



Health Professional Education
School of Medicine
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CRICOS Provider No. 00114A

Dear Commencing Student

The South Australian Health Service requires all its employees, volunteers and students on clinical placement to have a valid criminal history screening check. The Flinders University School of Medicine has introduced measures to ensure that all students enrolled in the School of Medicine comply with this requirement.

CRIMINAL HISTORY SCREENING (POLICE CHECK)-SA

In South Australia, the Department for Communities and Social Inclusion (DCSI) now undertakes the screening process on behalf of health care establishments in response to state legislative requirements and the SA Health Service requirement that all employees, volunteers and students on clinical placement have a valid criminal history screening check. Flinders University School of Medicine is committed to demonstrating that we comply with this requirement by developing a process for the organisation and monitoring of Criminal History Screening Checks for all health professional students who will be working with children and vulnerable adults.

The introduction of this process means that individuals will not be required to routinely produce evidence of Criminal History Screening, as it will be assumed that all students from the Flinders University School of Medicine comply with these requirements. **Failure to undertake this check will result in you being unable to attend ward, clinic activities or clinical placements.**

The following process will be followed in order for the School of Medicine to meet this obligation:

All students applying for a criminal history screening will need to undertake the following steps:

1. **At least 8 weeks prior to commencement** carefully read and understand the *Informed Consent Form Guidelines* at the following web site:

<http://www.dfc.sa.gov.au/pub/tabId/934/itemId/3015/Lodgement-at-Australia-Post.aspx>

 [Informed Consent Form Guidelines](#) [alternative]

2. Complete the on-line *Informed Consent Form* at the following web site:

 [Australia Post Informed Consent Form](#) [alternative] (to be completed by applicant)

3. Applications can only be lodged using this specifically marked **Australia Post lodgement form**. Complete pages 1-4.

4. Information relating to page 5 has been pre-filled and will be provided to you when your ID is verified by CAU staff. It includes:

- a. NAME OF REQUESTING ORGANISATION (page 5) – **Flinders University**

- b. THE REQUESTING ORGANISATION is (page 5) – **Non-Government**
 - c. TITLE AND NATURE OF THE APPLICANT'S ROLE (page 5) – provide details on the purpose for which the check is being requested e.g. **student on clinical placement**.
 - d. APPLICANT'S ROLE INVOLVES (page 5) – **Working with Children, with Vulnerable Adults and Working with Aged Care**.
 - e. REQUESTING OFFICER (page 5) – pre-filled with the Managers details.
 - f. Take your completed form with sufficient original documentation to satisfy the 100 point identification check to the **Course Administration Unit, Room 5E:209, Level 5, Flinders Medical Centre**.
5. After the above steps have been undertaken, pay for and lodge your application at any **Australia Post** outlet within South Australia with EFTPOS facilities. The cost of checks will be **\$42.90 (incl. GST)** for students. Payment can be made by cash, Visa, Mastercard or EFTPOS. Australia Post will then lodge your application with DCSI.
 6. Students not lodging their completed application form to Australia Post in a timely manner are advised that they **will not be permitted to undertake clinical placements until confirmation of clearance has been received**.
 7. When the screening process has been completed by DCSI, a letter will be sent to the individual and an email to the REQUESTING OFFICER in the School of Medicine confirming that a clearance has been issued.
 8. During the screening process, if an area of concern is identified, DCSI will contact the student for further information/clarification. If a concern remains, DCSI will contact the REQUESTING OFFICER listed on the application. The matter may then be escalated to the Dean to discuss further if needed.

Course Administration Unit

The Course Administration Unit is responsible for monitoring the renewal of the screening process for all medical students. The renewal process for all other School of Medicine students will be undertaken by the course administrators in the work units. Please contact the Manager of the CAU, Maria Russo on 8204 4599 or email maria.russo@flinders.edu.au for clarification of the above information.

International Students

It is acknowledged that as part of the student visa application process, international students may be asked to provide evidence of their criminal history to comply with Australian immigration guidelines. Prior to enrolment, International students will be requested to obtain a Police Check from their country of origin. Upon arrival in Australia, they will need to attend the CAU and provide evidence of their original police check to the relevant CAU personnel, who will record this on the Student Database. During Semester 2 the CAU will send a reminder email to these students to apply for a criminal history screening to be undertaken by the DCSI.

If the student does not possess a valid police check from their country of origin then they will be asked to arrange for one to be undertaken. Please note, requesting a police check away from your home country will take longer than normal (up to 3 months). Students who do not possess a valid police check **will not be permitted to undertake clinical placements until one is produced**. The Department of Immigration and Citizenship (DIAC) website lists the relevant agency for each country and how to obtain police checks.

<http://www.immi.gov.au/allforms/character-requirements/character-penal.pdf>

CRIMINAL HISTORY SCREENING (POLICE CHECK)-NT

All health professional students undertaking clinical placements in the Northern Territory are required to complete a NT Government Criminal History Check (CHC), if they don't already have one from another state. **Failure to undertake this check will result in you being unable to attend ward, clinic activities or clinical placements in the Northern Territory.**

If a student holds a CHC from another state or territory this is acceptable provided that the CHC was obtained within the last 12 months and can be provided to the Executive Officer, NTMP or the Clinical Supervisor on your arrival for placement. Students arriving from Flinders University in SA should ensure they have an up-to-date Criminal History Check with the Course Administration Unit (CAU) in the School of Medicine, Room 5E-209, Level 5, Flinders Medical Centre, prior to arrival in Darwin.

Students who don't already have a CHC are responsible for making their own application. For all students an application fee of \$5.00 is to be paid to **Safe NT** at the time of lodging the application.

Procedures for NT Medical Program Students

1. Students receive a Criminal History Check Fact Sheet and "Application for Criminal History Check and Consent to Release National Police Certificate" from NT Medical Program staff or the CAU, School of Medicine, Flinders University.
2. Student completes the form and if already based in NT*, ensures the form is returned to:

**Executive Officer
NT Medical Program
PO Box 41326
CASUARINA
NT 0811**

And that they complete the "for the purpose of" with Allied Health/Medical Student Clinical Placement.

3. After the above steps have been undertaken, student then lodges form with application fee (\$5) and passport sized photo to:

**Safe NT
PO Box 39764
WINNELLIE
NT 0821**

**For medical program students not based in the Northern Territory prior to placement, please follow steps 1-5 of the procedures below.*

Procedures for Non-Medical Program Students

1. Student receives a Criminal History Check Fact Sheet and "Application for Criminal History Check and Consent to Release National Police Certificate" from CAU, School of Medicine, Flinders University.
2. Student completes all details as per the instructions on the application form – please note that students are required to obtain a proof of ID from an appropriately qualified person such as a JP or Commissioner of Oaths as part of the application process.
3. Take your completed form with sufficient original documentation to the **CAU, Room 5E:209, Level 5, Flinders Medical Centre.**

4. Details of the VOLUNTEER ORGANISATION (SECTION E) – **to be completed in the CAU.**
5. After the above steps have been undertaken, student then lodges form with application fee (\$5) and passport sized photo to:

Safe NT
PO Box 39764
WINNELLIE
NT 0821

NB. Under no circumstances is the form to be downloaded from the DHF Intranet or NTG website as our form is specific to NT Medical Program and School of Medicine students. Use of any other form will result in delays in the processing of your application.

Course Administration Unit

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WORKING WITH CHILDREN CHECK (OCHRE CARD)-NT

OCHRE CARD IN THE NORTHERN TERRITORY

On 1 March 2011, section 187 of the *Care and Protection of Children Act* (the Act) came in to effect and includes all Northern Territory Hospitals. The act states that any person whose work involves child related employment or volunteering with children is required by law to have a Clearance Notice (Ochre Card).

You are required to obtain your Ochre Card prior to the commencement of your placement at any Northern Territory Hospital or Medical Centre. Failure to do so will result in you being unable to attend ward, clinic activities or clinical placements.

Each student is responsible for making their own application. Please allow at least 8 working weeks for the processing of your application.

All students applying for an Ochre Card will need to undertake the following steps:

1. **At least 8 weeks prior to commencement** at any NT Hospital or Medical Centre, student obtains a Working with Children Fact Sheet and "*Working with Children Clearance Application Form*" from either NT Medical Program staff (medical students) or the Course Administration Unit (CAU), Room 5E:209, Level 5, Flinders Medical Centre (all other School of Medicine students).
2. Student completes all details as per the instructions on the application form – please note that students are required to obtain a proof of ID from an appropriately qualified person such as a JP or Commissioner of Oaths as part of the application process.
3. Take your completed form with sufficient original documentation to the **CAU, Room 5E:209 Flinders Medical Centre**.
4. Details of the VOLUNTEER ORGANISATION (SECTION E) – **to be completed in the CAU**.
5. After the above steps have been undertaken, student then lodges form with application fee (\$5) and passport sized photo to:
Safe NT
PO Box 39764
WINNELLIE
NT 0821
6. Student will receive the Ochre Card back at the address stated on the application form – so please consider this when applying for your card. If you will be interstate or overseas immediately prior to your commencement date – you will need to organise for someone to forward the card to you so you have it **PRIOR** to the commencement of your placement.
7. When the screening process has been completed and you have received your Ochre Card, students must present their card to either the NT Medical Program, Student Support Officer located at RDH or to the CAU in Flinders Medical Centre, for staff to record details. Note, your Ochre Card must be kept with you at all times whilst on placement.
8. During the screening process, if an area of concern is identified, Safe NT will contact the student for further information/clarification. If a concern remains, Safe NT will contact the REQUESTING OFFICER listed on the application. The matter may then be escalated to the Dean to discuss further if needed.

NB. Under no circumstances is the form to be downloaded from the DHF Intranet or NTG website as our form is specific to NT Medical Program and School of Medicine students. Use of any other form will result in delays in the processing of your application.

Course Administration Unit

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