

## Master of Pharmacy & Master of Social Work Pre-enrolment Requirements

**(Please note: First Aid certificate is NOT needed for Pharmacy and Social Work Students)**

Congratulations on receiving an offer for a place in a Health and Medical Sciences course. There are important compulsory health and legal screening requirements that you must now commence.

In order of priority:

1. Infection Control & MRSA Declaration
2. National Police Certificate (NPC)
3. WA Department of Health Criminal Record Screening (CRS) Clearance Card
4. Inherent Requirements Acknowledgement (Master of Pharmacy students only)

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### DEADLINES FOR SUBMISSION

**Master of Pharmacy – 6<sup>th</sup> January 2025**

**Master of Social Work - 24<sup>th</sup> January 2025**

**International students – Please see the note at the end of this document**

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**Medical screening must commence as soon as you accept your offer.** Your submission of the Infection Control Form (signed by both you and your GP) on Sonia is required and must be received prior to the commencement of your course.

#### 1 – Infection Control & MRSA Declaration

It is of the utmost importance that you meet the compulsory infection control requirements.

Details of the requirements, along with the Infection Control Form and other documents you need, are attached. Make this your first priority to ensure you are compliant, and, if treatment or vaccination is required, it is well underway before your course commences. Clearance can take time. For instance, **if you have not been previously vaccinated for Hepatitis B, it can take at least 8 months to complete immunisations and confirm immunity.**

The UWA Medical Centre on Crawley Campus is recommended. The Centre GPs understand the infection control requirements for students and provide assistance should you need to speak with an immunisation specialist. Make an appointment online or call +61 8 6488 2118.

**If you attend another GP, you must submit all of your test results and vaccination records,** in addition to your Infection Control Form and MRSA form.

### Steps required

1. Make an appointment with UWA Medical Centre (recommended) as soon as possible after accepting your offer.
2. Take with you the Infection Control Form, MRSA form and list of the requirements.
3. MRSA: You **must** complete and submit the MRSA form (attached). Discuss with the GP if you have worked or been a patient in a health care facility (e.g. hospital, nursing home setting) outside Western Australia in the past 12 months. If so, you are required to have an MRSA test (compulsory for all students, domestic and international). Nose *and* throat swabs must be taken, as well as skin lesion swabs if applicable.
4. upload the Infection Control & MRSA forms to Sonia Online **Note:** if your form has been completed by a GP outside UWA Medical Centre, you need to include copies of all blood test results and vaccination records.
5. You must let us know if you require further testing.

### Important notes

- UWA Medical Centre on Crawley Campus have GPs familiar with the infection control requirements.
- All information supplied by the GP to the Pre-enrolment Officer will be handled confidentially.
- MRSA screening swabs can be collected outside WA as long as you have not been in a health care facility since taking the test.
- It is your responsibility to follow up outstanding requirements and submit proof Sonia online.
- We will check non-compliance. **You may be unable to proceed to the next level of your course if you have not met the requirements.**
- You must keep a record of all your documents and results as we are unable to provide copies at a later date.

## 2 – National Police Certificate (NPC)

All students will need to obtain a clear National Police Certificate. Applications can be made online (<https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates>) or in person at participating Australia Post Outlets.

### Steps required

1. Complete a National Police Certificate application form online or in person at Australia Post.
2. Submit a copy of the certificate via Sonia (UWA online system).

### Important notes

- Certificates not issued by WA Police are accepted provided it has been issued by an organisation accredited by the Australian Criminal Intelligence Commission (see list of accredited bodies servicing the public at <https://www.acic.gov.au/our-services/national-police-checking-service/find-out-more-information/accredited-bodies>).
- National Police Certificates (and equivalent) must have been issued no earlier than 2021.
- We are unable to accept “Volunteer” National Police Certificates.

### 3 – WA Department of Health Criminal Record Screening (CRS) Clearance Card

As part of your course, you will undertake placements within WA Health sites and are required (under the [Criminal Record Screening Guidelines](#)) to consent to the screening of any criminal records. The application form is attached.

#### Steps required

1. Complete the WA Department of Health CRS Application and Informed Consent Form (see attached).
2. Submit the form and supporting documents to the WA Department of Health. Attach a certified copy of your National Police Certificate to avoid paying the application fee.
3. Once you are cleared, you will be issued a Criminal Record Screening Clearance Card.
4. Upload a copy of the card to Sonia Online a scan of the front and back of your card to.

#### Important notes

- WA Health Criminal Records Screening Unit address and contact details are on the application form.
- If you already have a National Police Certificate (issued less than 12 months ago), and attach a certified copy to your CRS application, you will not be required to pay the fee.
- Read through the provided FAQs if you have questions about this process.
- You must carry your clearance with you at all times when on a Department of Health site.

### 4 – Inherent Requirements Acknowledgement (Master of Pharmacy students only)

Inherent requirements are abilities that students must possess to successfully complete the Master of Pharmacy course. These abilities are reflected in the achievement of the course learning outcomes and are necessary to fulfil the role of a pharmacy student and to prepare for pharmacy practice.

It is essential that you read and understand the requirements, and ensure that you possess the abilities required to successfully complete the Master of Pharmacy course.

#### Steps required

1. Read the Inherent Requirements document.
2. Complete the Student Declaration and return the signed document to the Pre-enrolment Officer.

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### SUBMITTING YOUR DOCUMENTS

Documents are to be submitted via Sonia. Sonia is the University's student placement system.

Please see instruction manual included in this document pack on How to use this system.

Any enquiries can be sent directly to [preenrolment-fmdhs@uwa.edu.au](mailto:preenrolment-fmdhs@uwa.edu.au)

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### INTERNATIONAL STUDENTS

If you are an international student **currently overseas**, we recommend that you wait until you have arrived in Australia before you start working through these requirements. Please book yourself into a GP appointment as soon as possible, and email these booking details to [preenrolment-fmdhs@uwa.edu.au](mailto:preenrolment-fmdhs@uwa.edu.au).

## Compulsory Requirements Checklist: Master of Pharmacy & Master of Social Work

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

Student Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Course Title: \_\_\_\_\_

Use this checklist to make sure you have met the [compulsory screening requirements](#). **You should keep your own copy of all documents.**

In order of priority:

### 1a. Infection Control Form Statement of Compliance (signed by GP and student)

Make an appointment as soon as possible to complete this requirement.

**Note:** The [University Medical Centre](#) GPs are familiar with the infection control requirements for students and are recommended.

### 1b. Blood test results and vaccination record

If your Infection Control Form was **NOT** completed by a GP from the University Medical Centre, you must submit a copy of your blood test results and vaccination record.

### 2. Methicillin-resistant Staphylococcus aureus (MRSA) screening

You must advise us whether or not you have worked or been a patient in a health care facility (e.g. hospital or nursing home) outside WA in the past 12 months.

### 3. National Police Certificate (NPC)

Apply for an NPC from the [WA Police website](#) or visit a participating Australia Post outlet.

If you already have one, your NPC must have been issued **on or after 1 January 2020**.

### 4. Criminal Record Screening (CRS) Clearance Card

Apply for this check through the WA Department of Health following the instructions in the attached document. Submit a copy of the card as evidence that you have been screened.

### 5. Inherent Requirements acknowledgement (Master of Pharmacy students only)

You must sign and acknowledge that you meet the Inherent Requirements for the Master of Pharmacy.

*Please submit before the deadline with notations of what is to follow.*

Notes (Office use only):

**COMPLETED**

..... /..... /.....

## **A Letter to General Practitioners & Students**

### *Infection Control Form Statement of Compliance with Health and Medical Sciences*

As a condition of entry into professional courses co-ordinated by UWA Specialist Admissions Team, commencing students must provide evidence of compliance with the Faculty Infection Control Requirements, which are based on the [Australian Immunisation Handbook](#) and [0388/12 Health Care Worker Immunisation Policy](#)

Please read the following detailed “Infection Control Requirements” documentation to ensure that you understand and comply with all requirements.

When completing the Infection Control Form, please note the following:

- Serological tests must have been performed in a NATA accredited laboratory.
- Please use the space provided on the form for further clarification (e.g. “inadequate measles titre, awaiting second dose of MMR” or “hepatitis B vaccination course not yet completed”).

Once complete, the student is required to sign the student declaration at the base of the form and submit the form, together with a **copy of all test results and vaccination records**, to the Faculty Pre-enrolment Officer prior to enrolment.

GPs are welcome to communicate directly with the Pre-enrolment Officer if required (e.g. if the student has an underlying medical condition which precludes the use of live vaccination).

The Pre-enrolment Officer must be advised of any student who is a carrier of a blood-borne virus. This is to ensure their training complies with the WA Health policy.

Information supplied to the Pre-enrolment Officer will be handled confidentially.  
Thank you for your co-operation.

Specialist Admission Team  
University of Western Australia  
email: [preenrolment-fmdhs@uwa.edu.au](mailto:preenrolment-fmdhs@uwa.edu.au)

## **Infection Control Requirements for Pharmacy and Social Work students**

Students enrolled in the Master of Pharmacy (MPharm) and Master of Social Work (MSW) courses in Health and Medical Sciences must comply with the specific requirements prior to undertaking clinical placements.

These guidelines are based on the [Australian Immunisation Handbook](#) and [0388/12 Health Care Worker Immunisation Policy](#)

Once a GP has determined that the student has complied with items 1 to 6 below, they are required to complete the Infection Control Form. This must be submitted on Sonia for review by the Health & Medical Sciences Pre-enrolment officer prior to the deadline specified.

Failure to produce evidence of compliance with the requirements will preclude a student from commencing clinical placements.

*The cost of testing and vaccination is met by the student.*

The specific requirements are:

### **1. Hepatitis B**

All students must have a blood sample taken to determine hepatitis B immunity.

Evidence of immunity to hepatitis B virus (HBV) infection is required. Serological testing (a blood test) should be performed by a National Association of Testing Authorities (NATA) accredited laboratory. A hepatitis B surface antibody (HBsAb) titre of  $\geq 10$  mIU/mL is required.

If HBsAb titre is  $< 10$  mIU/mL and there is nil or incomplete documentation of prior vaccination, the student requires completion of a hepatitis B vaccination course prior to undergoing repeat serological testing.

Testing should be performed at least 4 weeks after final vaccination. A student may be undergoing vaccination at the time of enrolment but the Pre-enrolment Officer must be made aware of this. If there is no response to a full course of hepatitis B vaccination, the Pre-enrolment Officer must be contacted. Management will be in accordance with the Australian Immunisation Handbook.

Students who are known to have HBV infection must discuss this with the Pre-enrolment Officer prior to enrolment.

### **2. Measles, Mumps, Rubella & Varicella**

All students must provide evidence of immunity to measles, mumps, rubella and varicella, as referred to in the [The Australian Immunisation Handbook 3.3.7](#).

Acceptable evidence of immunity includes:

Documented evidence of a prior full vaccination course (two vaccinations at least one month apart); or

- Presence of adequate antibodies on serological testing (measles IgG, mumps IgG, rubella IgG, and varicella IgG). Testing must be performed by a National Association of Testing Authorities (NATA) accredited laboratory.

Depending on the evidence produced, primary or booster vaccination may be required. This will be determined by the reviewing GP. Repeat serology following a completed vaccination course is not required.

### 3. Pertussis

All students must provide documentary evidence of up-to-date immunisation against pertussis (whooping cough).

Immunity against this infection cannot be determined by blood testing. Immunity is assumed if at least one documented dose of vaccine has been received within the last 10 years. If not previously vaccinated, or if vaccination records are incomplete, vaccination will be necessary.

### 4. Tuberculosis

All students must have a Quantiferon-TB blood test or a Mantoux test (Tuberculin skin test) to determine evidence of past exposure to tuberculosis. If either of these tests are positive, further action is required. The student will be referred to the Anita Clayton Centre (previously Perth Chest Clinic) for review and a chest x-ray. A positive test does not preclude a student from enrolling. However, the case must be discussed with the Pre-enrolment Officer. This is in accordance with the WA Health [Policy 6.3 Active Surveillance for Tuberculosis in Health Care Workers](#).

### 5. Methicillin-resistant Staphylococcus aureus (MRSA)

Any student who has worked, volunteered or been a patient in a health care facility (e.g. hospital, nursing home setting) outside Western Australia in the 12 months prior to starting work in a WA hospital, must have nose, throat and skin lesion swabs (if needed) taken to determine whether they are carriers of Methicillin-resistant Staphylococcus aureus (MRSA). Work in hospitals cannot be commenced until eradication treatment is commenced. See WA Health [Operational Directive](#) for more information.

### 6. Influenza

It is **mandatory** that all students receive yearly influenza vaccinations.

### 7. Covid-19 Vaccinations

It is **mandatory** that all students receive 3 x Covid-19 vaccinations

### 8. Hepatitis A (not compulsory)

Although not compulsory, students should consider vaccinating themselves against hepatitis A virus (HAV). The UWA Immunisation Guidelines and WA Health recommend vaccination by persons working in early childhood care and healthcare workers in remote Indigenous communities. It is recommended that students discuss this vaccination, including its costs, with their GP. More information regarding hepatitis A can be found in [The Australian Immunisation Handbook](#).

**Please provide a copy of all test results and vaccination records to the student for submitting to the UWA Specialist Admissions team.**

**INFECTION CONTROL FORM**  
**Statement of Compliance with Health and Medical Sciences**  
**Infection Control Requirements**  
**MASTER OF PHARMACY & MASTER OF SOCIAL WORK STUDENTS ONLY**

**To be completed by a registered medical practitioner**  
Submit this form to the Pre-enrolment Officer as soon as possible

Student name:	DoB:
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I, Dr \_\_\_\_\_, report that the student's immunisation status is now as follows:

<p><b>1. Hepatitis B (HBsAb)</b></p> <p><input type="checkbox"/> The student has HBsAb titres <math>\geq 10</math> mIU/mL. <span style="float: right;">Date of Blood Test (only if titre <math>\geq 10</math> mIU/mL) ...../...../.....</span></p> <p><input type="checkbox"/> <b>or</b> a course of vaccinations has commenced:</p> <p>1st dose (date) ...../...../.....</p> <p>2nd dose (date) ...../...../.....</p> <p>3rd dose (date) ...../...../.....</p> <p>Dates of any booster vaccination ...../...../.....</p> <p align="right"><b>Note:</b> A HBsAb titre <b>must be performed</b> (at least 4 weeks after final vaccination) and the result sent to the Pre-enrolment Officer</p>	
<p><b>2. Measles, Mumps, Rubella</b></p> <p><input type="checkbox"/> The student has documented immunity to measles, mumps, and rubella:</p> <p>Measles serology (date) ...../...../.....      Mumps serology (date) ...../...../.....</p> <p>Rubella serology (date) ...../...../.....</p> <p><input type="checkbox"/> <b>or</b> documented immunisation with 2 doses of MMR:</p> <p>1st dose (date) ...../...../.....      2nd dose (date) ...../...../.....</p> <p>Dates of any booster doses of MMR vaccination ...../...../.....</p>	
<p><b>3. Varicella</b></p> <p><input type="checkbox"/> The student has documented immunity to varicella. <span style="float: right;">Date of Blood Test ...../...../.....</span></p> <p><input type="checkbox"/> <b>or</b> a varicella vaccination course has been administered:</p> <p>1st dose (date) ...../...../.....      2nd dose (date) ...../...../.....</p>	



<b>4. Tuberculosis</b>			
Quantiferon blood test or Tuberculin skin test has been performed:	Date of QFN/TST ...../...../.....		
<input type="checkbox"/> Result is Negative <input type="checkbox"/> Result is Positive			
<b>5. Pertussis</b> (Note: Do not undertake serological testing)			
<input type="checkbox"/> The student received pertussis booster within past 10 years.	Date of booster ...../...../.....		
<b>6. MRSA Screening</b> (Note: Indicate if n/a)			
MRSA testing is compulsory if the student has worked or been a patient in a hospital or nursing home outside WA within the past 12 months.	Date of swabs (nose, throat <b>and</b> lesions required) ...../...../.....		
<input type="checkbox"/> Result is Negative <input type="checkbox"/> Result is Positive			
<b>7. Influenza</b>			
<input type="checkbox"/> Yearly Influenza vaccination is <b>mandatory</b>	Date of vaccination ...../...../.....		
<b>8. COVID-19</b>			
Covid-19 Vaccination is <b>mandatory</b> for all students <i>Students must provide evidence of immunisation on Sonia</i>	Date of 1st vaccination ...../...../.....	Date of 2 <sup>nd</sup> vaccination ...../...../.....	Date of Booster vaccination ...../...../.....
<b>GP Notes</b> (additional information as required):			
<b>GP Signature:</b>		<b>GP Practice stamp:</b>	
<b>Date:</b>			
<b>Please provide a copy of all test results and vaccination records to the student for submitting with this form.</b> (UWA Medical Centre staff are required to only provide <b>positive</b> HBsAg, Hep C, HIV, TB and MRSA results)			
<b>Student Declaration:</b>			
I understand the Health and Medical Sciences infection control requirements and agree to submit this health screening information as a true and correct record of my compliance. I attach all of the test results if not completed by the University Medical Centre.			
In addition, I agree to follow up outstanding vaccinations and provide evidence of completion including proof of my status regarding testing for blood borne diseases. I agree that if any test for a blood borne virus is positive, I will contact the Faculty Pre-enrolment Officer immediately for further discussion.			
I will maintain my own records of compliance with these requirements, including copies of my test results and vaccination records.			
<b>Signature:</b>		<b>Date:</b>	

## Methicillin-resistant Staphylococcus aureus (MRSA) Declaration

You must complete and submit this form (even if you answer “no”).

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

Student Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Course Title: \_\_\_\_\_

Have you worked or been a patient in a health care facility (e.g. hospital, nursing home) outside Western Australia in the last 12 months?

Yes

No (please submit this form even if this is your answer)

If yes, you must have an MRSA test. Nose **and** throat swabs are required, as well as skin lesion swabs where applicable.

Note: nose, throat and skin lesion swabs can be collected outside WA as long as you have not been in a hospital setting since the testing.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Submit this form with your Infection Control Form (and test result if applicable) on Sonia (University system)**



## Criminal Record Screening (CRS)

### Frequently Asked Questions (FAQs)

#### **Q: How do I apply for a criminal record screening? (“White Card”)**

A: There are two options for obtaining a WA Health screening:

1. Submit valid National Police Certificate (NPC) to Health Support Services (HSS) (with date of issue being strictly within the past 12 months). There is no charge in this instance.
  - State or Federal Police
    - Complete the request form and post or email it to HSS with a certified copy of the NPC.
  - Private company
    - The check must include a child/vulnerable check and be an Australian screening (overseas screenings cannot be accepted)
    - Complete the request form and post or email a certified copy to HSS
  - Digital National Police Certificate (State or Federal Police Force)
    - Email a copy to HSS (certification is not required)
    - The copy must have a QR Code that can be scanned for a compliance check
2. Submit a Criminal Record Screening Request Form to Health Support Services (HSS)
  - Complete the attached request form and post it to HSS along with 100 points of certified ID and payment of \$33.00 (cheque/money order made out to WA Health)
    - There are currently no options for electronic payment

#### **Q: How do I certify documents?**

A: Certification refers to a document copy that has been signed to confirm it is genuine.

- Document copies can be certified by someone that has known you for 12 months or more (who is not related by birth or marriage). This witness must be contactable by telephone during normal working hours.
- Alternatively document copies can be certified at a pharmacy, police station or post office.

Certification by a witness includes the following information written on the document copy:

- A statement of authenticity: e.g. 'Certified to be a true copy of the original seen by me'
- A signature and date of the witness
- A printed name under the signature.
- Additional information such as the occupation, address and telephone number of the witness.

#### **Q: How long does a screening last?**

A: The WA Health Criminal Record Screening is valid for 3 years. If you present a National Police Certificate for clearance, the clearance date on your card will reflect the clearance date on that certificate.



**Q: What if I only need to renew my clearance?**

A: Renewal is no different from applying for a new screening. You need to submit a completed consent for or send through a certified copy of your National Police Certificate (paper or digital).

**Q: How do I pay for a screening?**

A: The fee payable for your Criminal Record Screening check is \$33.00 (GST incl.) and needs to be paid by cheque or money order made out to WA Health. Unfortunately there is currently no facility for electronic payments.

**Q. Is there a charge if I have been screened elsewhere?**

A. If you hold a valid Australian Federal Police (AFP) check National Police Certificate (NPC) issued within the last 12 months there is no additional fee payable to WA Health. The clearance must have no convictions listed that contravene WA Health's Criminal Record Screening policy, and must be provided as certified supporting documents attached to the consent form.

**Q. Will I be issued with a card if I have an external screening?**

Yes. A clearance card will be issued from HSS based on the issue date that the original screening was completed and will be valid for 3 years from that date.

**Q: How long until I receive my card?**

A: Clearance times are dependent on a response from the Australian Criminal Intelligence Commission (ACIC) and can vary due to many factors, including previous convictions. Your card will be issued promptly once the clearance confirmation has been received.

**Q. I have an international clearance. Can I use that instead?**

A. Overseas clearances cannot be accepted. The National Police Certificate (or equivalent) must relate to an Australian criminal screening.

**Q. Where do I send my request form or certified certificate?**

A. Forward your completed request form together with the \$33.00 and 100 point ID to:

**The Criminal Records Screening Unit  
WA Health  
Locked Bag 60  
PERTH BUSINESS CENTRE WA 6849**

The Criminal Record Screening Unit can also be contacted via phone and email:

**Phone:** 1300 367 894

**Email:** [hss.crs@health.wa.gov.au](mailto:hss.crs@health.wa.gov.au)

Digital clearances can be emailed to: [hss.crs@health.wa.gov.au](mailto:hss.crs@health.wa.gov.au). Include your surname in the email subject line and include your contact phone number and current postal address in the body of the email.

Complete and submit this page to HSS

Criminal Record Screening Request Form

University/College: \_\_\_\_\_ Course of Study \_\_\_\_\_

Employment Agency: \_\_\_\_\_ Position Title: \_\_\_\_\_

I will be on a regional placement/prac that requires Aged Care clearance

**Applicant details:** (Applicant to print all details)

<b>Surname:</b> (Current legal surname)	<b>Given Names:</b> (In full)
<b>Previous Surname:</b> (In full if different to above)	<b>Previous Given Name/s:</b> (In full if different to above)
<b>Additional Names:</b> (Include deed poll changes, aliases, previous married names, etc.)	
<b>Place of Birth:</b> (Town or City/ State/ Country) T O W N / S T A T E / C O U N T R Y	<b>Date of Birth:</b> (DD/MM/YYYY) D D / M M / Y Y Y Y
<b>Gender:</b> Male: <input type="checkbox"/> Female: <input type="checkbox"/>	<b>Telephone no:</b>
<b>Current Residential Address:</b> (Not PO Box addresses)	<b>Current Postal Address:</b> (If different to residential address)
<b>Postcode:</b>	<b>Postcode:</b>

**National Criminal History Record Check - Consent to Obtain Personal Information  
(Complete Exclusion)**

(BLOCK LETTERS and in black ink)

I, \_\_\_\_\_ hereby:  
Family Name (Current) Given Names (Current)

1. acknowledge that I have read the Spent Convictions Schemes section of the information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure
2. understand that the position for which I am being considered is in a category for which the following **complete** exclusion has been granted from the application of the Spent Convictions legislation and that **all** "spent" convictions and findings of guilt recorded or pending relating to me will be released
3. have fully completed this form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct
4. consent to Department of Health disclosing personal information about me from this form to the Australian Criminal Intelligence Commission (ACIC) and the Australian police services
5. consent to:
  - (i) the Australian Criminal Intelligence Commission (ACIC) disclosing personal information about me to the Australian police services
  - (ii) the Australian police services disclosing to the Australian Criminal Intelligence Commission (ACIC), from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned
  - (iii) the Australian Criminal Intelligence Commission (ACIC) providing the information disclosed by the Australian police services to Department of Health in accordance with the laws of the Commonwealth, and
6. acknowledge that any information provided by me on this form, or by the Australian police services, may be taken into account by Department of Health in assessing my suitability for the position/course for which I am applying.

**Applicant signature:**

**Date** D D / M M / Y Y Y Y



## Checklist

Before you forward your application to the Criminal Record Screening Unit for processing please check the list below to ensure your application is complete.

### Any incomplete applications will be returned

- Request form completed and signed
- Certified copies of 100 points of ID
- Correct cheque or money order made payable to WA Health

OR

- Certified copy of your National Police Certificate attached
- Current address confirmed (Payment, and ID copies are not required for this option)

**For security reasons your consent form and remittance will not be accepted personally at WA Health.**

**Note this is not a Working With Children check**



## Identification Guide

### Acceptable identification for the provision of service within the Department of Health

#### Compulsory '100 Point' Identification Check

Before undertaking a record check the department must be in no doubt as to the identity of the applicant. Documentary evidence of acceptable identification is to be attached and submitted by all persons prior to a Criminal Record Screening check being undertaken for the employment or the provision of services within WA Health.

You are required to submit certified identification copies to the value of 100 points, together with the Criminal Record Screening Request Form, prior to commencing employment.

**Where you have changed your name (i.e. through marriage or deed poll) evidence must be produced to support this.**

Identification Types	Points
<ul style="list-style-type: none"> <li>- Birth certificate (original, certified copy or extract)</li> <li>- Current passport/international travel document</li> <li>- Citizenship certificate (original or certified copy)</li> </ul> <p><i>Use only ONE of the above.</i></p>	70
<ul style="list-style-type: none"> <li>- Driver's licence/permit</li> <li>- Public Service ID card</li> <li>- Social security benefits card</li> <li>- Tertiary student ID card</li> </ul> <p><i>Name, signature and photograph where applicable must be supplied.</i>  <i>Use only ONE of the above.</i></p>	40
<p>A signed written reference from:</p> <ul style="list-style-type: none"> <li>- A financial body</li> <li>- An acceptable referee</li> </ul> <p><i>The reference must confirm a twelve month association with the recommended applicant.</i>  <i>Use only ONE of the above.</i></p>	40
Medicare Card	25
Membership card <ul style="list-style-type: none"> <li>- Union or trade/professional bodies</li> </ul>	25
Recent arrival in Australia (less than six weeks) <ul style="list-style-type: none"> <li>- Passport (resident)</li> </ul>	100
Isolated Area Aborigine <ul style="list-style-type: none"> <li>- A written statement of confirmation of identification signed by two acceptable referees.</li> </ul>	100

#### Please Note:

Certified copies of the above documents must be provided. Documents can be certified by anyone that has known you for 12 months or more that is not related by birth or marriage, or alternatively documents can be certified by taking the originals and copies into a pharmacy, police station or post office.

The '100 Point' Identification Check is not required if you submit a certified copy of your National Police Certificate (NPC) or a Digital National Police Certificate from the WA Police.



## Additional Information

### About the WA Health Criminal Record Screening Policy

WA Health has a 'duty of care' to take all reasonable steps to protect clients from harm and is committed to the prevention of crime against all clients receiving health services from:

- Government agencies;
- Non-government organisations funded by government;
- Volunteer organisations involved in government services; and
- Private contractors providing services to government.

To assist in the protection of clients, the screening of criminal records will apply to all prospective:

- Employees (full/part – time, temporary, casual, sessional, contract (includes redeployees));
- Independent contractors (includes all visiting practitioners) and their employees;
- Private agency staff;
- Students on placement (excludes school children on work experience);
- Volunteers; and
- Persons engaged in any other capacity (e.g. Adults on work experience, chaplains, academics)

**No person in the above categories will be allowed to work or provide services without a criminal history record check.** Previous criminal convictions or pending charges will not necessarily preclude employment or involvement in the provision of services.

Your personal information will be held in the strictest confidence and will not be used by WA Health for any purpose other than to determine your suitability for the provision of services to clients of WA Health. Only the Criminal Record Screening Unit in Perth will hold outcomes of the criminal history record checking process.

Your information will not be disclosed by WA Health except as provided for in the Criminal Records Screening Policy or as required by law (e.g. Freedom of Information Act).

### Serious Conviction

The definition of a serious conviction under the *Spent Convictions Act 1988 (WA)* means a conviction in respect of which the sentence imposed is (a) imprisonment for more than one year or for an indeterminate period; or (b) a fine of \$15,000 or more. Other than in exceptional circumstances, a person who has been convicted of a serious sexual offence(s) will not be employed or involved in the provision of services to clients.

Other serious offences (e.g. serious offences involving threat or injury to another person and serious drug offences) relevant to the duties of the position may render a person unsuitable for employment and/or provision of services to clients. This will be determined by the Senior Screening Officer in conjunction with other relevant parties.

If a person has been convicted of a serious offence, he or she may be precluded from employment or involvement in the provision of client services within a WA Health site.

There is a prescribed Grievance Resolution Mechanism, which can be found in the Operational Guidelines. This process should be followed if you wish for a decision regarding your criminal record screening to be independently reviewed.





## Criminal History Record Check

Criminal history record checks are an integral part of the assessment of your suitability.

Information extracted from this form will be forwarded to the Australian Criminal Intelligence Commission (ACIC) and other Australian police services\* for checking action. By signing the form you are providing your consent to these agencies:

- a) disclosing criminal history information that pertains to you from their own records to WA Health; and/or
- b) accessing their records to obtain criminal history information that in turn will be disclosed to WA Health.

Such criminal history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy. It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

### **Restrictions on the Release of Criminal History Information**

As from 31 May 2005, WA Health was granted exemption to the Spent Convictions Act 1988 (WA) relating to convictions/findings of guilt of ALL Western Australian offences. Therefore, in accordance with that Act, ALL 'spent' convictions/findings of guilt for Western Australian offences will be released.

### ***No criminal history information will be forwarded to the agency or university***

*Note: A Criminal Record Screening Check processed through WA Health can only be used for employment purposes and providing services within WA Health. It must not be used for any other purpose.*

\*Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.

## Spent Convictions Schemes

### **Western Australia**

Under the provisions of Section 7(1) of the *Spent Convictions Act 1988* (WA) only 'lesser convictions' can be spent by the WA Police Service, after a time period of 10 years plus any term of imprisonment that may have been imposed. A lesser conviction is one for which imprisonment for 12 months or less, or a fine of less than \$15,000 was imposed.

All other convictions, such as 'serious convictions' applicable under Section 6 of the Act can only be spent by applying to the District Court. At the time of sentencing, the Court may make a 'spent conviction order' under the *Sentencing Act 1995* (WA) that the conviction is a spent conviction for the purposes of the *Spent Convictions Act 1988* (WA).

Schedule 3 Clause 1(7) of the *Spent Convictions Act 1988* (WA) gives WA Health an exemption to access all spent convictions for the purpose of:

- employment/secondment by WA Health under the:
  - a) Health Act 1911
  - b) Hospitals and Health Services Act 1927
  - c) Mental Health Act 1996
  - d) Alcohol and Drug Authority Act 1974; and
- placement as a student undertaking a practicum or in an unpaid capacity within WA Health.



## Other Australian Police Services

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or release policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt over a certain age. Such convictions (widely referred to as 'spent' or 'rehabilitated' convictions) will not be released unless the records check is for the applicant's personal information only and provided that this is in accordance with relevant legislation (and/or release policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

## Criminal Records Screening Office

WA Health has an established Criminal Records Screening Unit. The officers who work in this area are highly experienced and are bound by strict confidentiality provisions.

The unit will process your Criminal Record Screening and forward your name to the Australian Criminal Intelligence Commission (ACIC). The process can take between three (3) and fifteen (15) working days, however some delays can occur so there is no guaranteed turnaround time.

## Request Form

This form is used by WA Health as part of the assessment process to determine whether a person is suitable for employment or other engagement for work within WA Health. Unless statutory obligations require otherwise, the information provided on this form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability.

You may be required to complete another consent form in the future in relation to employment in other positions within WA Health. The Criminal Records Screening Unit must have a signed consent form before a Criminal Record Screening check is conducted.

***Your screening check will be unnecessarily delayed if your writing is illegible or if you have omitted information. Delays can mean that you are unable to commence your placement.***

## Provision of False or Misleading Information

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable. You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interests to provide full and concise details in the form.

## Clearance Card

Once the Criminal Records Screening Unit receives the results of your Criminal Record Screening check, and there is no further action to complete and you are cleared in accordance to WA Health's Criminal Record Screening Policy, a clearance card will be produced for you. This card will be forwarded to the current address provided on the consent form, or the relevant agency.

**YOU MUST CARRY THIS CARD WITH YOU AT ALL TIMES WHEN WORKING WITHIN A WA HEALTH SITE AS EVIDENCE THAT YOU HAVE BEEN SCREENED. YOU ARE RESPONSIBLE FOR YOUR CARD.**



# Sonia Online: Submitting Your Pre-enrolment Documents

## Student User Guide

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## What is Sonia?

Sonia is the University's student placement system. Sonia Online enables you to upload and review all pre-enrolment and placement requirements, as well as view and manage your placement details.

## Submitting your Pre-enrolment documents

### STEP 1: Log into Sonia Online

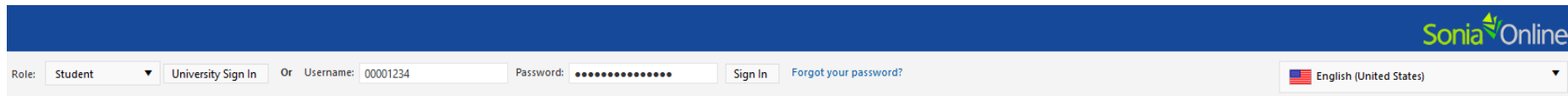
#### 1.1: Logging in for the first time.

You should have received an email from the Pre-enrolment Officer with your username and a link to the password reset. Click on the password reset link, and follow the instructions to set up your password.

#### 1.2: Returning to Sonia Online (you have previously set up your password).

Go to [placements.uwa.edu.au](https://placements.uwa.edu.au) and click on the School that is applicable to you (SMED Medicine if you are an MD student). From there, login using your username (student ID) and password.

- Make sure that the "Role" is "Student"



The screenshot shows the top navigation bar of the Sonia Online system. On the right side, the logo "Sonia Online" is displayed. Below the navigation bar is a login form with the following elements: a "Role:" dropdown menu currently set to "Student"; a "University Sign In" button; an "Or" separator; a "Username:" input field containing "00001234"; a "Password:" input field with masked characters; a "Sign In" button; and a "Forgot your password?" link. On the far right, there is a language selection dropdown menu showing "English (United States)" with a small American flag icon.

## STEP 2: Access the “Checks” page

2.1: On the top navigation ribbon, select “Checks”. Do NOT use the “Documents” section for this purpose!

Home Placements Forms My Details Checks History Documents Calendar

Welcome Anstie, Danielle

YES ↑ NO ↑

THE UNIVERSITY OF WESTERN AUSTRALIA

Welcome to UWA Medical School Sonia Placement Dashboard

From within the Sonia Dashboard students are able to:

- \* Complete preferencing for placements (**Please note NOT all placements offer preferencing**)

You will notice a lot of information on this welcome page about placements. The Schools use this system for managing clinical placements, so you will need to return to Sonia later in your studies!

2.2: You will now see a list of all required pre-enrolment documents to work through.

### STEP 3: Submit your documents

**3.1:** In the Document field, click on “Browse” to select your file to upload.

You can submit more than one document if you wish.

Note: You will not be able to delete a document uploaded. If you uploaded an incorrect file, please email [preenrolment-fmdhs@uwa.edu.au](mailto:preenrolment-fmdhs@uwa.edu.au).

**3.2:** Complete all the other fields, as necessary (Reference, Date Completed, etc).

Click on the small “i” icon next to the field for more information about what is expected.

There is no need to re-upload the Infection Control Form for every check. Just upload this form once in the Infection Control Form section.

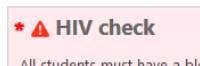
**3.3:** Click “Submit”.

The “Submit” button will tell the Admissions team that your document is ready for review.

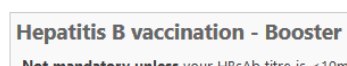
The “Save” button will save your work, but not advise the Admissions team that you have started this requirement.

**3.4:** Continue onto the next requirement.

Mandatory items have a red asterisk next to its name, as shown below.



Mandatory



Not mandatory

**3.5:** Repeat steps 3.1 – 3.4 until all requirements have been completed.

You do not need to complete the Hand Hygiene Australia requirement at this stage.

Welcome to the Sonia Checks page!


Please use this page to submit your pre-enrolment and placement requirements. Be sure to upload your documents by the due date specified by the relevant officer. It is important that you visit this page regularly, to ensure that you have completed all necessary requirements (some Checks have an expiry date).

For pre-enrolment enquiries, please contact [preenrolment-fmdhs@uwa.edu.au](mailto:preenrolment-fmdhs@uwa.edu.au). For all other enquiries, please contact your relevant placement officer.

You can use this drop-down menu to filter the requirements by completion status.


Search  None Selected  Filter

Legend


- \* Mandatory  Check not passed


All of your pre-enrolment requirements are detailed on this page.


**Vaccinations/Immunisations** 

**\*  Infection Control Form** Not Complete


**Make this form your first priority** to ensure that you meet the Faculty's infection control requirements, and if treatment or vaccination is required, it is well underway before your course commences. Clearance can take time. For instance, if you have not been previously vaccinated for Hepatitis B, it can take at least 8 months to complete immunisations and confirm immunity.

Reference:  

Documents 

**\*  Hepatitis B immunity check** Not Complete

**All students must have a blood sample taken to determine hepatitis B immunity.** Hepatitis B surface antibody (HBsAb) titre of >10 mIU/mL is required. If HBsAb titre is <10 mIU/mL and there is nil or incomplete documentation of prior vaccination, you will require completion of a hepatitis B vaccination course prior to undergoing placement. Testing should be performed at least four weeks after completion of a full course of hepatitis B vaccination. If there is no response to a full course of hepatitis B vaccination, the Pre-enrolment Officer must be contacted. **Students who are known to have hepatitis B infection must consult with the Pre-enrolment Officer prior to enrolment.**

Reference:  

Date Completed:

STEP 3.2

STEP 3.1

STEP 3.3

STEP 3.4

## Special Note!

The Hand Hygiene Australia Certification is not required until later in your studies. Please ignore this requirement for now – the Admissions team will get in touch with you when you need to complete this section.

**\* ⚠ Hand Hygiene Australia** Not Complete

**This check is not required until you are in Year 2 of the MD program.**  
Hand Hygiene Australia Certification. This certification expires after 12 months. Students are required to complete HHA every 12 months (i.e. achieve and upload yearly certification for Y2/Y3/Y4 of MD program)

Value:	<input type="text"/>		<b>Documents</b>	<input type="text"/>	<input type="button" value="Browse"/>
Reference:	<input type="text"/>				
Date Completed:	<input type="text"/>				

**STEP 4: The Admissions team checks your documents and processes approvals, missing information and rejections.**

**4.1:** If your document has been approved, the status will change to “Cleared” (and the box will turn grey).

Cleared



## STEP 5: Respond to further information requests if required.

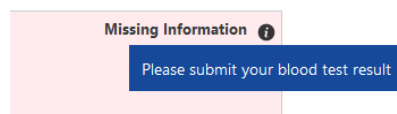
### 5.1: Ensure that you keep checking your email (both your personal and UWA student account).

If you need to provide more information, additional documents or similar, you will receive an email advising you of this.

### 5.2: Provide further information or upload a new document as necessary.

The status on the Checks page for that requirement will change to “Rejected” or “Missing Information” (and the box will remain pink if it’s a mandatory requirement).

Click on the “i” icon for information on what is missing or incorrect, as shown below.



### Important Note!

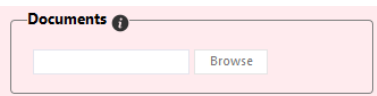
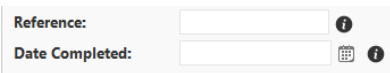


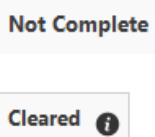
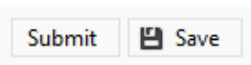


Emails sent directly from the Sonia system directly will likely go to your UWA student email address once you have enrolled in your ~~course (or if you were a UWA student in 2019)~~. At this stage, you will no longer receive automatic notifications to your personal email address.

## STEP 6: The Admissions team will notify you when all requirements have been approved.

Once all documents have been completed and approved, you should have a page of grey boxes, with the exception of any requirements due later in the course such as the Hand Hygiene Australia and Working With Children Check.

## Additional information to help you along the way

### Fields, icons and buttons explained

Image	Name	Description
	Documents	Click on “Browse” to select your file to upload. You can submit more than one document if you wish.
	Text field	These fields are for entering additional text and dates. All “Date Completed” fields are mandatory.
	Non-editable text field	This information will be entered by the Admissions team when reviewing your documents. These fields are visible to you for your information only.
	Information	Click on this icon for further details on what is expected.
	Status	Indicates if the check is not complete, submitted, rejected or has missing information.
	Submit / Save	The “Submit” button will send your submission to the Admissions team for review. Use this once you have finished entering the information and want to send it to the Admissions team for review.  The “Save” button will save your changes, but not submit them to the Admissions team.
	Mandatory	Indicates a mandatory requirement.
	Check not passed	Indicates a mandatory requirement not passed.

## Colour Shading

**Pink** sections means that the item is a mandatory requirement that:

- you have not completed;
- you have completed, but has not been approved by the Admissions team ; or
- you previously received approval for, but has since expired or is due for review.

**\* ⚠ Hepatitis C check** Not Complete

All students must have a blood sample taken to determine their hepatitis C status. Students with hepatitis C infection will be allowed to enrol. Prior discussion must take place with the Pre-enrolment Officer and, during training, restrictions will be placed on the student regarding Exposure Prone Procedures (EPPs).

Reference:  ⓘ

Documents ⓘ  Browse

**Grey** boxes are:

- not mandatory; or
- items that you have completed and are up to date.

**Hepatitis B vaccination - Booster** Not Complete

**Not mandatory unless** your HBsAb titre is <10mIU/mL and there is documentation of prior vaccination. If this is the case, you will need to receive a booster vaccination dose prior to undergoing repeat serological testing.

Reference:  ⓘ

Date Completed:  ⓘ

Documents ⓘ  Browse

## Fields that you cannot edit

Don't worry when you come across fields that you can't enter information into! The Admissions team will enter this information when reviewing your documents, as shown below.

**\* ⚠ Pertussis (DTP) vaccination**

All students must provide documentary evidence of up-to-date immunisation against pertussis (whooping cough). Immunity against this infection cannot be determined by blood testing. Immunity is assumed if at least one documented dose of vaccine or if vaccination records are incomplete, vaccination will be necessary.

Reference:  ⓘ

Date Completed:

Date Review:

Documents ⓘ

Browse

BEFORE

**\* Pertussis (DTP) vaccination**

All students must provide documentary evidence of up-to-date immunisation against pertussis (whooping cough). Immunity against this infection cannot be determined by blood testing. Immunity is assumed if at least one documented dose of vaccine or if vaccination records are incomplete, vaccination will be necessary.

Reference: See Infection Control Form ⓘ

Date Completed: 7/21/2018

Date Review: 4/21/2028

AFTER

## Notifications

### Important Note!

Emails sent by the Sonia system directly will likely go to your UWA student email address once you have enrolled in your course (or if you were a UWA student in 2019). At this stage, you will no longer receive automatic notifications to your personal email address.

You will receive email notifications at the following stages:

- You have submitted your document and it has been returned with a status of either “missing information” or “rejected”.
- You have satisfactorily completed your pre-enrolment requirements (this will be sent once your submissions have been checked and approved by FHMS Admissions).
- Three months prior to the expiry of any of your documents or vaccinations (e.g., first aid certificate, pertussis, MRSA declaration, etc). Everything must remain current throughout your studies as each requirement is crucial for your clinical placements.

**Note:** To avoid sending you too many emails, please note that you will not receive an email when each individual requirement has been approved. You can always log back into Sonia Online to see the status of your submission.