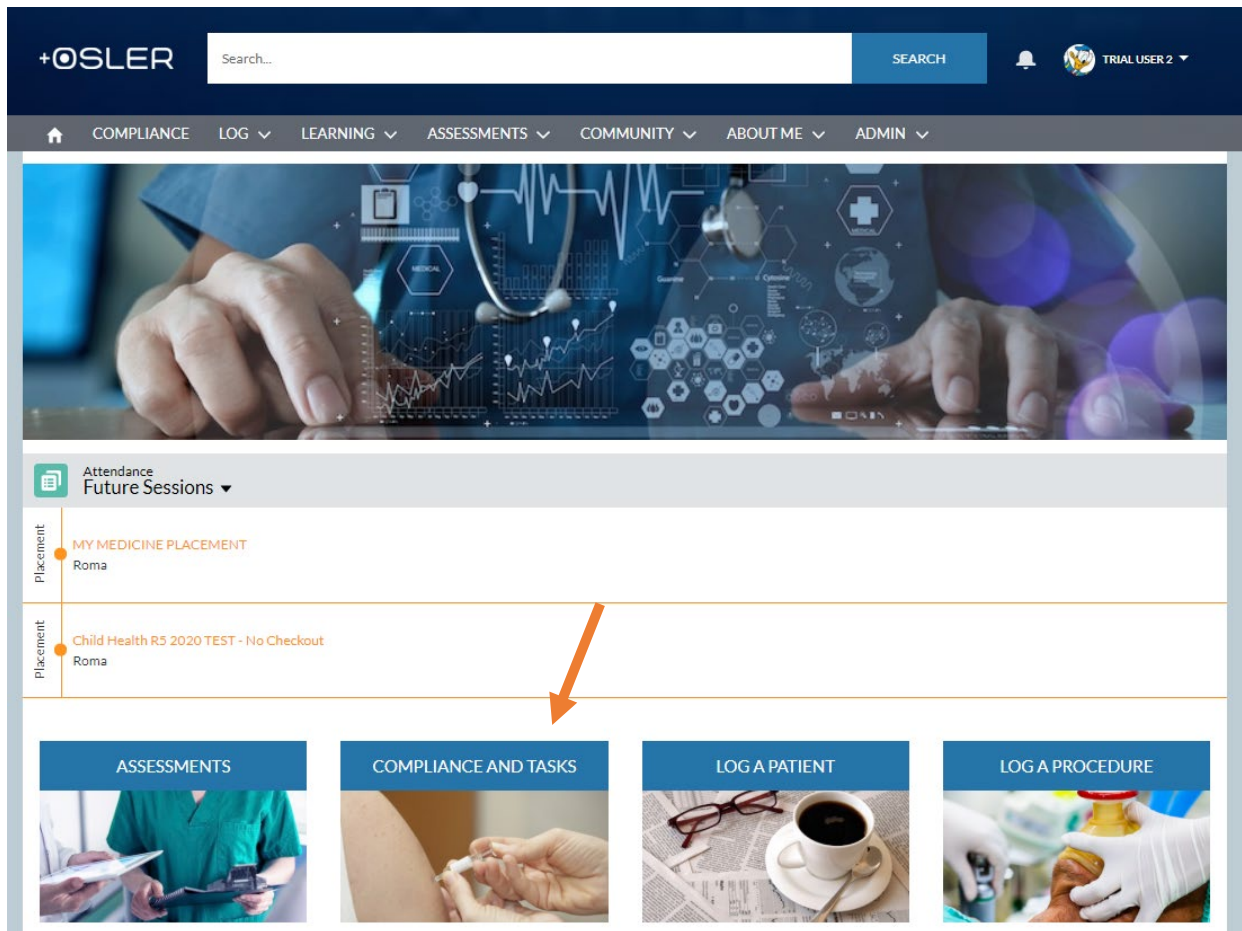
**It is vital that you keep copies of all documents and correspondence on file**, and that you save them in a way makes them easy to find, easy to use and easy to share. Please keep hard copy originals as well as electronic files, as you may need both at different times throughout your studies and career.

## STEP 4: Uploading your evidence to Osler

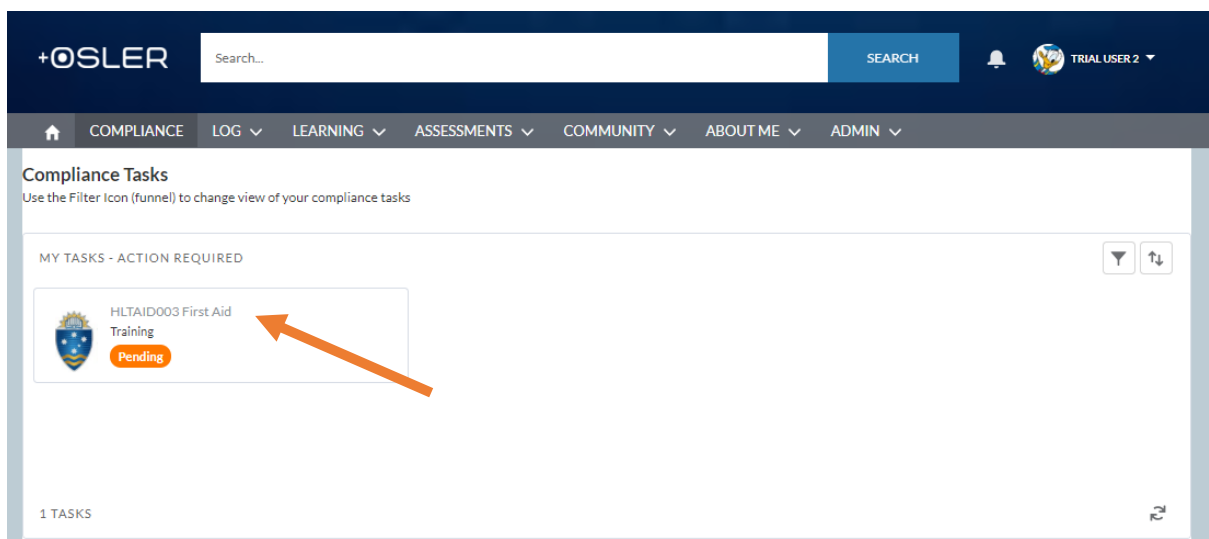
To upload documents to Osler, please follow these instructions:

1. On your desktop go to <https://bond.force.com>
2. If you are not logged in automatically, select **Sign in with Bond IT Account** (below the username and password request)
3. Enter your **Student ID Number** and **Password** (these are the same details you use to log in to all your Bond University accounts)

#### 4. Select **Compliance Tasks**



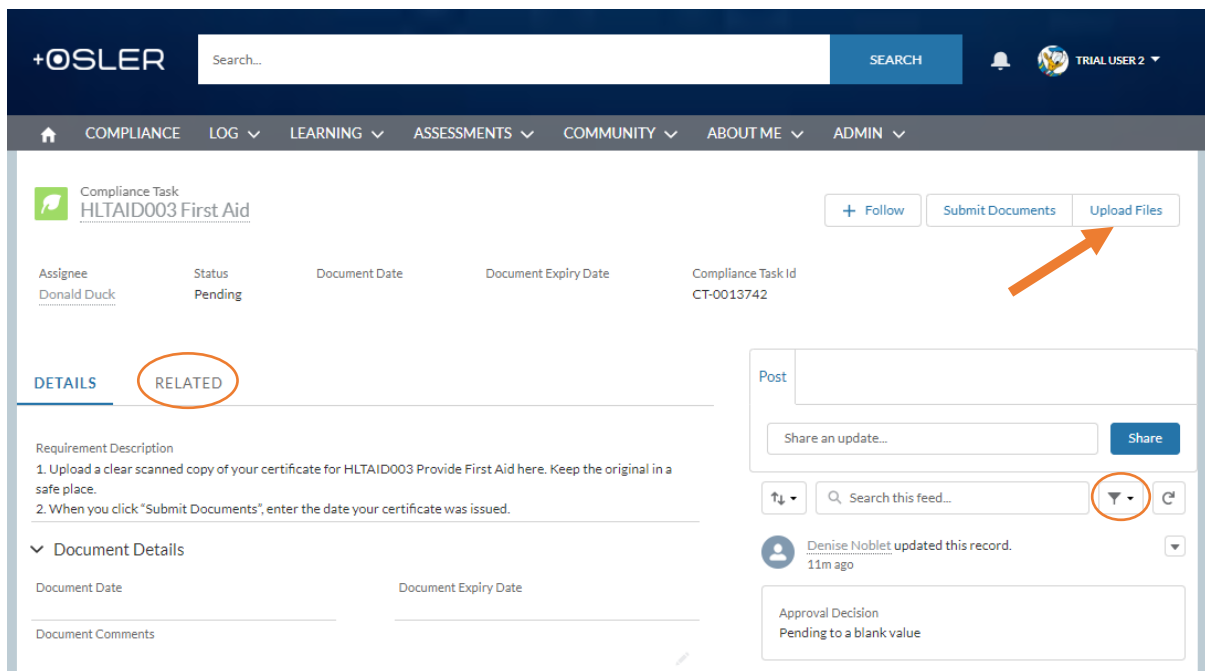
#### 5. Select on the name of a **PENDING** task




You can filter all tasks by selecting the funnel symbol (  ).

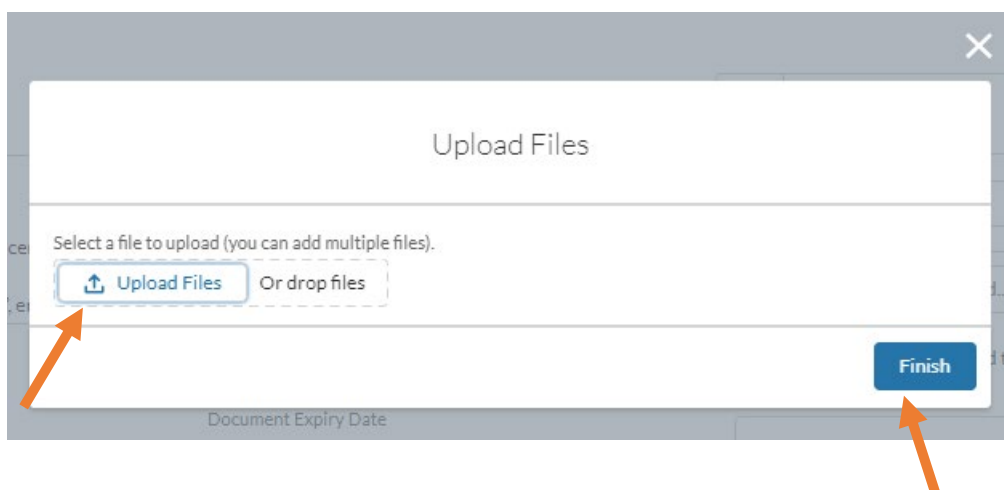
- My Tasks – Action Required
- My Active Tasks
- My submitted Tasks
- Tasks expiring soon

6. Select **Upload Files** to upload your Health Sciences & Medicine Compliance evidence.



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

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



**DON'T FORGET**

8. Select **Submit Documents**. (IMPORTANT: You must select **Submit Documents**, or your Health Sciences & Medicine Compliance task will remain **PENDING** and the Health Sciences & Medicine Compliance team won't see it.)

The screenshot shows the Osler web application interface. At the top, there's a search bar and navigation links. The main content area displays the 'HLTAID003 First Aid' compliance task. The task status is 'Pending'. The assignee is 'Donald Duck'. The document date and expiry date are both blank. The compliance task ID is 'CT-0013742'. On the right side, there are three buttons: '+ Follow', 'Submit Documents', and 'Upload Files'. An orange arrow points to the 'Submit Documents' button. Below the buttons, there's a 'DETAILS' tab and a 'RELATED' tab. The 'DETAILS' tab is active, showing the requirement description and document details. The requirement description states: '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.' The document details section has fields for 'Document Date', 'Document Expiry Date', and 'Document Comments'. On the right side, there's a 'Post' section with a 'Share an update...' button and a 'Share' button. Below that, there's a search bar and a list of updates. One update shows 'Denise Noblet updated this record. 11m ago'. At the bottom, there's an 'Approval Decision' section with the text 'Pending to a blank value'.

9. Check the box next to the document you wish to submit for approval, enter the document date (i.e. date of test, date of completion, etc) and select Submit.

The screenshot shows the 'SUBMIT DOCUMENTS' modal window. The title is 'HLTAID003 First Aid'. The main heading is 'SUBMIT DOCUMENTS'. Below the heading, there's a section 'Please select your documents' with a list of documents. One document, 'Donald duck', is listed with a checkbox next to it. Below this, there's a section 'Complete the following details'. The first detail is '\* Document Date', which has a text input field and a calendar icon. Below that, there's a 'Document Comments' section with a text area. At the bottom, there are two buttons: 'Cancel' and 'Submit'. An orange arrow points to the 'Submit' button.

## What happens next?

Once you have submitted your evidence for a task to **Osler**, the Health Sciences & Medicine 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 **Verified** and become **Compliant**.

If it doesn't, it will be **Rejected** and a request/comment is added to the email you will receive. This task will revert back to **PENDING**.

## 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 Health Sciences & Medicine 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. Select on the **Settings** cog; this will take you to **Choose Connection**
4. Select on the + symbol at the top right
5. Where it says **Host**, enter **bond.force.com** and select **Done**; this will return you to the **Log In** screen
6. Scroll to the bottom of the screen and select **Sign in with Bond IT Account**
7. Enter your **Student ID Number** and **Password** (these are the same details you use to log in all your Bond University sites)
8. From the menu, select **Health Sciences & Medicine Compliance** to complete your Health Sciences & Medicine 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. Select on the **Settings** cog; this will take you to **Choose Connection**
4. Select on the + symbol
5. Where it says **Host**, enter **<https://bond.force.com>** and select **Done**; this will return you to the **Log In** screen
6. Scroll to the bottom of the screen and select **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 **Health Sciences & Medicine Compliance** to complete your Health Sciences & Medicine Compliance tasks.

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

## FAQs

### 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 Health Sciences & Medicine Compliance team to note your progress towards verification and to flag any follow up actions required.

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

Please upload your Hep B serology to Osler. When you select “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. This information will be sent to the NSW Health Clinical Nurse Specialist Assessor, and they 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. Another excellent source of vaccination records is the [Medicare Immunisation register](#).

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

Yes, you need to outline all travel from birth.

If you were born in or have spent 12 weeks or more IN YOUR LIFETIME in [high-risk countries](#), you will need to undergo TB screening. The 12 weeks do not need to be consecutive.

You can complete the screening by requesting a blood test from your doctor for IGRA Quantiferon Gold. You will be given extra time to complete TB screening if required. If you are unsure if you require screening, please contact [HSMCompliance@bond.edu.au](mailto:HSMCompliance@bond.edu.au)



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

If you, Health Sciences & Medicine Compliance or the Clinical Nurse Specialist Assessor have determined that you need to undergo TB screening, this is where you upload your IGRA Quantiferon Gold blood test screening results.

If you do not need screening or are unsure you can leave this task empty.