



# Police Check Policy and Procedures

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## Acronyms and Definitions

### Acronyms

<b>DHHS</b>	Tasmanian Department of Health & Human Services
<b>FHS</b>	Faculty of Health Science
<b>SPMS</b>	Student Placement Management System
<b>UTAS</b>	University of Tasmania
<b>CPO</b>	Clinical Placement Officer

### Definitions

<b>“clinical placement officer”</b>	is an administrative member of staff who has responsibility for all processes relating to the administration of clinical placements.
<b>“clinical placement”</b>	the process that the FHS has in place to enable students to apply, practice and refine the theory and skills learned in the UTAS within a practical environment.
<b>“criminal conviction”</b>	is a court conviction for a criminal offence which would contravene state workplace legislation.
<b>“criminal history record check”</b>	is the procedure available through State Police Departments for conducting a check into people’s criminal conviction status.
<b>“designated officer”</b>	an Administrative Officer from the FHS who has been approved to check and assess police check certificates
<b>“elective placement”</b>	a clinical rotation, usually organised by the student, at a place of their choosing, as a course requirement
<b>“Faculty of Health Science”</b>	encompasses the School of Medicine, School of Nursing and Midwifery, School of Pharmacy, School of Human Life Sciences and the Rural Clinical School.
<b>“health care agency”</b>	is any hospital, clinic, general practitioner or other community health care provider that makes available clinical placements for FHS students.
<b>“national police certificate”</b>	is the legal document upon which people’s criminal conviction status is recorded.
<b>“student”</b>	is a person who is currently enrolled in any course, undergraduate or postgraduate, in the Faculty of Health Science at the University of Tasmania.

## Introduction

This Policy and Procedures sets out how the Faculty of Health Science (FHS) manages the requirement for students to complete a Criminal History Police Check and present a National Police Certificate before undertaking their community and clinical placements as part of their course requirements in both undergraduate and graduate programs.

## Policy Principles

### Legal

Most Australian health care agencies require Criminal History Record Checks for all staff, students and volunteers who will come into contact with children, elderly and vulnerable people; this requirement arose initially from developments within the Federal Aged Care Sector.

The Tasmanian Department of Health and Human Services (DHHS) requires that all people providing direct care or services to patients and/or clients need to be checked for:

- crimes of violence
- sex related offences
- serious drug offences, and
- crimes involving dishonesty.

A blanket requirement was made for all staff, students and volunteers in DHHS to produce a National Police Record Check, and this was implemented on 1 September 2007.

Individual health care agencies, in accordance with their workplace policy, are to determine the nature and severity of recorded criminal convictions which will prevent students from undertaking clinical practice placement at their venue.

As part of its duty of care to patients and clients receiving health care in NSW and according to the NSW Department of Health Policy Directive – PD2008\_029, anyone who enters a NSW Public Health facility, as an employee or in any other capacity, must first undergo a criminal record check. In addition, students in NSW will be required to complete a “Working with Children Check” if they are undertaking practice in an area which involves working with children.

### Equity

All FHS students require Criminal History Records Checks by Police Departments and must present National Police Certificates to the Designated Officer before undertaking clinical placement. For Australian citizens, permanent residents and international students who have been studying in Australia for the past year this check would be completed in Australia. For all other students, the first Criminal History Record Check should be from their home country or the country in which they have spent the past year.

## **Timing and Currency**

National Police Certificates are current only for the day on which they are issued. For the purposes of this policy, National Police Certificates will remain valid for one calendar year from the date of issue. Students will be required to produce a current National Police Certificate in years 1 and 4 (if applicable) of the course and sign a Compulsory Declaration in each of the other years of the course.

Students whose criminal history changes at anytime during the course of their studies are required to immediately notify the designated officer at the FHS.

## **Policy Guidelines**

1. Students enrolled within the FHS who need to complete compulsory community and clinical placements will have Criminal History Record Checks prior to their placements within the DHHS and other health care agencies.
2. Students will be advised of this requirement in all relevant UTAS publications including:
  - UTAS course and unit database information,
  - letters of offer to international students, and
  - enrolment information.
3. The Designated Officers of the FHS will sight the original of each student's recent (less than 6 months) National Police Certificate.
4. A record of the currency of each student's National Police Certificate will be maintained in a secure electronic file accessible only by authorised FHS staff.
5. FHS staff will adhere to this policy and procedures.
6. Prior to student placement, the FHS will provide the relevant health care agencies with a list of students who are to be placed in their agency and confirm that they have a current National Police Certificate.
7. Students may be expected to provide their National Police Certificate to health care agencies upon request prior to commencing a clinical practice placement or elective placement.
8. In the event that a student's Criminal History Record Check records a criminal conviction, determination as to the availability of a placement will be made by the Student Placement Policy Committee – Police Check Sub-Committee or individual health care agencies in accordance with their workplace policy.
9. If a student is found ineligible for placement within health care agencies, and therefore cannot meet the course requirements, counselling will be offered to that effect.
10. Students who do not comply with the requirements of this policy cannot complete clinical placements and will be at risk of not being able to complete their course.

11. The FHS will handle students' personal details in accordance with the UTAS privacy policy.

***Purpose for which FHS collects information***

The purpose is to enable students in the FHS to undertake clinical placements. Police checks are necessary for all staff, students and volunteers working with children, the elderly and vulnerable people in health care agencies.

***To whom the FHS discloses information***

The FHS provides the names of all students in its program, along with verification that their current National Police Certificate has been sighted, to health care agencies that offer clinical placements. After the Designated Officer has sighted the National Police Certificate, it is returned to the student, who will need to produce it upon demand to health care agencies prior to the placement occurring.

***Consequences if the FHS does not sight the information***

UTAS is obligated to ensure students in their programs satisfactorily complete all aspects of their course, which includes community and clinical placements within the DHHS and participating health care agencies. In cases where students do not provide their National Police Certificate to the FHS they will not be able to undertake these compulsory placements and cannot therefore, complete the academic requirements of the course.

## APPENDIX ONE

### Procedure Guidelines

Students studying at the FHS are not permitted to undertake any community or clinical placements prior to obtaining a National Police Record Check and showing the Designated Officer their current National Police Certificate.

1. The *Student Consent and Release of National Police Certificate* has to be signed by ALL students regardless of where their Police Check was obtained. The completed form is retained and filed by the Designated Officer in a secure filing system.
2. International students and Australian residents who studied outside Australia in the last year must obtain a Police Record Check from the country in which they spent that year.
3. Upon receipt of the National Police Certificate the student must present it for sighting by the FHS Designated Officer. Upon sighting the certificate the Designated Officer will follow the procedures outlined in the Procedural Guidelines for the Assessment of Police Record History Certificates (pg. 9). The original certificate is immediately handed back to the student.
4. Prior to placement, a list of students participating in the placement will be forwarded to the relevant agency or to clinical services within the relevant DHHS service indicating that original National Police Certificates have been sighted and stating student eligibility for clinical placement in accordance with their workplace policy.
5. Students will provide a copy of their National Police Certificate to health care agencies upon request prior to being granted a clinical rotation/placement.

### How to Obtain a National Police Record Check

If you have a National Police Record Check which is dated six months or less prior to commencement of the course, you may submit the ORIGINAL document to the FHS Designated Officer. Copies will not be accepted.

**Tasmanian students** requiring a new National Criminal History Record Check should undertake the following process:

1. Read the FHS Police Check Policy and Procedures online at:  
[http://fcms.its.utas.edu.au/files/policies/FHS\\_PC\\_2009.pdf](http://fcms.its.utas.edu.au/files/policies/FHS_PC_2009.pdf)
2. Sign the “Student Consent and Release of National Police Certificate” at the end of this document.

3. Apply for a Criminal History Record Check

For **Medicine, Pharmacy, Nursing and Human Life Science students** download an Application for History Record Check form from the Tasmanian Police website at:

<http://www.police.tas.gov.au/permits/criminal-history>

Complete the following details on the application form:

<p><b>Section 1</b> Complete applicant details.</p> <p><b>Section 2</b> Tick “National Police History Record Check”</p> <p><b>Section 3</b> In the box for OTHER EMPLOYMENT OR REASON, write “UTAS medical student (MBBS)” “UTAS pharmacy student”, “UTAS human life science student” or “UTAS nursing student”. Also tick the box “Child Contact” in this section.</p> <p><b>Section 4</b> Complete the statement of consent and identity. WRITE YOUR OWN NAME AND ADDRESS. (Do NOT write that of the University or the School of Medicine).</p> <p><b>Section 5</b> Attach evidence of identity as required and pay fees by approved method.</p> <p>NOTE that in addition to the signature of the applicant, a witness who knows the applicant will need to sign the form (to indicate that the person signing the form is indeed the same person/applicant making the application).</p>
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Tasmania police have advised that it is appropriate to include annulled convictions in the police checks of FHS students through a “Schedule 1” National Police Certificate. A “Schedule 1” certificate includes any juvenile convictions that students may have and will be undertaken as there may be contact with children during placements.

You should receive your National Police Certificate after approximately ten (10) working days, which is the period required by Tasmania Police to process and respond to Applications for Police Records Checks.

**Tasmanian Nursing students** are eligible to obtain a National Police Record Check through Tasmania Police at a discounted rate. To be eligible for this reduced rate, students must complete and return their application form to the SNM by specified date so that their forms can be submitted in bulk. The completed form should be accompanied by payment as specified by SNM.

**NSW nursing students** are required to read and sign the NSW Health ‘Student Undertaking Form’. This form will be provided to the student by the Clinical Placement Officer at the relevant campus, and once signed must be returned to the

CPO. Following this process students must undergo a National Criminal History Record Check.

Students are to download and complete the [P799: Application for National Criminal History Record Check \(Standard Disclosure\)](#) - please complete this process by specified date.

This form is then submitted directly to your nearest NSW police station with your Payment.

## APPENDIX TWO

### Procedural Guidelines for Assessment of Criminal History Record Certificates

Students in courses offered by the Faculty of Health Sciences that have compulsory clinical components must apply for a National Criminal History Record Check (NCHRC), in order to be placed in health care agencies. The NCHRC must be completed before a student can attend any clinical placement. If a check reveals offences it does not necessarily exclude a student from a clinical placement.

If the student has been convicted of a criminal offence, the student must be referred to the Student Placement Policy Committee (SPPC) Police Check sub-committee for assessment.

#### Types of Offences

##### Ineligible Disclosures: Serious Offences

Students with convictions for serious offences are unable to be placed in an agency and will need to be referred to counselling.

Specific serious offences that deem a student in-eligible for placement include:

- Crimes of violence (murder, manslaughter, assault and/or injury to another person)
- All sex related offences (except indecent exposure)
- Serious drug offences (Trafficking, dealing, use after February 2000 when the drug diversion policy was introduced)
- Any offence that results in a jail sentence (6 months or more)

A serious offence is:

- an offence committed in Tasmania and punishable by penal servitude or imprisonment for 6 months or more
- an offence committed outside Tasmania that would have been punishable by penal servitude or imprisonment for 6 months or more if it had been committed in Tasmania.

##### Disclosures to be referred to the SPPC Police Check sub-committee for risk assessment

- Serious traffic offences
- Drug offences – use prior to February 2000
- Crimes involving dishonesty
- Sex related offences – indecent exposure
- Crimes of dishonesty (including fraud, inappropriate internet use)
- Firearm offences

## **Assessment Process – Tasmania Students**

- If the student has been found guilty of indictable offences (which include sexual offences) an inquiry into suitability for practice will be conducted through a risk management process.
- The inquiry process varies according to the seriousness of the offence. If the offence was minor and does not relate to the course, the student will be deemed eligible to enter the practice arena. If the offence was more serious, the student will be sent a letter asking for an explanation.
- The most serious offences will be referred to a formal meeting. Examples of serious offences are culpable driving, large thefts, trafficking of illegal drugs and violence offences where the victim was a child or the victim suffered a serious injury. (See procedure flow-chart page 15).

## **NSW Students**

If the National Police Certificate reveals no criminal history, this valid certificate, or relevant approved document, must then be presented whenever the student attends a clinical placement in a NSW Health Facility.

If the National Police Certificate reveals a criminal history, students are then required to apply for a risk assessment to determine suitability for placement. This process is undertaken by the External Relations and Employment Screening Unit (ERESU) of the NSW Health Department, in accordance with NSW Health policy guidelines. A Clinical Placement Authority or a conditional letter will be issued by the ERESU if the student is deemed suitable for placement at the conclusion of the assessment. Please refer to <http://health.nsw.gov.au> for detailed instructions pertaining to this process.

### **Natural Justice in relation to police history checks:**

- The student who is the subject of the concern must know all the allegations in relation to the concern.
- They must have a full opportunity to put their case.
- All parties to the complaint must have the right to be heard.
- All relevant submissions and evidence must be considered.
- The risk assessment process must not take into account matters that are not relevant.
- The decision maker must be fair and just.

### **Storage of data and documents:**

- Risk Assessment forms will be destroyed after assessment and not held on a student's file. Any documentation to be referred to the committee for assessment will be kept in a locked storage device in the clinical placements office.
- A comment will be included on SPMS under the police check item regarding the outcome of their risk assessment with no detail regarding the actual disclosure.

## GUIDELINES FOR MAKING DECISIONS ABOUT SUITABILITY FOR PRACTICE

Nature of offence(s)	Has the student been: <ol style="list-style-type: none"> <li>1. convicted of murder or sexual assault;</li> <li>2. convicted of, and sentenced to imprisonment for, any other form of assault;</li> <li>3. conviction for any crime in which children were involved, or committed a serious crime?</li> </ol>
Frequency	Over what period of time have the offences been committed?
Pattern of offence (s)	There may be a pattern of offences, even with minor penalties, which indicate a degree of risk because of persistent and unacceptable behaviour.
Age	Offences committed as an immature youth may be considered differently from the same offences committed by an adult. In some states juvenile records will not be available as they are protected by confidentiality laws.
Recency	What period of time has elapsed since the convictions (s)?
Penalty	The type of penalty awarded by the court may indicate the seriousness of the conviction.
No obvious penalty	Persons under a good behaviour bond are scrutinised very carefully. Trouble-free completion of the bond or probation period should be considered when assessing the degree of risk.
Mitigating or extenuating circumstances	This may include provocation, peer group pressure or social circumstances at the time of offence.
Behaviour patterns	Possibility of the incident occurring if the student is accepted into the clinical placement agency.
Decriminalisation of offence (s)	Is the offence still a crime?
Relevance of the type of conviction in relation to the duties to be performed	The offence is to be relevant to the clinical placement EG. Serious driving offences do not in themselves exclude a person, but may do if there are driving duties to be performed.
Rehabilitation	Evidence that the student has accepted responsibility for actions and undertaken rehabilitation

**RISK ASSESSMENT TOOL**

Student Name				
Student ID and DOB				
Health Care Agency				
UTAS Faculty				
Source(s) of information	National Criminal Police Certificate			
Nature of offence(s)				
Frequency of offence(s)				
Pattern of offence(s)				
Age when offence was committed				
Date of conviction				
Penalty				
Mitigating or extenuating circumstances				
Behaviour Patterns				
Relevance of the type of conviction in relation to the duties to be performed				
Evidence of rehabilitation				
Is the offence still a crime?				
Eligibility for practice <b>(Please circle one)</b>	Eligible for practice	Eligible for practice with conditions	Eligible for practice with restrictions	Not eligible
Name of assessor	Date		Signature	
Student	Date		Signature	

## **Spent/Annulled Convictions**

Tasmania Police have advised that we should include annulled convictions in the police checks. This would not cost any more for students. They advised that education students and childcare workers all have these included and that there is currently discussions to include these in checks for all health professionals within DHHS. This would also include any juvenile convictions that students may have.

## **Spent Conviction Legislation**

The Commonwealth, States and Territories all have “spent conviction” schemes (in Tasmania these are referred to as annulled convictions) allowing former offenders to “wipe the slate clean” after a relevant period of time, depending on the offence. Once a conviction has been “spent” a person is not required to disclose the conviction. The aim of the Scheme is to prevent discrimination on the basis of old minor convictions, once a waiting period (for example, usually 10 years) has passed and provided the individual has not re-offended during this period.

Convictions considered “annulled” under state, territory and federal legislation will not be included in the National Police Certificate unless the category of employment or purpose of the application is considered exempt from relevant legislation. Legislation varies from jurisdiction to jurisdiction. In some jurisdictions convictions for relevant serious offences are not protected.

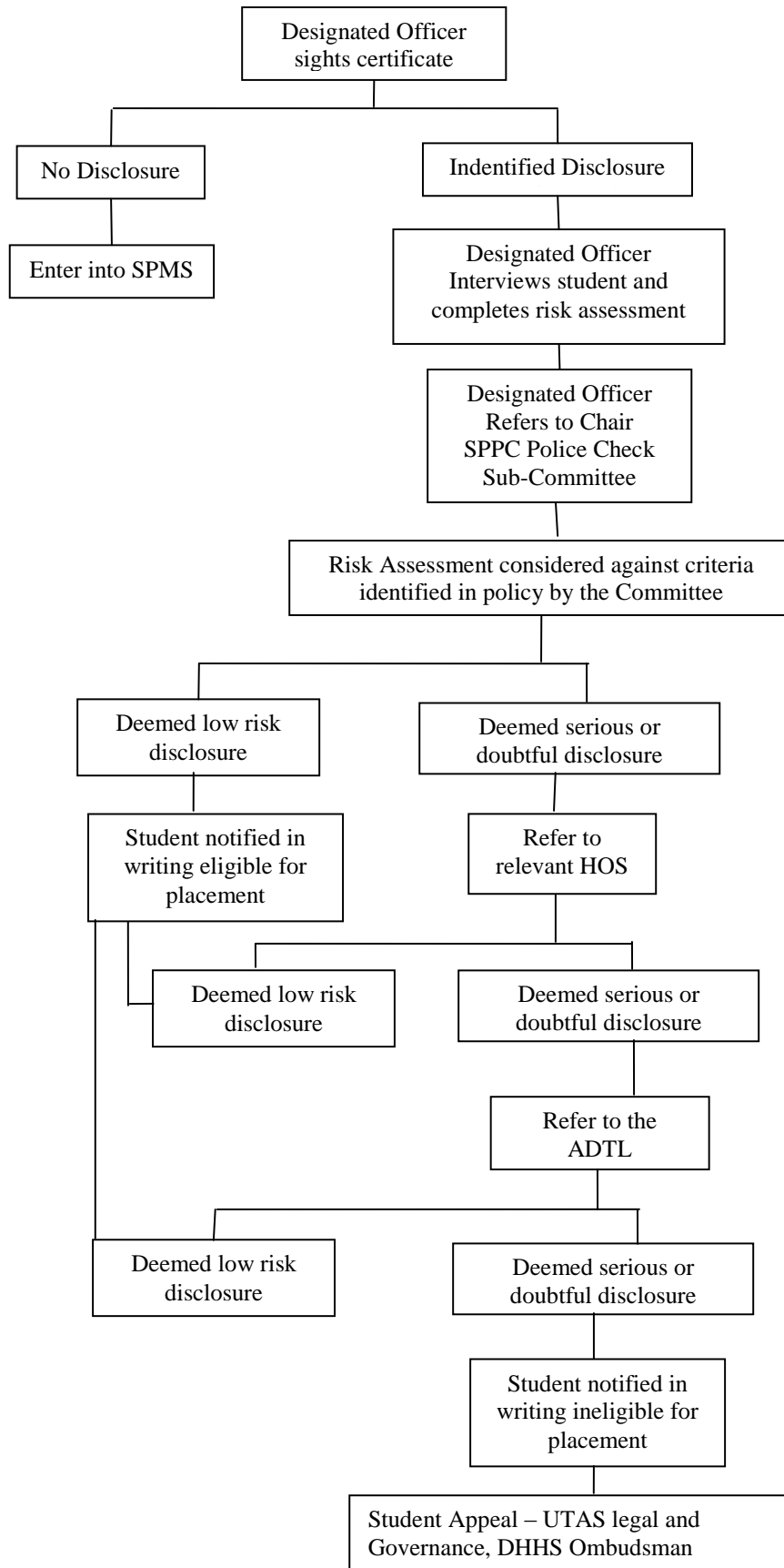
It should also be noted that if criminal history information is retained for an indefinite time there is the likelihood that some convictions could become annulled. Therefore, these are non-disclosable under annulled convictions legislation, and should not be a consideration for any decision regarding employment under the Act.

CPOs should take reasonable steps to ensure that information about annulled convictions is removed and/or kept securely, and in accordance with the provisions of the Privacy Act 1988.

## **Tasmanian Legislation**

Tasmania Police restricts the release of minor convictions in accordance with the *Annulled Convictions Act 2003*. In most instances Tasmania Police will not release details of a conviction if students were an adult (18 years old) when they committed the offence and a ten year period of good behaviour has elapsed, or if they were a youth (under 18 years old) when they committed the offence and a five year period of good behaviour has elapsed. However, previous convictions will be released if a term of imprisonment of more than six months was imposed, or if the conviction was for a serious or sexual offence. Records that are obtained from other police jurisdictions may have legislation governing the release of criminal records within that police service applied before the record is released. Please contact individual police jurisdictions directly if you require further information regarding their release policy and jurisdictional legislation. Within Tasmania traffic offences including Traffic Infringement Notices form part of Police History Records, and will be released in accordance with relevant legislation or based on the type of check being requested.

## APPENDIX THREE: Procedure Flow Chart



## **APPENDIX FOUR**



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### **Student Placement Policy Committee – Police Check Sub-Committee**

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#### **TERMS OF REFERENCE**

## **Background/Context**

The Student Placement Management System (SPMS) had its beginnings in August 2004, when the *Affiliation Deed* between the University of Tasmania and the Department of Health and Human Services was finalised. The *Affiliation Deed* specifies the terms and conditions for the placement of UTAS health professional students in clinical settings within the DHHS.

In 2008 the SPPC identified the need for the University and Faculty of Health Science to develop a policy and procedure for police checking of students to comply with Commonwealth and State legislation and regulations including the safety of students, agency staff, clients and patients.

Most Australian health care agencies require National Police Certificates for all staff, students and volunteers who will come into contact with children, elderly and vulnerable people. In addition, students in NSW, or students who intend to complete clinical practice placements in NSW, will be required to complete a “Working with Children Check” if they are undertaking practice in an area which involves working with children.

The SPPC recommended to Faculty Executive in November 2008 an interim policy and process for police checking FHS students in 2009. This procedure included the establishment of the SPPC – Police Check Sub-Committee to assess disclosures for 2009.

## **Function of the Student Placement Policy Committee – Police Check Sub-Committee**

The Student Placement Policy Committee – Police Check Sub-Committee will:

- Assess disclosures on FHS students’ police checks,
- Use the risk assessment process to identify eligibility for placement, and
- Refer students to appropriate counselling where they have been deemed ineligible for placements.

## **Role of Individual Steering Committee Members**

The roles of the individual members of the Student Placement Policy Committee – Police Check Sub-Committee include:

- Understanding of the police check policy and assessment process,
- Understanding of national and state legislation relevant to the policy and procedure, and
- Maintaining confidentiality of student information.

## **General Membership**

The Student Placement Policy Committee – Police Check Sub-Committee shall be comprised of:

- Chair, Student Placement Policy Committee,
- Director of Clinical Education, School of Nursing and Midwifery,
- Lecturer, School of Pharmacy
- Clinical Placement Project Manager, FHS
- Executive Officer, RCS
- Manager Recruitment Services, DHHS

### **Convenor/Chair**

The nominated Chair is the Chair of the Student Placement Policy Committee.

### **Minutes and Meeting Papers**

The Clinical Placement Project Manager is responsible for the preparation and maintenance of minutes and papers of each Student Placement Policy Committee – Police Check Sub-Committee meeting. By agreement of the Committee, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded. An opportunity is provided to review these decisions and agreed decisions are ratified at the next scheduled Student Placement Policy Committee – Police Check Sub-Committee meeting.

### **Frequency of Meetings**

The 2009 interim Student Placement Policy Committee - Police Check Sub-Committee shall meet as required in response to the level of activity.

### **Proxies to Meetings**

Members of the Student Placement Policy Committee – Police Check Sub-Committee may nominate a proxy to attend a meeting if the member is unable to attend, if the proxy has the appropriate expertise.

The name of the proxy representing a committee member is to be provided to the Secretariat.

The nominated proxy shall provide relevant comments/feedback, of the member they are representing, to the meeting.

### **Quorum Requirements**

A quorum consists of a chairperson and two members of the sub-committee.

## Dispute Resolution

Disputes that cannot be resolved at the Student Placement Policy Committee – Police Check Sub-Committee level will be referred, with recommendations, to the Student Placement Policy Committee.

### Acknowledgements

This document has been derived from a template prepared by the Department of Premier and Cabinet, Tasmania. The structure is based on a number of methodologies as described in the *Tasmanian Government Project Management Guidelines*.

For further details, refer to <http://www.projectmanagement.tas.gov.au>.

### DISCLAIMER

This material has been prepared for use by Tasmanian Government agencies and Instrumentalities. It follows that this material should not be relied upon by any other person. Furthermore, to the extent that 'this material is relied upon', the Crown in Right of the State of Tasmania gives no warranty as to the accuracy or correctness of the material or for any advice given or for omissions from the material. Users rely on the material at their own risk.

## **APPENDIX FIVE**

### **Student Profiles by Course**

#### **School of Medicine**

A medical student during their course undertakes a range of clinical placements within the DHHS acute care hospitals and agencies. During these placements, the student undertakes supervised clinical activities which may include communicating and taking relevant histories, performing clinical examinations, assisting with clerking of patients and performing defined minor procedures (with the potential to perform supervised exposure-prone procedures). In addition, medical students attend and observe clinical ward rounds, outpatient clinics, patient and client consultations, and observe minor and major surgical and obstetric procedures. Medical students have access to most if not all service areas and whilst they are supervised, there is potential for students to be alone with patients and clients including children and those in aged care.

Medical students are not required to be involved with the prescription or dispensing of medications. Also, they are not required to transport patients or clients at any time.

#### **School of Nursing and Midwifery**

A nursing student during their BN course undertakes a range of Professional Experience Placements within DHHS or non government organisations community and acute care settings. During these placements, the student undertakes supervised clinical activities which may include communicating and taking relevant histories, performing clinical assessments, providing essential or fundamental aspects of nursing care, which includes caring for patients hygiene needs. In addition students are involved with administration of medications when they are directly supervised by a Registered Nurse. This is always in accordance with the relevant policy documents from the Nursing Board of Tasmania, the School of Nursing and Midwifery, and the DHHS. Students may be placed in any location where there is the presence of a Registered Nurse to provide supervision. There is potential for students to be alone with patients and clients including children and those in aged care. When students are placed within any organisation, there are clear learning objectives to be achieved. All assessments of students relate to the ANMC competencies.

#### **School of Pharmacy**

Pharmacy students are obliged to attend clinical placements in every year of their four year degree. In first and second years these placements are two hour sessions in a community pharmacy (first year) or the Royal Hobart Hospital Pharmacy (second year). In the later years of the course, students are expected to complete at least four weeks in a community pharmacy, four weeks in a DHSS hospital pharmacy and four weeks on an elective placement, which could be a DHSS community setting, a rural pharmacy setting or another community pharmacy. In the community setting, pharmacy students are expected to do some supervised dispensing of prescriptions and counselling. They are always supervised closely by a registered pharmacist. In the hospital setting, the student undertakes supervised clinical activities which may include communicating and taking relevant histories, performing pharmaceutical care

plans and counselling about medications. In addition, students in hospital pharmacies are involved with the dispensing and preparation of medications; however, they are directly supervised by a Registered Pharmacist. There is potential for students to be alone with patients and clients including children and those in aged care. When students are placed within any organisation, there are clear learning objectives to be achieved.

## **School of Human Life Sciences**

### **Bachelor of Biomedical Science**

The course is designed to give students a solid grounding in Science subjects followed by specialised units which provide the knowledge and skills suitable to the needs of the modern diagnostic pathology laboratory. Students will be proficient in all major disciplines such as Clinical Chemistry, Haematology, Blood Transfusion, Medical Microbiology and Histopathology. There are various career options open to medical scientists, especially in hospital clinical and pathology laboratories, private pathology services, blood transfusion services and public health laboratories. Other areas of employment are found in universities, veterinary laboratories and diagnostic companies. During the fourth year of their course, biomedical science students undertake one block of professional placement, comprising 40 or 60 days depending on prior experience. Students are placed in diagnostic pathology laboratories within the DHHS and private sector, within Tasmania, interstate and overseas. During these placements students undertake supervised activities within the laboratory. Students have little if any contact with the general public. When students are placed within any organisation, there are clear learning objectives and competencies to be achieved. Placement contributes to graduating students being eligible for membership of the Australian Institute of Medical Scientists (AIMS) as medical scientists.

### **Bachelor of Health Science / Medical Radiation Science (Medical Imaging)**

A four year combined degree training program in Medical Imaging in conjunction with Charles Sturt University (CSU) in Wagga Wagga NSW. Students undertake the first two years of the Bachelor of Health Science in Launceston, including four units specific to medical imaging, and then transfer for the next two years, undertaking 2nd and 3rd year subjects of the Bachelor of Medical Radiation Science (Medical Imaging) on campus at CSU. This course includes structured clinical practicums in appropriate medical imaging departments. During second year, students are placed in DHHS radiology departments and private clinics around the state for two three week periods. Students have supervised contact with the general public as they observe and participate in the various procedures undertaken in their placements. When students are placed within any organisation, there are clear learning objectives and competencies to be achieved. The degree will provide a recognised qualification in radiography.

### **Bachelor of Exercise Science**

The Bachelor of Exercise Science is a 3.5 year program that aims to produce graduates who meet the professional requirements for registration with the Australian Association for Exercise and Sport Science (AAESS). Graduates may be employed in the private and public sectors. Exercise and sport scientists provide assessment, monitoring and program prescription for fitness and exercise in a diverse range of populations from the chronically ill to elite athletes. During the third or fourth year of the program, students will be placed in DHHS and/or private exercise physiology

workplaces to gain a minimum of 150 hours of professional practice. During placement, students will have supervised contact with clients attending the workplace as they observe and participate in the various procedures undertaken in their placements. When students are placed within any organisation, there are clear learning objectives and competencies to be achieved.

## **APPENDIX SIX**



## **Student Consent and Release of National Police Certificate**

### **Statement of Consent**

- I have received, read and understood the Faculty of Health Science Policy and Procedures for obtaining a National Criminal History Record (NCHRC), together with the information in relation to privacy.
- I agree to the Faculty of Health Science Designated Officer sighting my original and current National Police Certificate for the purpose of my undertaking community and/or clinical placements.
- I agree to provide a copy of my NCHRC to individual health care agencies upon request.
- If deemed by a health care agency to have an unsatisfactory police record, I am aware that I will not be able to undertake placement in that agency.

Student Name:

---

Student ID Number:

---

Student Signature:

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Date:

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**Student Compulsory Declaration  
for the Status of National Police Record \***

National Criminal History Record Checks (NCHRC) are required for students entering the course in Year 1 and also in Year 4 (if applicable to your course) prior to undertaking any community or clinical placement.

In the intervening years of study students who have previously obtained a NCHRC and had it sighted by the FHS are required to complete a compulsory declaration as an alternative to undertaking annual police record checks.

**Compulsory Declaration**

I have received, read and understood the FHS Policy and Procedures for obtaining a NCHRC.

I declare that in the time following the date of my last National Criminal History Record Check dated (dd/mm/yy) \_\_\_\_\_, nothing has occurred that would change the status of that Check.

If found to have an unsatisfactory NCHRC, I am aware that I will not be able to undertake community and/or clinical placements without specific permission from the health care agency

Student Name:  
\_\_\_\_\_

Student ID Number:  
\_\_\_\_\_

Student Signature:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

**\* Students are required to lodge this form with School Office on or prior to the Orientation Day**



## **International Student (First Year)**

### **Compulsory Declaration Criminal History \***

National Criminal History Record Checks are required for students entering the course in Year 1 and also in Year 4 (if applicable to your course) prior to undertaking any community or clinical placement. If you are unable to provide a copy of a NCHRC from your country of origin you are required to sign this Compulsory Declaration that you have not committed any of the following offences:

- Crimes of violence (murder, manslaughter, assault and/or injury to another person)
- All sex related offences
- Serious drug offences
- Any offence that has resulted in a jail sentence (6 months or more)
- Serious traffic offences
- Crimes of dishonesty (including fraud, inappropriate internet use), and
- Firearm offences

### **Compulsory Declaration**

I declare that in that I have never committed any of the offences listed above.

If found to have committed an offence listed above, I am aware that I will not be able to undertake community and/or clinical placements without specific permission from the health care agency

Student Name:

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Student ID Number:

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Student Signature:

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Date:

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**\* Students are required to lodge this form with School Office on or prior to the Orientation Day.**