



Health Sciences & Medicine (HSM) Compliance Osler Processes

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/>.

*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 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-osler.my.site.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**

The screenshot shows the OSLER dashboard interface. At the top, there is a search bar and a user profile for 'TRIAL USER 2'. Below the navigation bar, there is a large banner image of a person's hands on a tablet with medical data overlays. Underneath, there are sections for 'Attendance Future Sessions' and a list of placements. The first placement is 'MY MEDICINE PLACEMENT' in Roma. The second placement is 'Child Health R5 2020 TEST - No Checkout' in Roma, which is highlighted with an orange arrow pointing to the 'COMPLIANCE AND TASKS' button in the bottom navigation bar.

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


The screenshot shows the 'Compliance Tasks' page in OSLER. It features a search bar, navigation menu, and a section titled 'Compliance Tasks' with a sub-header 'MY TASKS - ACTION REQUIRED'. A single task is listed: 'HLTAID003 First Aid Training' with a 'Pending' status tag. An orange arrow points to the task name. The page also includes a funnel icon for filtering and a '1 TASKS' indicator at the bottom.

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.

The screenshot shows the Osler user interface for a compliance task. At the top, there is a search bar and navigation tabs for COMPLIANCE, LOG, LEARNING, ASSESSMENTS, COMMUNITY, ABOUT ME, and ADMIN. The main content area displays the task details for 'Compliance Task HLT AID 003 First Aid'. The assignee is Donald Duck, the status is Pending, and the compliance task ID is CT-0013742. There are three buttons: '+ Follow', 'Submit Documents', and 'Upload Files'. An orange arrow points to the 'Upload Files' button. Below the task details, there are two tabs: 'DETAILS' and 'RELATED', with 'RELATED' circled in orange. The 'Requirement Description' section contains two numbered steps: 1. Upload a clear scanned copy of your certificate for HLT AID 003 Provide First Aid here. Keep the original in a safe place. 2. When you click "Submit Documents", enter the date your certificate was issued. Below this is a 'Document Details' section with fields for Document Date, Document Expiry Date, and Document Comments. On the right side, there is a 'Post' section with a 'Share' button and a search bar. A funnel icon in the search bar is circled in orange. Below the search bar, there is a notification from Denise Noblet and an 'Approval Decision' section showing 'Pending to a blank value'.

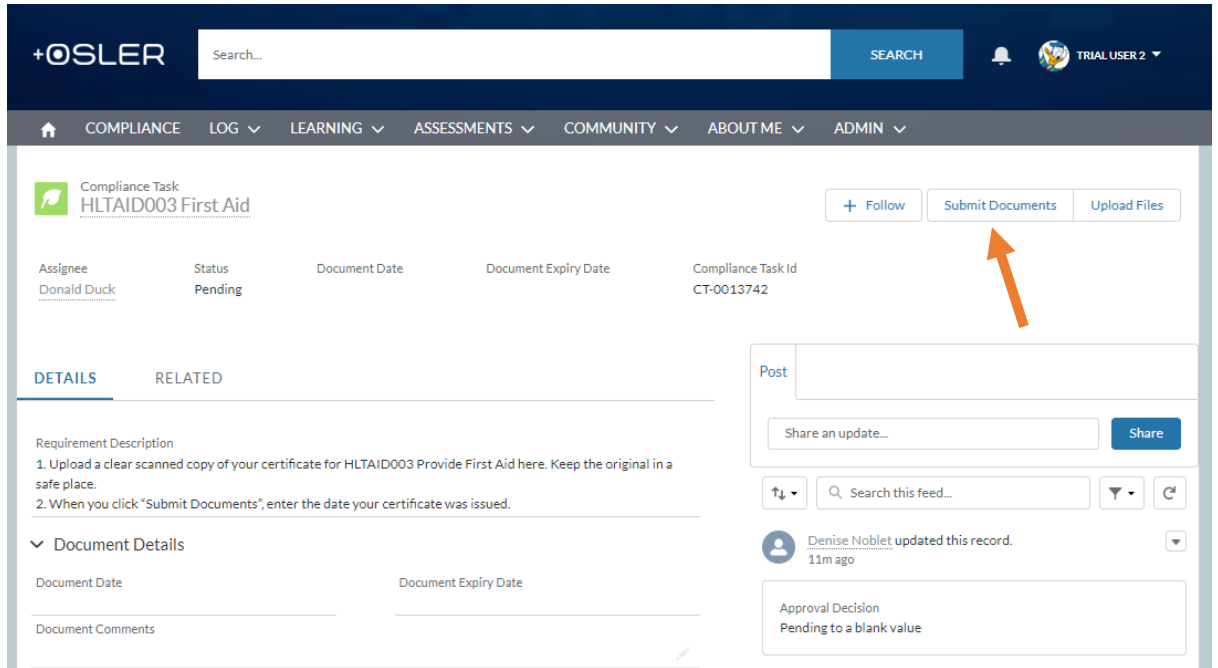
(Note: Select **Related** to see documents you have uploaded. Select the funnel symbol () to filter documents/tasks/views.)

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.

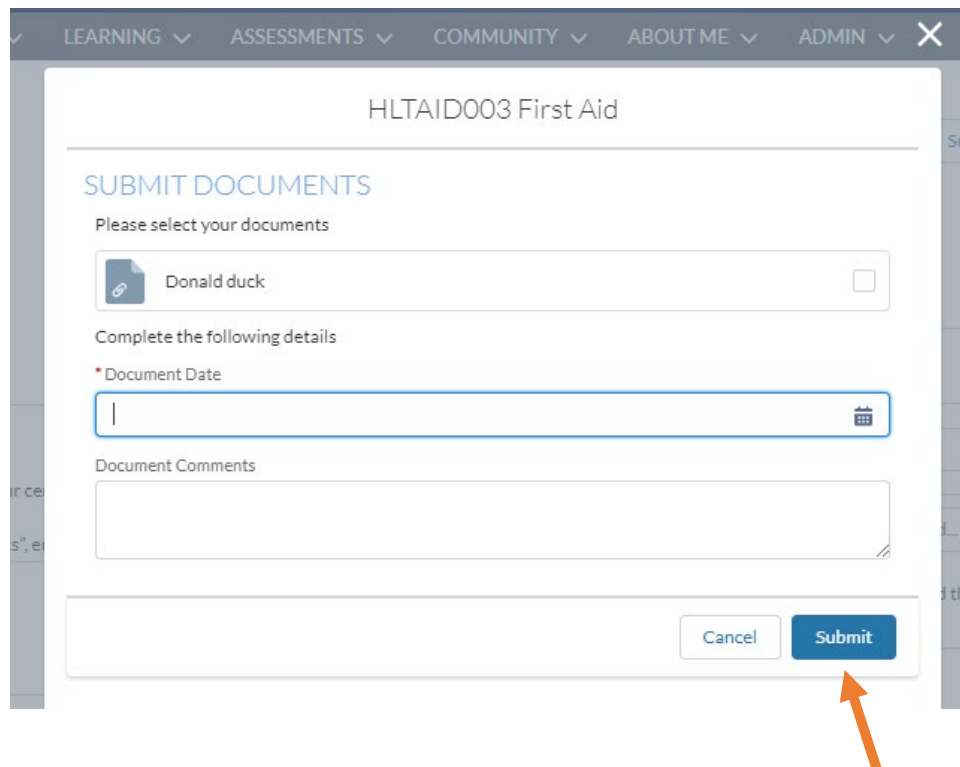
The screenshot shows a dialog box titled 'Upload Files'. It contains the text 'Select a file to upload (you can add multiple files)'. Below this text, there is a button with an upload icon and the text 'Upload Files', followed by the text 'Or drop files'. An orange arrow points to the 'Upload Files' button. At the bottom right of the dialog box, there is a blue button labeled 'Finish'. Another orange arrow points to the 'Finish' button. The dialog box is set against a background that shows a portion of the 'Document Expiry Date' field from the previous screenshot.

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.)



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**.



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

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.