Dear Student in the School of Medicine

In South Australia, the Department of Families and Communities (DFC) Screening and Licensing Branch undertakes the criminal history screening process on behalf of health care establishments. Up until the end of August students have been able to lodge their screening applications via the Course Administration Unit (CAU). However, from September 1, 2010 this process will change.

From September 1st all students applying for a criminal history screening will need to undertake the following steps:

1. 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 1-3. As a medical student in the School of Medicine at Flinders University, the form should also include the following information on pages 4-5:
   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) – check Working with Children and Working with Vulnerable Adults.
   e. Take your completed form with sufficient original documentation to satisfy the 100 point identification check to the Course Administration Unit, Room SE:217 Flinders Medical Centre.
   f. Details of the VERIFYING OFFICER (page 4) and REQUESTING OFFICER (page 5) – to be completed in the CAU.

4. 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 increased cost of checks will be $42.90 (incl. GST) for students. Payment can be made by cash, Visa, Mastercard or EFTPOS. Australia Post will collect and lodge your application with DFC.

5. 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.

6. When the screening process has been completed by DFC, a letter will be sent to the individual and an email to the Requesting Officer in the School of Medicine confirming clearance.

7. During the screening process, if an area of concern is identified, DFC will contact the student for further information/clarification. If a concern remains, DFC will contact the Authorised Person in the School of Medicine, which will be the Dean, to discuss the concern.

Staff in the Course Administration Unit will be responsible for monitoring the renewal of the screening process for all medical students.

Please contact the Manager of the Course Administration Unit on (08) 8204 4599 if you have any queries.

Regards,

MARIA RUSSO
Manager, Course Administration Unit