|  |  |  |
| --- | --- | --- |
| **Student ID:**  **Course/Subject:** | | |
| **NT Documentation Required** |  | |
| **Student self-check (tick)** | **Clinical Placement Specialist (tick)** |
| Working with children clearance |  |  |
| Criminal Record Check (must be less than 12 months) |  |  |
| Evidence of Vaccination and/or serology for the following:   * Hepatitis B * Measles, Mumps and Rubella * Tuberculosis (IGRA) * Varicella * Diphtheria, Tetanus, Pertussis (dTpa) Vaccine (valid 10 years) * Influenza (Yearly) |  |  |
| Proof of COVID-19 Vaccination (3 doses) |  |  |

# Clinical Placement Information

**What is a Compliance Pack?**

A Compliance Pack is a PDF document containing all the items required by the State Health to become compliant for clinical placement.

**What happens with my Compliance Pack?**

* You must compile the pack and send it to **clinicalplacement@acn.edu.au**
* It is reviewed by ACN to ensure it meets the requirements. If it does not, it will be sent back to you to amend.
* When correct, it is sent by ACN to your local health district for review and approval.
* You will be notified by ACN when you are verified with your state/facility.

Please note: Additional forms may be required pending to a placement provider request.

**When do I need to do this?**

Now! Every step in this process can take a long time (weeks).

Please be sure that your compliance documents are ready.

Please compile and send them as soon as the Student ID Card is received. Compliance verification is mandatory for public / private sector hospitals.

You will NOT be allowed to attend if is not finalised by the health service a few weeks before placement (due dates vary) and your non-compliance will be reported to the Unit Coordinator for follow up.

Instructions:

* Please scan all requested forms into ONE PDF document and name it with your full name and student ID number. For example: Jane Smith 123456 Compliance Pack
* Your pack must be scanned in colour.

If you are using, clear photos of your documents and require converting them from JPEG to PDF:

<https://jpg2pdf.com/>

## Required documents

1. **Headshot photo or ACN student ID card (if available)**

Please provide a professional headshot, this image will be used to create your ACN student ID card. Please send your photo as additional PDF document.

1. **National Police Check** (must be valid for the complete duration of your course)

Applications for an Australian National Police Check must be made via the [Australian Federal Police](https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks) (AFP). National Police Check certificates are valid for three years and applications can take up to four weeks to process. When you apply, select Purpose Type **‘Commonwealth Employment/Purpose’** and Purpose of Check **‘37 - Care, Instruction or Supervision of Children/Care of Disabled Persons/Aged Care Staff/Volunteers’.**

International criminal history checks (for international students and those who have lived overseas).If you have lived in a country other than Australia after the age of 16, you must also submit:

* a National Police Check from that country,
* or a [Statutory Declaration](https://www.griffith.edu.au/__data/assets/pdf_file/0022/1617016/Statutory-Declaration-Form.pdf) stating that you have never, in Australia or another country, been convicted of murder or sexual assault, or convicted of, and sentenced to imprisonment for, any other form of assault.

Must be issued by an Australian Criminal Intelligence Commission (ACIC) accredited body. National criminal record checks are valid for five years since the date of issue. If a charge or conviction is listed, you must apply for a [Clinical Placement Clearance](https://www.seslhd.health.nsw.gov.au/sites/default/files/groups/Nursing_and_Midwifery/Student%20Compliance/Student-application-for-risk-assessment-August-2020.pdf). This application must be done within 3 months of your placement (evidence will be required).

1. **Working with Children Clearance** applied or renew via a link below: <https://nt.gov.au/emergency/child-safety/apply-for-a-working-with-children-clearance>

## Vaccination and Immunisation evidence

Vaccination evidence must be in the form of:

* written record of vaccination signed, dated, and stamped by a medical practitioner/nurse immuniser or pharmacist vaccinator (for authorised vaccines only)
* Australian Immunisation History Statement and serological confirmation of protection

Note: If the Immunisation History Statement or Digital Certificate downloaded via MyGov has an Individual Health Identifier (IHI) listed, remove/redact the IHI before sending.

**Diphtheria, Tetanus and Pertussis (Whooping cough)**

One documented dose of adult dTpa within last 10 years

**Hepatitis B**

Documentation of age-appropriate course of HBV containing vaccines of either 3 doses OR 2 doses (if given between age 11-15 years) AND documented seroconversion of HBsAb (≥ 10 mIU/ml) OR HBcAb detected

**Measles, Mumps, Rubella**

Born prior to 1966 OR

Documented evidence of positive IgG for measles, mumps, and rubella OR

Documented 2 doses of MMR vaccine at least one month apart

**Varicella**

History of varicella (chickenpox) infection OR

Documented shingles OR documented positive varicella IgG OR

Documented evidence of age-appropriate varicella vaccination (2 doses if aged 14 years and over)

**Tuberculosis**

IGRA blood test

**Influenza**

One documented dose of vaccine during current influenza season (within 12mths).

**COVID-19 Vaccination**

Documented 3 dose course OR

Vaccine given according to national guidelines and current NT CHO directions.