

Application for authority to undertake clinical placements in NSW Public Health facilities

Students must apply to NSW Health for authority to undertake Clinical Placements within the NSW Public Health facilities, or authority to continue with Clinical Placements if they:

- have offences or pending charges disclosed in their National Police Certificate, Overseas Police Certificates or Statutory Declaration; or
- have been charged or convicted of offences after initially being assessed by NSW Health for employment or student placements.

Criminal history does not necessarily constitute a barrier to clinical placement. Each application is considered on its merits, and its relevance to undertaking clinical placement in NSW Public Health facilities. Mitigating factors, including but not limited to the length of time since the convictions, the nature of the convictions and action taken since by the student will be considered.

If the risks relating to the criminal history are not relevant or are considered sufficiently mitigated, NSW Health will provide a full Clearance or a Conditional Letter with authority to undertake clinical placement subject to certain conditions. If the risks relating to the criminal history are unacceptable, or the student has not provided the required documentation, NSW Health may decline the application and withdraw such authority if it had been previously provided. The student will be informed of this decision in writing and of the requirement to inform the educational institution's Clinical Placement Supervisor or Facilitator & HETI for compliance purposes.

Applications for assessment should be submitted within three months of a student's placement in NSW Public Health facilities to ensure that the most recent information is assessed. Students should allow a minimum of 15 working days for the application to be processed. Assessments are reserved for students attending placements in NSW Public Health facilities only, e.g Westmead Public Hospital not Westmead Private Hospital.

Applications for assessment should not be submitted without a scheduled placement in NSW Health.

The following documents must be submitted:

- evidence** of your next placement in NSW Public Health facilities. E.g. Westmead Public Hospital not Westmead Private Hospital.
- a completed 'Student Application for Clinical Placement Authority' form;
- a certified* copy of the National Police Certificate (issued within last 5 years)
- a certified* copy of an Overseas Police Certificate/s and/or Statutory Declaration (overseas students only);
- a certified* copy of your Student ID card issued by your Tertiary Education Institution;
- relevant supporting documents such as work/character references, evidence that you have successfully completed relevant training, education or treatment courses etc.

**Certified copy - Copy of an original document that has been verified to be a true copy by an authorised witness (i.e. Justice of the Peace) after they have sighted the original document. The complete list of authorised witnesses can be found in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth) which is available from www.comlaw.gov.au*

*** Placement evidence - This can either be a screenshot from ClinConnect (see your Education Provider) or a letter from your Education Provider.*

Submitting the application

The application can be:

Emailed to: hsnsw-esr-enquiries@health.nsw.gov.au (Preferred)

Applications sent via email must be sent in colour and sent from your email address issued by your tertiary institution or the email address you have registered with your tertiary institution if they did not issue one.

OR

Posted to:

Employment Screening and Review Unit
Service Centre Westmead
HealthShare NSW
PO Box 292
WESTMEAD NSW 2145
Phone: (02) 8848 5175

For further information regarding student compliance, please see the [HETI website](#).

Student Application for Clinical Placement Authority in NSW Health facilities

SECTION A: PERSONAL DETAILS

Family name:		Given Names:	
Other names/s: (Include alias and previous)			
Postal address:			
Suburb:		Post Code:	
Country:		Contact Number:	
Date of Birth:		Gender:	
Email address issued by your tertiary institution (or the one you've registered with them):			
Education Provider:			
Student ID:		Date of Enrolment:	
StaffLink ID (if applicable):		Are you a current NSW Health employee?	
Australian National Police Certificate No:		Issue date:	
Date and location of next placement in NSW Public Health facility:			
Are you an overseas student? Overseas student is a person who is coming directly from overseas on a student visa, including from New Zealand.		Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION B – STATEMENT

Instructions:

- *For additional offences, photocopy and complete Section B as required and attach additional pages if there is insufficient space.*
- *If assistance is required in completing the statement, please contact Employment Screening & Review Unit on (02) 8848 5175 or email hsnsw-esruenquiries@health.nsw.gov.au*

Charge / Conviction (No.1)

1. Details of the charge/conviction (e.g. drink driving – High PCA; Shoplifting, etc) including the court date.

2. Please describe the event/s that led to you being charged:

3. Were there any mitigating circumstances at the time of the offence/s (i.e. personal difficulties, relationship issues etc) that you think should be considered as part of this risk assessment? If so, describe them.

4. State how your life has changed or what action you have taken that demonstrates your commitment to avoiding criminal charges in the future.

NSW HEALTH

SECTION C – SUPPORTING DOCUMENTS

Please include an original certified copy of the following documents where applicable:
(DO NOT SEND ORIGINAL POLICE CERTIFICATES / STATUTORY DECLARATION and STUDENT ID CARD)

- Evidence** of your next placement in NSW Public Health facility. E.g. Westmead Public Hospital not Westmead Private Hospital.
- Valid National Police Certificate (issued within last 5 years) *
- Overseas Police Certificate/s or Statutory Declaration (for overseas student) *
- Student ID card *
- Additional pages for statement (where applicable)
- Work/Character reference
- Evidence of relevant training, education or treatment courses completed following the offence/s that demonstrate your commitment to avoiding criminal charges in the future

* Compulsory certified documents to be attached with your application. The name on your National Police Certificate must match the name on your Student ID card (unless a marriage certificate or change of name certificate is included). Your application will not be processed if the name on your National Police Certificate does not match the name on your Student ID card and you will not be allowed to commence clinical placement with a NSW Public Health Facility.

**A screenshot from ClinConnect or a letter from your Education Provider with your placement details.

SECTION D – CONSENT

I give consent to NSW Health to obtain any additional information, relating to any offences or pending charges shown on the National Police Certificate that I have provided, from sources such as courts, police and prosecutors. I understand that the purpose of seeking this information is to enable a full and informed risk assessment and that where other information is available, NSW Health will obtain that information for clinical placement risk assessment purposes only.

Signature: _____

Date: _____