This package outlines policies that apply to you on all clinical placements:

- Clinical Attire Policy
- Immunisation Policy
- Working with Children Check Policy
- Police Record Check Policy
- Clinical Attendance & Makeup Policy
- Clinical Practicum Assessment Policy
Introduction

Overview
Welcome to the Victoria University Nursing and Midwifery student orientation package. Clinical learning is a highly valued and compulsory part of the School’s courses. This package outlines the requirement for clinical attendance, makeup, and assessment in clinical learning units. For courses accredited by the Nurses Board of Victoria, the School maintains a record of each student’s attendance at clinical practicum.

After successful completion of a course, the School, on behalf of each student, forwards a Certificate of Completion to the Nurses Board as evidence of eligibility for registration. If a student has not completed the required number of clinical learning hours for a course the Nurses Board of Victoria may not approve the application for registration.

It is important that you familiarise yourself with these policies as they have important implications for your progress in your course of study.

Expectations, Professional Behaviour and Responsibilities

The Nursing and Midwifery student abides by the Australian Nursing and Midwifery Council Code of Ethics (www.anmc.org.au) and the national competency standards for the Registered Nurse and the Registered Midwife.

The Nursing and Midwifery Student:

- Clearly wears student identification;
- Introduces himself/herself as a student;
- Always seeks permission from the patient/client and the responsible nursing and midwifery staff before proceeding with a procedure;
- Gives appropriate feedback to responsible nursing and midwifery staff after carrying out a procedure and/or the end of a shift;
- Maintains confidentiality of information given by or about patients/clients;
- Accepts responsibility for all relevant aspects of patient care within the limitations of the student role determined by the clinical preceptor or teacher;
- Acknowledges legal responsibility for child protection, when appropriate;
- Attends relevant department, ward or clinical meetings and contributes effectively;
- Behaves in a respectful manner to colleagues, supervisors, patients and their families;
- Acknowledges and responds to individuals needs and respects the culture, age, state of health and authority of the facility or clinical personnel and patients;
- Demonstrates an awareness of individual health workers’ roles and refers to them appropriately; and
- Is aware of and maintains appropriate professional boundaries.

Clinical Attire

Appropriate clinical attire serves the purpose of clearly identifying students from staff and enables students to establish a professional image with the staff of the facility, patients and the general public. Students at clinical practicum are representing Victoria University and as such must maintain professional appearance and behaviour at all times.

The official Victoria University, St Albans Campus professional dress must be worn to all clinical practicum’s unless otherwise directed. Students attending Mental Health facilities may be requested to wear, neat, casual clothes with closed-toe shoes. This information will be available on http://wcf/myclearning

Any student who attends clinical in attire other than the adopted professional dress may be asked to leave the practicum, and will be required to make up the practicum at the end of the year. The adopted professional dress comprises of:
Uniforms can be purchased from the following provider:
Andrews Corporate Clothing
Unit 3, 414/440 Dynon Road
West Melbourne VIC 3003
(03) 9689 5433

The uniform must be freshly laundered, in good repair and appropriately sized to prevent visible midriff.

Long hair must be styled neatly and tied up so that it does not come into contact with either the client – patient, equipment or other hospital items.

Personal hygiene should include the use of deodorant but avoid perfumed products which may have a detrimental effect on others. Fingernails should be clean, short and a natural color.

With the exception of plain earrings (sleepers or studs) no ornamental jewelry is to be worn. Facial piercings should be removed or covered. Culturally significant symbols related to marriage and religion is generally permitted however institutional policy may require negotiation of alternate clinical settings.

Students are required to wear a wrist or fob watch with a second hand, have a suitable ballpoint pen and wear the current VU student identification badge in a prominent clearly visible position. Lanyards are associated with cross infection and as such should not be worn.

### Professional Boundaries

It is essential and important to ensure that the relationship between patient and health care professional is safe, helpful and therapeutic and is always within professional boundaries as determined by the Australian Nursing and Midwifery Council (ANMC) Code of Ethics. Please ensure you are familiar with the ANMC Code of Ethics, which is available at [www.anmc.org.au/publications](http://www.anmc.org.au/publications).

### Confidentiality

Students will have access to identifying information and need to be familiar and understand the relevant requirements of maintaining confidentiality these include:

- Sensitive documents including patient’s case notes are stored in a safe and secure area;
- Discussion of personal information about patients do not occur;
- Names and other personal details of people are not to be revealed in tutorials, conferences, workshops or seminars;
- Information concerning clients is not accessed other than in the direct course of providing care;
- All information concerning patients is treated with the strictest confidence;
- You are not permitted to release confidential information to the media, relatives, other hospitals, solicitors or any person not involved in the delivery of care to the patient;

<table>
<thead>
<tr>
<th>Females</th>
<th>Males</th>
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</thead>
<tbody>
<tr>
<td>Navy Blue polo shirt with VU Logo from official uniform supplier</td>
<td>Navy Blue polo shirt with VU Logo from official uniform supplier</td>
</tr>
<tr>
<td>Navy Blue skirt or tailored shorts (knee length) or navy blue trousers</td>
<td>Navy blue tailored shorts (knee length) or navy blue trousers</td>
</tr>
<tr>
<td>Shorts to be worn with white or black socks of any length</td>
<td>Shorts to be worn with white or black socks of any length</td>
</tr>
<tr>
<td>Navy blue or black shoes with fully covered toe</td>
<td>Navy blue or black shoes with fully covered toe</td>
</tr>
<tr>
<td>Navy blue cardigan</td>
<td>Navy blue cardigan</td>
</tr>
<tr>
<td>Navy blue vest (optional)</td>
<td>Navy blue vest (optional)</td>
</tr>
</tbody>
</table>
• Any information obtained for a case study/care plan/assessment must have the permission of the patient and the Nursing Unit Manager (NUM);
• You are not permitted to take photographs of patients;
• When carrying obtained information ensure these items are not left unsecured in an area for inappropriate lengths of time. Ensure all identifying details are not visible when carrying patient’s notes or x-rays etc;
• Remember also never to breach confidentiality of any health professional colleague’s details e.g. releasing private telephone numbers, place of residence.

Documentation

Documentation must be considered along with the issues around privacy and confidentiality and the Government of Victoria Code of Conduct and the Australian Nursing and Midwifery Council guidelines.

Individual facilities will also have a policy or standard documentation that must be considered by students on clinical placements.

Clear concise and accurate documentation is essential as it:
• Facilitates the continuum of patient care;
• Allows evaluation of care provided;
• Provides information for research and epidemiology;
• Assists in clinical unit management;
• Meets standard requirements of the health care facility;
• Provides information for medico-legal processes.

Your responsibilities as a student are:
• Write in black pen only;
• Keep entries objective;
• Ensure writing is completely legible;
• Ensure accurately date and time entries;
• Sign entries and print name and designation;
• Ensure entries are counter signed by a registered nurse/midwife;

Note: Do not add information retrospectively. Always commence with a new notation and if you make an error, rule a single line through the writing. Sign and date the change. Do not use correction fluid or an erasure.

Accidents, injuries and work related incidents

Ensure before you commence your placement in a health care facility that you have had manual handling and workplace safety training (in the nursing skills labs). It is your responsibility to ensure that you are competent at using manual handling no-lift techniques and manual handling equipment to protect yourself and your colleagues from injury. It is also the student’s responsibility to ensure that manual handling equipment is in working order and to report faults to NUM.

You will be working under the supervision of a registered nurse/midwife. It is important that you always assess the patient prior to moving them to identify the correct manual handling technique that is required to move the patient safely and prevent injuries to yourself and your colleagues.

Home Visits

Student health professionals do not attend home visits or community visits unsupervised. Nursing and midwifery students must at all times be under the supervision of a registered nurse/midwife who is employed by the agency in which they are attending.
Incident reporting
The reporting of incidents and near misses is a part of the accreditation process by all health care facilities in accordance to the Occupational Health and Safety Act Victoria. The reporting of any incident or near misses is essential. If you identify an incident or near miss while you are on placement you must report it in detail to your preceptor/clinical teacher who will follow the relevant health care facility safety and quality procedures. A Victoria University Incident Form also needs to be competed and returned to the Unit of Study Coordinator.

Clinical Placement Requirements
Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Police Check</td>
<td>Formal National Police Certificate from the Victorian Police (or the Police of another jurisdiction, where that is relevant) of disclosable court outcomes and any pending matters against a particular person.</td>
</tr>
<tr>
<td>Industry Experience</td>
<td>Remunerated or non-remunerated work in an organisation within an occupational sector relevant to study for a TAFE or Higher Education award of the University. Active participation in or completion of such experience is often a mandatory requirement for issuing of the award.</td>
</tr>
<tr>
<td>Working with children</td>
<td>The Working with Children (WWC) check creates a mandatory minimum checking standard across Victoria. For all students a WWC Check is now mandatory.</td>
</tr>
</tbody>
</table>

Immunisation Policy
As you are about to embark on an educational program to prepare you for nursing or midwifery practice, it is important that steps are taken to ensure appropriate information is available to you regarding infection related matters, which apply to all health care workers in this country. This is relevant with respect to all infections in which the opportunity exists for cross infection to occur between health care workers and the public with whom they interact.

Whilst you must be aware that this risk cannot be eliminated, it is most important that all possible steps are taken to minimise its occurrence. We have a number of recommendations and procedures that you will be required to comply with in order to proceed through the course with an acceptably low level of risk in this regard.

Firstly, it is important for your own protection that all routine immunisations normally carried out during infancy and throughout your school years, have been completed including booster doses as appropriate. A normal immunisation schedule is attached (see Appendix One) and you are asked to check your own immunisation record against this. If your parents or family doctor are not able to provide this information for you and if you were born in Victoria, the relevant local government office will have a record of your childhood immunisations.

Working with Children Check
In 2006, the Victorian Government introduced a new checking system to help protect children less than 18 years of age from physical or sexual harm. The Working with Children (WWC) check creates a mandatory minimum checking standard across Victoria.

For all Students WWC Check is now mandatory
While a standard police records check gives information about a person’s past criminal record, the WWC Check’s system of initial and ongoing checking enables the Department of Justice to become aware of any new offences of potential concern.
If you have a criminal record the Department of Justice will not disclose the details of your criminal record to your employer, volunteer organisation or agency without your consent. If you are issued with an Interim Negative Notice or Negative Notice, your employer will also receive a copy of the Notice. This will not include any information about your criminal record.

Upon receipt of this notification the Clinical Learning Office will ensure the students are contacted and reminded of their responsibility to provide the facilities hosting their placements of any changes in information about their criminal record. If a student fails to contact the facility immediately with this notification the Clinical Learning Office has the authorisation to immediately withdraw the student from their current placement.

Applications are available from Australia Post offices. Students are to complete an application form and lodge it at a participating Australia Post outlet with supporting original identification documents and a passport-size photograph. As you are required to have this WWC Check due to your student (volunteer) practical placement requirements, you will not be charged an application fee.

Please ensure that section E: Details of Organisation is completed with the below information:

Name of Primary Organisation – School of Nursing and Midwifery
Clinical Learning Office
Victoria University
Po BOX 14428
Melbourne VIC 8001


Summary of students’ responsibilities

- Students must first lodge application with Australia Post
- You will receive application number upon lodgment, present this number to the CLO ASAP
- The CLO will record application number on mc learning database
- Once official card arrives bring a photocopy of the card to the CLO
- The student is responsible for notifying any changes to her/his status during the course of the year to the relevant person in the Clinical Learning Office

Police Record Check Policy

Policy Statement
Federal and State government legislation have made it mandatory for organisations providing services, such as child care, nursing and midwifery care, teaching and paramedic support, or where there is access to dangerous materials, such as drugs of addiction, to require remunerated and non-remunerated employees to provide a satisfactory Police Check to the employer. Many of the employer organisations and agencies that provide industry experience for Victoria University students have such a requirement.

The requirement for nursing and midwifery students to have a satisfactory Police Check is not a University requirement,¹ but is in many cases essential for industry experience, which is a core requisite for a Victoria University award.

All undergraduate nursing and midwifery students who are undertaking a course, which necessitates one or more periods of clinical practice, are required to undergo a Police Check at the commencement of their course and yearly thereafter for the duration of their course.

________________________________________
The police certificate is the result of a check of police records only up until the day it is issued. It is up to each organisation (in the absence of any legislation applicable to their industry/profession) to determine how often they require a new certificate to be issued. However, most hospitals/facilities are requesting that all students are to have a current (within a 12 month period) Police Check.

1 In a small number of cases, Victoria University is an employer subject to state legislation that requires Police Checks. The Policy for Police Checks for students undertaking industry experience will apply, as it does for external employers.

Principles

University

• Staff of the University may assist in the administrative arrangements pertaining to the lodgement of a request for a Police Check. This does not transfer responsibility for securing a satisfactory Police Check record from the student to the University.

• The University is responsible for informing prospective students and enrolled students of the requirement for a satisfactory Police Check in any University course that has such a requirement.

Students

• The student is responsible for determining general industry (e.g. healthcare settings) requirements for a Police Check and the specific requirements of the enterprise in which the industry experience is sought and all associated arrangements.

• The student is responsible for managing the Police Check process and ensuring that a satisfactory Check is made available to the University.

• The student is responsible for notifying any changes to her/his status during the course of the year to the relevant person in the Clinical Learning Office.

• The student is responsible for notifying the Clinical Learning Office of disclosable police records.

Guidelines for Applying for Annual Police Record Check

It is recognised that the information on a National Police Records Certificate is of a personal, confidential nature, therefore, only when the student provides consent can the appropriate person within the University and/or the health care organisation view the Certificate. The student will not automatically be precluded from placement on the basis of having a police record. The regional corporate service manager or her/his nominee follows the Department of Human Services (DHS), Pre-employment/pre-placement safety screening (Police Checks) procedure that includes specific criteria. The opportunity must be provided for the student to discuss the results and the rationale for the decision. This procedure is available at the DHS Service Agreement Information Kit for Agencies 2003-06 Website under 5.5 Pre-employment/Pre-placement Safety Screening (Police Checks).

Students are required to submit a National Police Records Check Consent Form which must be completed, signed and witnessed prior to forwarding to the Victoria Police, with a photocopy of relevant identification and appropriate payment. The National Police Records Check Consent Form allows the Victoria Police to release information about each student’s criminal convictions, if any.

The National Police Records Check Consent Form can be obtained from the Victoria Police website, www.police.vic.gov.au. The Clinical Learning Office can verify the application process to enable the student to be charged the lesser student/volunteer fee.

Students are advised processing by the Victoria Police may take some time. In addition, students are required to sign the Permission to View Contents of Police Check form (see Appendix Two), which enables the Clinical Learning Office in the School of Nursing and Midwifery to view the outcome of the Police Check. This form is available on the McLearning database, http://wcf.vu.edu.au/MCLearning, Nursing & Midwifery Student Clinical Placement Orientation Policy for downloading, once completed, attach form to a photocopy of your Police Check and present it, along with your original Police Check, for sighting to the CLO.
Note. Failure to lodge the National Police Records Check Consent Form and the Permission to View Contents of Police Check Form within the required period of notice may result in a student being denied access to clinical placements.

Disclosable National Police Record

- A copy of the Police Record Check will be kept in the Clinical Learning Office.
- The Clinical Learning Office, on behalf of the student, will notify the hospital/facility if a student has a disclosable Police Check Record. When approval is received the student will be notified. Some hospitals request further information, if this is required the student will be notified.
- Should a student be denied access to a clinical placement on the basis of an unsatisfactory National Police Record Check, the Clinical Learning Office will make two further attempts to obtain a clinical placement for the student. If these additional attempts are unsuccessful, the School will refer the student to available career counselling.
- Students must be aware that failure to obtain a satisfactory National Police Records Certificate may impact on the likelihood of registration with the Nurses Board of Victoria and may also impact on the likelihood of gaining employment in the industry.

Clinical Attendance and Make-Up Policy

Process
Students will be provided with a unit outline that lists the objectives and assessment for the clinical learning unit and indicates the level of practice development expected upon completion of the unit. Students will be required to behave in a professional manner at all times and wear the School’s approved clinical practicum uniform at all times. In some clinical venues, and only with prior notice from the School’s Clinical Learning Office, students will be expected to wear neat and tidy casual clothing.

Attendance & Makeup
In order to pass a clinical unit of study students must complete all required hours for each clinical placement and achieve the required level of competent practice.

Whilst 100% attendance is required, it may be that in the event of unavoidable absenteeism, at the discretion of the Assessment and Student Progress Board (ASPB), students may be offered the opportunity to complete additional clinically-related written work or undertake clinical make-up hours in order to pass the unit of study.

NOTE: All decisions relating to clinical attendance and final results in clinical units of study are at the discretion of the clinical Unit of Study Coordinator in conjunction with the ASPB.

Clinical Practicum Assessment Policy

Assessment of students on clinical placement is competency-based (ANMC, 2006) and performance appraisal forms are common to each clinical practice unit and consist of a Formative Phase Assessment and a Summative Assessment. The following assists clinical teachers and preceptors in guiding students toward attainment of the unit objectives/learning outcomes.

Students are presumed to have attained competence in the clinical unit objectives/learning outcomes required in previous semesters. Students may, however, be challenged to repeat attainment of objectives/outcomes if their performance is not considered to be acceptable at any stage.

Students will participate in ongoing discussion of their progress with their clinical teacher/preceptor. If students experience problems in developing competence, their progress will be discussed with the Unit Coordinator.

Information on what is required to gain a pass in clinical units of study is clearly outlined in the relevant clinical appraisal tool documents. Documents can be accessed via the individual unit of study WEB CT shells.
Lodgement of Summative Clinical Appraisal Tool

All students are to ensure they follow the correct guidelines for submission of the Summative Appraisal Tool:

1. Students to make a certified copy of completed formative and summative document for their own record
2. Original summative appraisal to be lodged in the relevant Unit of Study box
3. Lodgement of summative appraisal no later than 2 weeks after completion of placement

Problems in Clinical Practice

At any stage during the Bachelor of Nursing or Midwifery course a student may experience difficulties in clinical practice. Where a student becomes aware of difficulties associated with clinical practice, the student will seek the assistance firstly with the clinical preceptor or teacher. Further assistance may be sought from the Clinical Unit of Study Coordinator if required.

When a clinical practice issue is identified the preceptor or clinical teacher will implement appropriate teaching and learning strategies.

Whether the issue is identified by a student or staff member, the difficulties will be discussed with the student and a plan of action developed and documented in the Formative Phase appraisal to assist the student to overcome these difficulties.

This may include completion of further theoretical work and/or referral to the clinical Unit of Study Coordinator for psychomotor skills in the clinical skills laboratory;

Once identified, the strategies to overcome the issues will be noted in the Formative Phase document.

Note: this will then be used as the basis for monitoring and evaluating student progress.

Students who are identified to be ‘at risk’

At Risk of Failure

The formative appraisal tool is to be completed at the midway point of a clinical placement by the clinical educator(s)/preceptor(s), midwifery students have an interim assessment during their placement. The formative phase provides formal feedback to the student and enables the development and initiation of learning strategies to provide students with the opportunity to achieve an optimal score for the summative assessment. The formative appraisal tool for midwifery students is different to that used by nursing students.

Students who are identified by their clinical teacher/preceptor to be at risk of failing to achieve the unit standard at the formative phase will be asked to complete the ‘at risk’ form (Appendix Three). The clinical educator will base the appraisal and assessment on direct observation of student performance and discussion with the student, clinical staff including unit managers and buddy RN’s. Feedback may also be obtained from the patient and significant others.

The Clinical Unit of Study coordinator is to be notified if the student scores a rating in any shaded portions of the formative appraisal tool. The student will be required to meet with the preceptor or clinical teacher to develop teaching and learning strategies. If it becomes apparent after the formative assessment that the student is not likely to gain a sufficient rating in the summative assessment to pass the unit this will be immediately conveyed to the student and an action plan put in place as above as an “at risk” student

The summative assessment is to be completed in the last week of clinical placement. Students who achieve a rating in any shaded portion of the summative assessment tool will be deemed to have failed the clinical component of the subject.
Unsafe or Potentially Unsafe Practice

If unsafe, or potentially unsafe, practice has been observed at any stage during the practicum the student can be immediately removed from the clinical setting and the Clinical Unit of Study Coordinator notified.

The Clinical Unit of Study Coordinator, after discussion with the preceptor/clinical teacher and the Coordinator, Teaching and Learning (Clinical) will decide the next step depending on the practice observed or reported. The steps can be either:

1. In the case of practice that is deemed redeemable the student is returned to the clinical facility with clear learning strategies identified in the Formative Phase of the assessment tool.

2. If the problem is deemed to be a psychomotor skill based the student may be required to practice and then demonstrate skill ability in the nursing skills laboratory before being allowed to return to clinical practice

3. In the case of unsafe practice deemed to be so severe that the student should not return to clinical practice the student can be given an outright ‘Fail’ grade

Reasons for Withdrawal from clinical practice

Unsafe clinical practice is defined as inadequate delivery of any nursing care that places one or more patients, relatives, or staff, at risk of physical harm, needless emotional distress or neglect. This can include, but is not limited to:

A student may be withdrawn from a clinical placement where he/she:

- Is consistently unable, after due instruction and guidance, to perform in a professional situation,
- Is unable to care for patients without an inappropriate or unattainable degree of supervision in relation to professional skills involving patient/client comfort or safety;
- Is unable to perform technical procedures already taught, demonstrated and practiced in a prior professional or practical situation;
- Performs in a manner detrimental to the learning experience of other students;
- Breaches the legal, ethical or professional codes relative to professional students;
- Demonstrates gross negligence in the performance of an assigned duty.

Procedure

Where the clinical educator or preceptor is of the opinion that a student should be withdrawn from clinical placement:

- The clinical educator / preceptor will inform the Clinical Unit of Study coordinator of the student’s performance necessitating withdrawal as soon as possible or within 24 hours of the clinical agency’s request for the student to leave the clinical setting or the clinical agency’s premises;
- The student should be kept fully informed of the reasons for being withdrawn from clinical practicum and be given the opportunity to submit a written statement for consideration by the Clinical Unit of Study coordinator in determining the outcome.
- The Clinical Unit of Study coordinator will also arrange for a meeting with the student to explain the decision and offer counseling if required.

Any student who is identified as either being At risk of Failure or exhibiting unsafe, or potentially unsafe practice is notified both verbally and in writing via the use of the **At risk of failure or Unsafe/potentially unsafe practice notification form** and the Unit of Study Coordinator/Facilitator notified and the appropriate steps taken.
Completion of Clinical Practicum

For courses other than HBBN (Bachelor of Nursing course commenced in 2009)

At the completion of a clinical practicum, a student may be awarded one of the following grades:

- **Acceptable (‘S’ grade)**
  The student has met all the attendance and learning outcomes required for the unit.

- **Unacceptable (‘U’ Grade)**
  The student has not achieved the learning outcomes specified.

- **Incomplete (‘L’ Grade)**
  The student has achieved the learning outcomes for the unit but has not completed the required number of clinical attendance days for the unit.

**HBBN - Bachelor of Nursing course commenced in 2009**

In the HBBN course, clinical units of study are graded. Information on what is required to gain a pass in HBBN clinical units of study are clearly outlined in the relevant clinical appraisal tool documents. Documents can be accessed via the individual unit of study WEB CT shells.

**Student Declaration Form – Appendix Three**

All newly enrolled Nursing & Midwifery students are required to complete the Student Declaration form and lodge it with the CLO.
It is highly recommended that students have documented evidence of their current immunisation status as the majority of clinical placement venues require them. You can obtain this information from your local GP or council representative. Students should be aware that they will be denied entry to clinical placements that have specific immunisation requirements. It is the student’s responsibility to ensure they are appropriately immunised. Failure to do so may mean the student’s placement will be delayed or relocated.

Please make note that some placement venues have special immunisation requirements. General immunizations requirements are listed below:

- Hepatitis B
- Influenza
- Measles/Mumps/Rubella
- Tetanus
- Diphtheria
- Whooping cough
- Varicella

<table>
<thead>
<tr>
<th>Age</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Months</td>
<td>Hepatitis B</td>
</tr>
<tr>
<td>4 Months</td>
<td>Haemophilus Influenza</td>
</tr>
<tr>
<td>6 Months</td>
<td>Diphtheria- Tetanus-Pertussis</td>
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<tr>
<td></td>
<td>Poliomyelitis</td>
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<tr>
<td></td>
<td>Pneumococcus</td>
</tr>
<tr>
<td>12 Months</td>
<td>Hepatitis B</td>
</tr>
<tr>
<td></td>
<td>Haemophilus Influenza</td>
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<tr>
<td></td>
<td>Measles/mumps/rubella</td>
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<tr>
<td>18 Months</td>
<td>Varicella</td>
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<tr>
<td></td>
<td>Pneumococcus</td>
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<tr>
<td>4 years</td>
<td>Diphtheria- Tetanus-Pertussis</td>
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<tr>
<td></td>
<td>Poliomyelitis</td>
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<tr>
<td></td>
<td>Measles/mumps/rubella</td>
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<tr>
<td>10 – 13</td>
<td>Hepatitis B</td>
</tr>
<tr>
<td></td>
<td>Varicella</td>
</tr>
<tr>
<td>15 - 17</td>
<td>Diphtheria- Tetanus-Pertussis</td>
</tr>
<tr>
<td>50 years and over</td>
<td>Diphtheria- Tetanus-Pertussis</td>
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<td></td>
<td>Pneumococcus</td>
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<tr>
<td></td>
<td>Influenza</td>
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<tr>
<td>65 years and over</td>
<td>Pneumococcus</td>
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<td></td>
<td>Influenza</td>
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</tbody>
</table>
PERMISSON TO VIEW CONTENTS AND RELEASE OUTCOME OF POLICE CHECK

I hereby give permission to the School of Nursing and Midwifery, Victoria University to view the contents of my Police Record check and obtain a copy for their records. I also give permission to the School of Nursing and Midwifery, Victoria University to disclose the outcome of such Police Record Check, including instances of a disclosable outcome, to the relevant health agencies for which a satisfactory Police Record Check is required prior to undertaking clinical practicum. I understand that this will only be done in connection with the course of study in which I am enrolled.

Name (Print in Full) ………………………………………………………………………………………

Student ID Number ……………………………………………

Signed ………………………………………………… Dated …………………

Mobile Number ………………………………………

____________________________________________

ADMINISTRATION USE ONLY

Date on Police Check …………………………… Ref no. ……………………………

Signed ………………………………………………… Date original sighted …………………

____________________________________________

LODGEMENT OF POLICE CHECK RECEIPT:

Student Name……………………………………… Student ID Number: …………………

CLINICAL LEARNING OFFICE-Signed: …………………………… Date lodged: …………………
School of Nursing & Midwifery  
Faculty of Health, Engineering and Science  

Student Declaration  

Clinical education is an essential and compulsory component of the course in which I am enrolled. In order to undertake my clinical placements, I understand that I am required to have the following:  

1. A current Police Check Certificate not more than 12 months from date of issue (I understand that I am obligated to notify Clinical Learning Office immediately if there is a change to the status of my Police Check)  
2. A current Working with Children Check  
3. Current compulsory immunisations  
4. Knowledge of Schedule 2 requirements  

I understand that if I fail to comply with any one of the above requirements, I can be denied clinical placement which may affect my progress in my course of study. Furthermore I am aware that there will be travel associated with attendance at clinical placements and that a guarantee cannot be given for placement at a requested health care agency.  

Name (Print in Full)………………………………………………………………………………………………………………………….  
Student Number………………………………………………………………………………………………………………………….  
Signed………………………………………………………………… Dated…………………………………  

Course enrolled (Please tick)  

☐ HBBN  ☐ HBDE  ☐ HBNW