



# Bachelor of Nursing and Midwifery Compliance Guide

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# UTS Nursing and Midwifery Student Compliance Guide 2026

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## What is Student Compliance and Why Is It Important?

Before you can begin clinical placements in NSW Health facilities, you must meet a set of mandatory NSW Health compliance requirements. These requirements are designed to ensure a safe environment for you, the patients you care for, and the staff you work alongside.

Compliance includes providing evidence of vaccinations, police checks, and agreeing to the NSW Health Code of Conduct. It is your responsibility to complete these requirements in your first year of study and maintain them throughout your degree.

Students allocated to placements outside of NSW will be required to meet the compliance requirements of the relevant state or territory.

We understand that the compliance process can sometimes feel complex or overwhelming. That's why the [Clinical Practice Unit](#) (CPU) is here to support you every step of the way. The CPU is your main point of contact for guidance, workshops, and help with meeting NSW Health standards.

Students who do not meet compliance requirements will be unable to attend clinical placements. This can delay your progress in the program and may lead to exclusion from your course.

Undertaking the compliance process is your first step toward becoming a health professional. It ensures you are safe to practice and helps protect those you care for. Every healthcare worker must meet these standards—it's part of your journey into the profession.

## Student Compliance Checklists

NSW HEALTH CHECKS	
<input type="checkbox"/> <b>National Police Check (Australian)</b>  <input type="checkbox"/> <b>Overseas Police Check OR Statutory Declaration</b> <i>For international students OR students who have lived in an overseas country at ≥ 18 years for ≥ 6 months.</i>	Students < 18 years: <a href="#">Service NSW</a> Students ≥ 18 years: <a href="#">Veritas</a> <a href="#">Statutory Declaration Form</a> signed by <a href="#">Justice of the Peace (JP)</a>
VACCINATION EVIDENCE ( <a href="#">Immunisation History Statement (IHS)</a> OR <a href="#">Vaccination Record Card</a> )	
<input type="checkbox"/> <b>Hepatitis B</b>	Evidence of age-appropriate doses <b>AND</b> Serology results showing immunity.  <b>OR</b> <a href="#">Hepatitis B Declaration Form</a> <b>AND</b> Serology results showing immunity.
<input type="checkbox"/> <b>Diphtheria, Tetanus, Pertussis (dTpa)</b>	Required every 10 years. ADT will not be accepted, as it doesn't include pertussis component.
<input type="checkbox"/> <b>Measles, Mumps, Rubella (MMR)</b>	2 doses of MMR vaccinations at least one-month apart <b>OR</b> Positive serology results for MMR <b>OR</b> Birth Date before 1966.
<input type="checkbox"/> <b>Varicella (Chickenpox)</b>	2 doses of Varicella vaccinations at least one-month apart <b>OR</b> Positive serology results for Varicella <b>OR</b> One dose received < 14 years.
<input type="checkbox"/> <b>Influenza</b>	1 dose of current year vaccination strain available after March 1 each year.
NSW HEALTH FORMS	
<input type="checkbox"/> <a href="#">Tuberculosis (TB) Assessment Tool</a>	If you tick "Yes" for IGRA / TST, you must provide a copy of the results.
<input type="checkbox"/> <a href="#">Undertaking/Declaration Form</a>	To acknowledge the NSW Health Policy Directive and declare if there are medical contraindications for Hep B.
<input type="checkbox"/> <a href="#">NSW Health Code of Conduct Agreement</a>	To acknowledge you will comply with the NSW Health Code of Conduct agreement for students.
<input type="checkbox"/> <a href="#">Blood Borne Virus (BBV) Declaration Form</a> <i>Midwifery students only</i>	Required every 3 years. To acknowledge BBV test was done. Hep C & HIV serology results not required.
<input type="checkbox"/> <b>Respirator (Mask Fit) Details</b>	Required every 12 - 18 months (subject to Health Facility). <a href="#">Fit Test Australia</a> (UTS Affiliated) or <a href="#">Onsite Safety Australia</a>

UTS CHECKS	
<input type="checkbox"/> <b>UTS Inherent Requirements Declaration Form</b>	<p>Required every session.</p> <p>To acknowledge course <a href="#">Inherent Requirements</a> and disclose any impacts that may prevent meeting these requirements.</p>
<input type="checkbox"/> <b>First Aid Certificate (HLTAID011)</b> <i>Standard pathway nursing students must obtain.</i> <i>ENs refer to 'Accelerated Pathway Students (Enrolled Nurse) section' in the guide.</i>	<p>Required every 3 years.</p> <p>Students can apply with <a href="#">MediFast</a> (UTS Affiliated) or other example course providers below:</p> <p><a href="#">St John NSW</a></p> <p><a href="#">Australian Red Cross</a></p> <p><a href="#">First Aid Pro</a></p> <p><a href="#">Australia Wide First Aid</a></p>
<input type="checkbox"/> <b>Working with children check (WWCC)</b> <i>Nursing students 18 years of age and over</i>	<p>Required every 5 years.</p> <p>Students apply for a volunteer WWCC via <a href="#">Service NSW</a></p> <p>If a student already has a valid WWCC, this will also be accepted provided it was obtained within the last 5 years.</p>

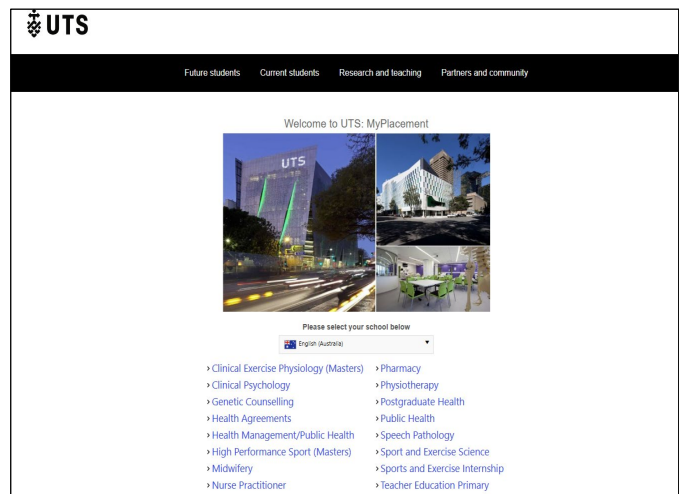
# Submitting Compliance Evidence

## MyPlacement (Sonia)

Is the central platform used by Nursing and Midwifery students to manage clinical placement compliance throughout the duration of their degree. This is also where students can book their CPU Compliance Workshop and NSW Health Compliance Day Session.

Students are required to complete specific compliance forms on [MyPlacement](#) based on their program stage and placement requirements. This involves uploading evidence of your compliance documents in either PDF and JPEG format.

- UTS Inherent Requirements Student Declaration Form
- Working with Children's Check Form
- First Aid Details Form
- Respirator Mask Fit Details Form



Complete the MyPlacement Forms

[MyPlacement](#) also allows students to monitor their compliance status along with corresponding check deadlines. This is visible via the 'checks' tab in MyPlacement and this document. By submitting your compliance documentation, you consent to the Clinical Practice Unit (CPU) accessing and reviewing your information for the purpose of verifying mandatory pre-clinical placement requirements set by NSW Health and UTS. Your information may be shared with NSW Health as needed to support timely compliance processing. While the CPU provides support to help minimise delays that may affect placement eligibility and course progression, it remains each student's responsibility to maintain accurate and up-to-date compliance documentation throughout their degree. Incomplete or missing documentation may lead to delays or cancellation of clinical placement.

## NSW Health Face-to-Face Compliance Day

All newly enrolled Nursing and Midwifery students are required to attend a face-to-face compliance session with NSW Health. These sessions are held annually and are a key part of the initial compliance process for students entering clinical placement programs.

During the session, NSW Health staff will review each student's documentation and assess their compliance status in person. This includes verifying vaccination records, NSW Health forms, and other required evidence. If any items are incomplete or require clarification, students may be asked to provide additional documentation following the session.

Any further information requested by NSW Health must be sent directly to NSW Health for review. Students are responsible for responding promptly to any follow-up requests. Failure to attend the session or provide requested documentation will result in delays in compliance verification, clinical placement allocation and course progression.



**Do not email any documents until after your NSW Health Compliance Day and you've been asked to do so**

After attending the NSW Health Face-to-Face Compliance Day, some Nursing and Midwifery students may be asked to email outstanding documentation to finalise their compliance. If requested, students must email the required evidence directly to NSW Health in PDF or JPEG format to update their compliance status. Students must also copy in the UTS Clinical Practice Unit when sending their email. Once emailed, documents are assessed by NSW Health with average processing time of 3 weeks. Once updated by NSW Health, your compliance checks should be updated in MyPlacement within 24–48 hours. It is the student's responsibility to ensure all requested documents are submitted accurately and without delay. Failure to send requested documentation will result in delays in compliance verification, clinical placement allocation and course progression.

## Student Support During Compliance Preparation

To assist Nursing and Midwifery students in preparing for NSW Health Compliance Day, several support options are available in the lead-up to the scheduled compliance day.

**Orientation Information Session** during Orientation Week, where a brief overview of compliance requirements will be provided. This session offers an opportunity to ask questions and gain early clarity on the process. Nursing Sessions: 11<sup>th</sup> and 12<sup>th</sup> February 2026. Midwifery Session: 17 February 2026.

**Zoom compliance support sessions** will be available weekly to all newly enrolled Nursing and Midwifery students throughout the compliance preparation period. These sessions are designed to provide ongoing guidance, answer student queries, and assist with completing the required documentation. Students will receive email notifications with details of upcoming sessions.

To register for these weekly Tuesday 11am sessions, Please complete steps 1–4 mentioned [here](#) first. Then open the registration link [here](#) and register using your student details. If you need further assistance, please contact UTS AV Support on 02 9514 1978.

**Clinical Practice Unit (CPU) Compliance Workshop**—a mandatory personalised, face-to-face session for newly enrolled Nursing standard pathway and Midwifery students, where staff will review each student’s documentation and ensure they are fully prepared for their NSW Health compliance day session. These workshops must be booked through [MyPlacement](#) and offer tailored support to help students meet all compliance requirements confidently and on time.

## CPU Compliance Workshop

All Standard Pathway Nursing and Midwifery students are required to attend a scheduled CPU Compliance Workshop and bring everything they have so far to ensure they are on the right track to obtaining the required documents before attending a NSW Health Compliance Day.

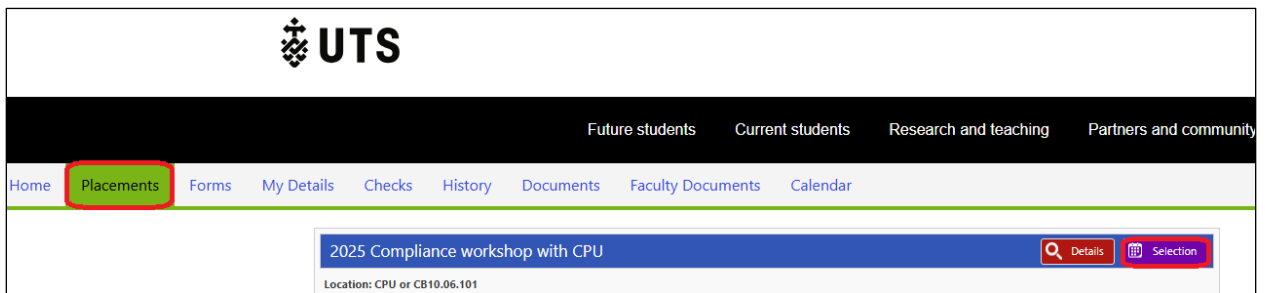
**Important to note:** Being a current NSW Health employee OR student transferring from a different education provider, does not make you exempt from this process.

### How to book a CPU Compliance Workshop

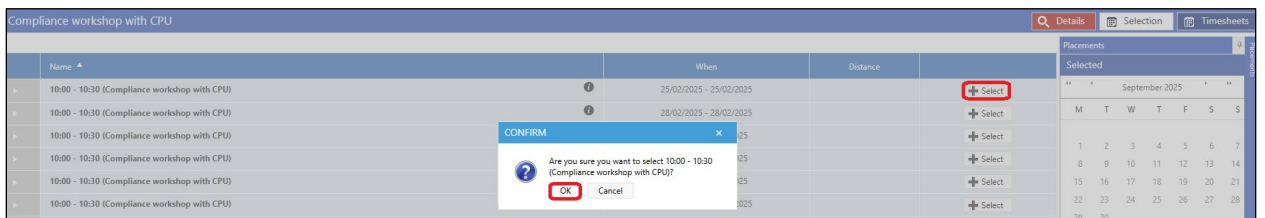
1. Log into [MyPlacement](#)
2. Click Placements tab to find ‘Compliance workshop with CPU’
3. Click the purple ‘Selection’ button



Book via MyPlacement ‘Placements’



4. View bookings available and click ‘select’



- To change your booking, click the rubbish bin icon under the calendar on the right-hand side of the screen and repeat step 4

Name	When	Distance	
10:00 - 10:30 (Compliance workshop with CPU)	28/02/2025 - 28/02/2025		+ Select
10:00 - 10:30 (Compliance workshop with CPU)	3/03/2025 - 3/03/2025		+ Select
10:00 - 10:30 (Compliance workshop with CPU)	5/03/2025 - 5/03/2025		+ Select
10:00 - 10:30 (Compliance workshop with CPU)	7/03/2025 - 7/03/2025		+ Select
10:00 - 10:30 (Compliance workshop with CPU)	10/03/2025 - 10/03/2025		+ Select
10:00 - 10:30 (Compliance workshop with CPU)	11/03/2025 - 11/03/2025		+ Select
10:00 - 10:30 (Compliance workshop with CPU)	12/03/2025 - 12/03/2025		+ Select
10:00 - 10:30 (Compliance workshop with CPU)	13/03/2025 - 13/03/2025		+ Select

- To view your booking, return to the Placements tab of [MyPlacement](#)

## NSW Health Compliance Day

All Nursing and Midwifery students are required to attend a scheduled NSW Health Compliance Day Session to have their compliance documentation verified by NSW Health as a UTS student and for clinical placement approval.

This is a formal, in-person session conducted by NSW Health staff, during which each student's documentation is reviewed and assessed against the [Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases Policy \(PD2024\\_015\)](#).

On the day students will be required to line up within their booked timeslot. Please allow 1–2 hours on the day for compliance verification. Delays may occur if printed copies of the required documentation are not brought by all students. Please note that the Clinical Practice Unit (CPU) will not be printing documents for students on the day.

NSW Health checks in [MyPlacement](#) will only be updated after students attend their allocated compliance session. Students must bring physical copies of their original documentation. Those who do not bring physical copies may be turned away and asked to return with printed documentation.

## What students must bring on the day:

- [UTS Student ID Card](#) **OR** Digital Mock Up (image of Student ID Card) **AND** Drivers Licence
- Vaccination records (including childhood immunisations)
- Relevant serology (blood test) results
- [Hepatitis B Vaccination Declaration Form](#) (if applicable)
- [Undertaking/Declaration Form](#)
- [Tuberculosis \(TB\) Assessment Tool](#)
- [Blood Borne Virus \(BBV\) Declaration Form](#) (Midwifery students only)
- [Medical exemption documentation](#) (if applicable)
- Any other supporting evidence relevant to compliance

NSW Health staff will verify each document and determine whether the student is compliant, temporarily compliant, or non-compliant. Students who are deemed non-compliant will not be eligible to attend clinical placement and be required to action outstanding documentation

### Important to note:

- Being a current NSW Health employee OR student transferring from a different education provider, does not make you exempt from this process.
- Attendance is mandatory. Students who do not attend an allocated session will not be verified as a UTS Student, thus impacting clinical placement eligibility and course progression.
- It is the students' responsibility to ensure all documents are complete, accurate, and up to date prior to the session.
- Compliance Day sessions must be booked via [MyPlacement](#).

## How to book a NSW Health Compliance Day Session

1. Log into [MyPlacement](#)
2. Click Placements tab to find 'NSW Health Compliance Day'
3. Click the purple 'Selection' button



Book via MyPlacement 'Placements'

UTS

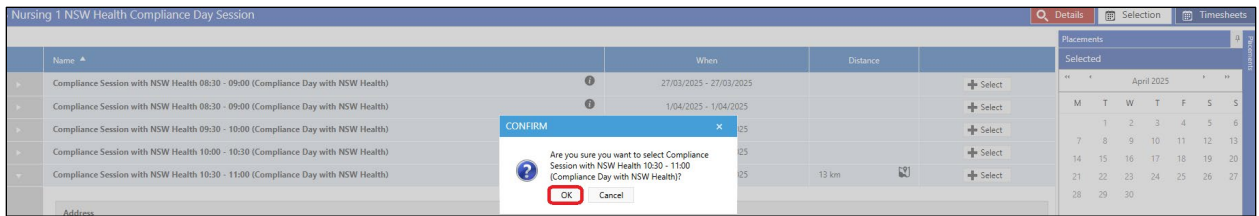
Future students Current students Research and teaching Partners and community

Home **Placements** Forms My Details Checks History Documents Faculty Documents Calendar

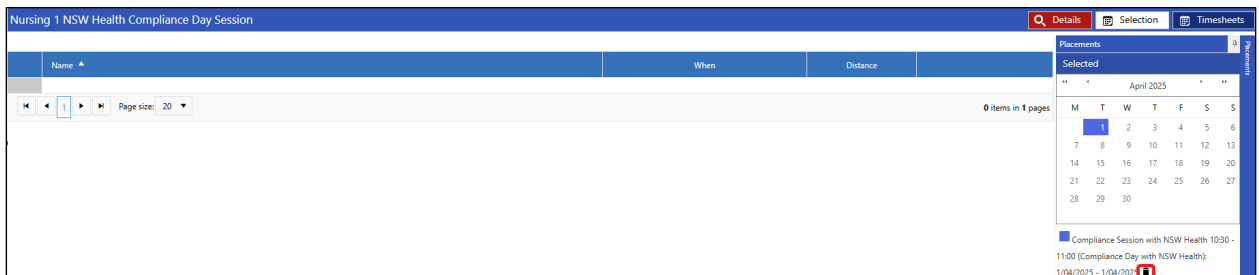
2025 Nursing 1 NSW Health Compliance Day Session Details **Selection** Timesheets

Attendance is mandatory for newly enrolled nursing students.

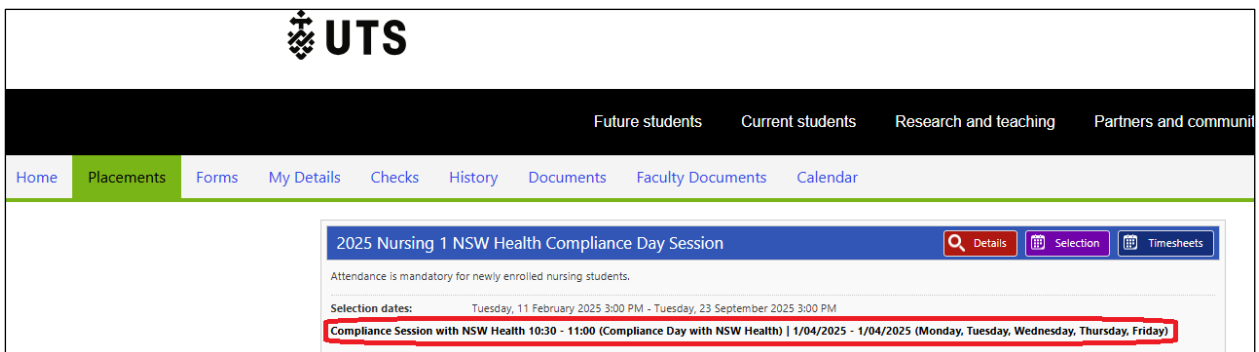
- View bookings available and click 'select'



- To change your booking, click the rubbish bin icon under the calendar on the right-hand side of the screen and repeat step 4



- To view your booking, go back to the Placements tab of [MyPlacement](#)



## NSW Health Compliance Statuses

Once your documents have been reviewed after a face-to-face NSW Health Compliance Day Session, your compliance status will be recorded in the ClinConnect system which will be reflected in your [MyPlacement](#) 'Checks' within 24-48 hours. This status determines whether you're eligible to attend clinical placements. Deadlines can be found via the 'checks' tab in [MyPlacement](#).



Refer to the 'Checks' tab in  
MyPlacement 24 - 48 hrs later

### Compliant

You've met all NSW Health requirements. This means you're fully cleared to attend clinical placements, as long as your compliance remains valid for the entire duration of the placement.

**Important to note:** Students are responsible for maintaining their compliant status throughout the duration of their degree.

### Temporary Compliant

You've met the minimum requirements but still have outstanding items to complete, typically additional doses and/or serology test/s in a vaccination schedule. This temporary compliance status allows you to attend placements for a limited time while you complete the remaining requirements. Temporary compliance usually lasts up to six months. There will be an expiry date attached to this, which cannot be extended.

It is important that students book the necessary appointments, within the earliest timeframes advised to ensure their outstanding requirements are completed within this period. If the requirements are not met within the specified timeframe, your status will expire, and you will become non-compliant.

### Not Compliant

You haven't met the minimum requirements and must action what is outstanding immediately. You won't be eligible for placement until your compliance documentation has been verified by NSW Health. You must ensure all requirements are met by the indicated deadlines (via the 'checks tab in [MyPlacement](#)). Failure to do so will delay your placement allocation and impact your course progression.

## Police Check



This is a NSW Health Check found under the 'Checks' tab in MyPlacement

An Australian Police Check (also known as a National Police Certificate) is valid for five years. However, for compliance purposes, students must submit a certificate that was obtained within the last four years. This ensures that the information is current and meets placement requirements.

If a student does not have a Police Check, or if their existing certificate was issued four or more years ago, they must apply for a new one to be considered compliant.



Do not email any documents until after your NSW Health Compliance Day and you've been asked to do so

### Students under 18 years of age

Students who are younger than 18 can apply for a Police Check through [Service NSW](#). Any questions regarding the application process should be directed to Service NSW.

### Students aged 18 years or older

Students in this age group can apply for a Police Check through [Veritas Check](#). Veritas offers a fast turnaround time, typically within 24 hours for digital certificates. It is important to note that UTS is not affiliated with Veritas. Students must contact Veritas directly for any questions or support related to their application.

Instructions below:

- **Check Type:** Select 'Volunteer/Student'. This option is typically offered at a reduced price of \$23.
- **Delivery Method:** Choose 'Email digital copy to myself'. Do not send the application or certificate directly to UTS.
- **Position Title:** Enter 'Nurse - Student Placement'.
- **Proposed Place of Work:** Enter 'Hospital'.
- **Location of Work:** Enter 'Sydney, NSW'.
- **Contact with Children and/or Vulnerable Groups:** Select 'Supervised'.

These details help ensure the certificate is correctly categorised for student placement purposes.

## International Police Check Requirements

These requirements apply only to International students and/or students who have resided in an overseas country for more than six months after turning 18 years of age.

### Option A: International Police Check

Students may obtain a police check from the relevant overseas authority. The certificate must:

- Be issued within the last four years
- Be in English or accompanied by an official English translation

### Option B: Statutory Declaration Form

If a student is unable to obtain an international police check, they must complete a [Statutory Declaration Form](#). This form must:

- Be printed and completed by hand
- Be signed in front of an authorised witness, such as a [Justice of the Peace \(JP\)](#)

## Disclosable Outcomes and Risk Assessment

If a student's Police Check or Statutory Declaration includes Disclosable Outcomes—such as criminal convictions or pending court charges—this does not automatically prevent them from participating in placement.

However, the student must undergo an NSW Health Risk Assessment process which requires the completion of an [Application for authority to undertake clinical placements in NSW Public Health Facilities](#). This assessment determines whether the student can be cleared for placement. Clearance must be obtained before the student can be considered compliant with placement requirements.

## How to update your Police Check

**All Nursing and Midwifery students must bring a printed copy of their police check to their Face-to-Face NSW Health Compliance Day Session. NSW Health will assess and clear this check in person. This will then be reflected in [MyPlacement](#) 'checks' within 24-48 hours.**

If the document remains outstanding after your face-to-face NSW Health Compliance Day session, you must email evidence to both NSW Health and the Clinical Placement Unit (CPU).



Do not email any documents until after your NSW Health Compliance Day and you've been asked to do so

### Email Submission Requirements:

- **Email must be sent from your UTS student email account as per communication policy.**
- **Send to:**
  - [seslhd-studentcompliance@health.nsw.gov.au](mailto:seslhd-studentcompliance@health.nsw.gov.au)
  - [utshealth-studentcompliance@uts.edu.au](mailto:utshealth-studentcompliance@uts.edu.au)
- **Subject line must include:**  
'Nursing 1/2/3, Full Name, SID' OR 'Midwifery 1/2/3, Full Name, SID'
  - *Example 1:* Nursing 1, Jane Doe, 12345678
  - *Example 2:* Midwifery 1, Jane Doe, 12345678
- **Evidence format:** PDF or JPG only

NSW Health processing times will be indicated in their autoreply. Submissions that do not follow the above instructions will automatically be rejected.

## NSW Health Code of Conduct



This is a NSW Health Check found under the 'Checks' tab in MyPlacement

All Nursing and Midwifery students undertaking clinical placements in NSW Health facilities are required to read and agree to abide by the NSW Health Code of Conduct.

The Code of Conduct outlines the professional standards and ethical responsibilities expected of individuals working within NSW Health environments. This includes:

- Always demonstrating respectful and professional behaviour
- Providing accurate and truthful information
- Notifying NSW Health of any criminal charges or convictions
- Complying with all relevant NSW Health policies and procedures

Students must read the full document, available here: [NSW Health Code of Conduct](#)

After reviewing the Code of Conduct, students must complete [only the one-page agreement form](#) confirming their understanding and commitment to comply.

**Important to note:** Do not sign or submit the entire Code of Conduct document—only the one-page agreement is required.

Completion of this agreement is a mandatory component of the compliance process and is required before students can be approved for placement.

## How to update your Code of Conduct Check

All Nursing and Midwifery students must bring a printed completed copy of the one page [NSW Health Code of Conduct](#) to their Face-to-Face NSW Health Compliance Day Session. NSW Health will assess and clear this check in person. This will then be reflected in [MyPlacement](#) 'checks' within 24-48 hours.

If the document remains outstanding after your face-to-face NSW Health Compliance Day session, you must email evidence to both NSW Health and the Clinical Placement Unit (CPU).



Do not email any documents until after your NSW Health Compliance Day and you've been asked to do so

### Email Submission Requirements:

- **Email must be sent from your UTS student email account as per communication policy.**
- **Send to:**
  - [seslhd-studentcompliance@health.nsw.gov.au](mailto:seslhd-studentcompliance@health.nsw.gov.au)
  - [utshealth-studentcompliance@uts.edu.au](mailto:utshealth-studentcompliance@uts.edu.au)
- **Subject line must include:**  
'Nursing 1/2/3, Full Name, SID' OR 'Midwifery 1/2/3, Full Name, SID'
  - *Example 1:* Nursing 1, Jane Doe, 12345678
  - *Example 2:* Midwifery 1, Jane Doe, 12345678
- **Evidence format:** PDF or JPG only

NSW Health processing times will be indicated in their autoreply. Submissions that do not follow the above instructions will automatically be rejected.

## Vaccination Evidence

All Nursing and Midwifery students undertaking clinical placements in NSW Health facilities are required to provide valid evidence of vaccination and/or immunity against specified infectious diseases, as outlined in the NSW Health Occupational Assessment, Screening and Vaccination Policy.



Do not email any documents until after your NSW Health Compliance Day and you've been asked to do so

Vaccination evidence must be provided in one or more of the following formats:

- A completed [NSW Health Vaccination Record Card for Category A Workers and Students](#), signed, dated, and stamped by a medical practitioner, nurse immuniser, or pharmacist vaccinator (for authorised vaccines only) and serological confirmation of immunity (blood test results), with clear numerical values or immunity status. The student's name and date of birth must be clearly visible on the report.

AND

- An Australian [Immunisation History Statement](#) (IHS), available through [Medicare](#) and serological confirmation of immunity (blood test results), with clear numerical values or immunity status. The student's name and date of birth must be clearly visible on the report.

## International Students

International Nursing and Midwifery students must ensure that all vaccination documentation is provided in English. If records are in another language, they must be translated using the [Free Translating Service](#) or a recognised local translation provider.

Vaccination records from overseas can be transcribed onto the NSW Health Vaccination Record Card by an authorised vaccination provider. Students must include vaccine brand names, as formulations and combinations may differ internationally.

To support NSW Health's assessment process, students should ensure that:

- Translated records are clear and complete
- All entries on the Vaccination Record Card are signed, dated, and stamped
- Serology reports include the student's full name and date of birth

International students are encouraged to have their overseas vaccinations added to the [Australian Immunisation Register \(AIR\)](#) by obtaining an [Individual Healthcare Identifier \(IHI\)](#). This will allow students to obtain an Immunisation History Statement, even if the student is not eligible for Medicare.

## How do obtain an IHI

1. Create a [myGov account](#)
2. Obtain an [Individual Healthcare Identifier \(IHI\)](#)
3. Link the IHI to your MyGov account

#### 4. Find Immunisation History Statement

Getting this sorted early will benefit you throughout the course, as this is NSW Health's preferred form of vaccination evidence.

International students are strongly encouraged to use the [UTS Health Service](#) to assist with processing and verifying their compliance documentation.

#### **Documentation not accepted**

- Written in a language/s other than English and has not been officially translated
- Consists of baby book entries without clear certification from a vaccination provider
- Does not include the student's full name and date of birth
- Has not been signed or verified by an authorised vaccination provider
- Doesn't include printed copies of serology test results where applicable (written entries on the vaccination record card alone will not be accepted)

#### **COVID-19 Vaccination**

The COVID-19 vaccine is no longer mandatory for Nursing and Midwifery students undertaking clinical placements in NSW Health facilities. However, students are strongly encouraged to stay up to date with their COVID-19 vaccinations in line with current public health advice.

While students are not required to submit evidence of COVID-19 vaccination as part of their compliance documentation, they should retain a copy of their vaccination record and always keep it accessible during placement.

Students who are not vaccinated against COVID-19 may be impacted if an outbreak occurs prior to or during their allocated clinical placement. In such cases, NSW Health may implement additional risk management measures, which could include changes to placement eligibility or location.

Students are advised to remain informed of current health guidelines and take appropriate precautions to protect themselves and others in clinical environments.

## dTpa Vaccination (Diphtheria, Tetanus, Pertussis)



This is a NSW Health Check found under the 'Checks' tab in MyPlacement

All Nursing and Midwifery students are required to provide evidence of vaccination against diphtheria, tetanus, and pertussis (dTpa) as part of their NSW Health compliance. This vaccine must have been administered within the last 10 years to be considered valid. ADT vaccinations are not accepted as it doesn't contain the pertussis component.

Evidence must be documented on the NSW Health Vaccination Record Card, signed, dated, and stamped by an authorised vaccination provider, or included in a recent Australian Immunisation History Statement. Serology is not accepted for dTpa compliance.

### How to update your dTpa Check

**All Nursing and Midwifery students must bring printed copy of this evidence to their face-to-face NSW Health Compliance Day Session. NSW Health will assess and clear this check in person. This will then be reflected in [MyPlacement](#) 'checks' within 24-48 hours.**

If the document remains outstanding after your face-to-face NSW Health Compliance Day session, you must email evidence to both NSW Health and the Clinical Placement Unit (CPU).



Do not email any documents until after your NSW Health Compliance Day and you've been asked to do so

#### Email Submission Requirements:

- **Email must be sent from your UTS student email account as per communication policy.**
- **Send to:**
  - [seslhd-studentcompliance@health.nsw.gov.au](mailto:seslhd-studentcompliance@health.nsw.gov.au)
  - [utshealth-studentcompliance@uts.edu.au](mailto:utshealth-studentcompliance@uts.edu.au)
- **Subject line must include:**

'Nursing 1/2/3, Full Name, SID' OR 'Midwifery 1/2/3, Full Name, SID'

  - *Example 1:* Nursing 1, Jane Doe, 12345678
  - *Example 2:* Midwifery 1, Jane Doe, 12345678
- **Evidence format:** PDF or JPG only

NSW Health processing times will be indicated in their autoreply. Submissions that do not follow the above instructions will automatically be rejected.

## Hepatitis B Vaccination



This is a NSW Health Check found under the 'Checks' tab in MyPlacement

To meet NSW Health compliance requirements for clinical placement, students must provide evidence of an age-appropriate Hepatitis B vaccination course and immune serology results. This clearance process can take up to five months to complete, as such, students should begin checking their Hepatitis B upon admission to the course. You may not realise you need the full five months until you start the process.

Any students who can provide evidence of either a recent Hepatitis B vaccination dose or a serology test completed within the last 12 months may be granted temporary compliance. This allows eligibility for clinical placement, provided the temporary compliance does not expire. Temporary compliance gives students six months to complete the full Hepatitis B requirements in obtaining evidence of immune serology after an age-appropriate course.

Nursing students fall into the high-risk category and as such, the recommended intervals for the primary (first) course are as follows:

- Dose 2 to be given 1 month after dose 1 and
- Dose 3 to be given 4 months after dose 1 (ensuring a 2 month gap after dose 2)
- Serology (blood test to check immunity) needs to be taken a minimum 4 weeks after a dose

What age?	How many doses?	Schedule	Category
Age 16 years or older	3 doses	0, 1 & 4 months or 0, 2 & 4 months  e.g. Dec: 0 months Jan: 1 month April: 4 months	High risk <b>(Nursing students fall into this category)</b>

A blood test called Hepatitis B surface antibody is needed. This must be done minimum 4 weeks after your last vaccination dose. Any blood tests completed too soon or too long can result in false negatives.

Students must also have their Hepatitis B surface antigen and Hepatitis B Core antibodies tested as these are markers of infection. This is to determine whether you have the virus now or had it in the past.

If student has evidence of primary (first) course and serology showing no immunity (infection markers are also negative), **The next steps would be to:**

- Obtain a booster dose ASAP
- Check serology for immunity minimum 4 weeks after booster dose
- If immune: follow below section on 'How to update your Hepatitis B Check' and you will be compliant
- If not immune: you need to complete another booster now
- Check serology for immunity minimum 4 weeks after booster dose
- If immune: follow below section on 'How to update your Hepatitis B Check' and you will be compliant
- If not immune: you need to complete another booster (ensuring 2 months gap after your 2<sup>nd</sup> booster dose, and minimum 4 months gap after your 1<sup>st</sup> booster dose)
- Check serology for immunity minimum 4 weeks after booster dose
- After 3<sup>rd</sup> booster regardless of results (If still not immune after second course you may be a non-responder): follow below section on 'How to update your Hepatitis B Check'

## Hepatitis B Non-Responder

If a student is still not immune after 2 full age-appropriate vaccination courses (documented), then you will be recognised as a persistent non-responder and NSW Health will provide you with the necessary advice to be compliant with the policy.

## How to update your Hepatitis B Check

**All Nursing and Midwifery students must bring printed copy of this evidence to their face-to-face NSW Health Compliance Day Session. NSW Health will assess and clear this check in person. This will then be reflected in [MyPlacement](#) 'checks' within 24-48 hours.**

If the document remains outstanding after your face-to-face NSW Health Compliance Day session, you must email evidence to both NSW Health and the Clinical Placement Unit (CPU).



**Do not email any documents until after your NSW Health Compliance Day and you've been asked to do so**

### Email Submission Requirements:

- **Email must be sent from your UTS student email account as per communication policy.**

- **Send to:**
  - [seslhd-studentcompliance@health.nsw.gov.au](mailto:seslhd-studentcompliance@health.nsw.gov.au)
  - [utshealth-studentcompliance@uts.edu.au](mailto:utshealth-studentcompliance@uts.edu.au)
- **Subject line must include:**
  - ‘Nursing 1/2/3, Full Name, SID’ OR ‘Midwifery 1/2/3, Full Name, SID’
  - *Example 1:* Nursing 1, Jane Doe, 12345678
  - *Example 2:* Midwifery 1, Jane Doe, 12345678
- **Evidence format:** PDF or JPG only

NSW Health processing times will be indicated in their autoreply. Submissions that do not follow the above instructions will automatically be rejected.

## MMR Vaccination (Measles, Mumps, Rubella)



This is a NSW Health Check found under the ‘Checks’ tab in MyPlacement

All Nursing and Midwifery students must provide evidence of immunity to Measles, Mumps, and Rubella (MMR) as part of their NSW Health compliance requirements.

Students can meet this requirement by providing **ONE** of the following:

- Evidence of two documented doses of MMR vaccine administered at least 28 days apart **OR**
- Positive serology confirming immunity to Measles, Mumps, and Rubella **OR**
- Proof of birth before 1966, which is considered evidence of natural immunity

### How to update your MMR Check

**All Nursing and Midwifery students must bring printed copy of this evidence to their face-to-face NSW Health Compliance Day Session. NSW Health will assess and clear this check in person. This will then be reflected in [MyPlacement](#) ‘checks’ around within 24-48 hours.**

If the document remains outstanding after your face-to-face NSW Health Compliance Day session, you must email evidence to both NSW Health and the Clinical Placement Unit (CPU).



Do not email any documents until after your NSW Health Compliance Day and you’ve been asked to do so

### Email Submission Requirements:

- **Email must be sent from your UTS student email account as per communication policy.**

- **Send to:**
  - [seslhd-studentcompliance@health.nsw.gov.au](mailto:seslhd-studentcompliance@health.nsw.gov.au)
  - [utshealth-studentcompliance@uts.edu.au](mailto:utshealth-studentcompliance@uts.edu.au)
- **Subject line must include:**
  - ‘Nursing 1/2/3, Full Name, SID’ OR ‘Midwifery 1/2/3, Full Name, SID’
  - *Example 1:* Nursing 1, Jane Doe, 12345678
  - *Example 2:* Midwifery 1, Jane Doe, 12345678
- **Evidence format:** PDF or JPG only

NSW Health processing times will be indicated in their autoreply. Submissions that do not follow the above instructions will automatically be rejected.

## Varicella (Chickenpox) Vaccination



This is a NSW Health Check found under the ‘Checks’ tab in MyPlacement

All Nursing and Midwifery students must provide evidence of immunity to Varicella as part of their NSW Health compliance requirements.

Students can meet this requirement by providing **ONE** of the following:

- Evidence of two documented doses of Varicella vaccine administered at least 28 days apart **OR**
- Positive serology confirming immunity to Varicella **OR**
- Evidence of one dose of Varicella received under the age of 14

### How to update your Varicella Check

**All Nursing and Midwifery students must bring printed copy of this evidence to their face-to-face NSW Health Compliance Day Session. NSW Health will assess and clear this check in person. This will then be reflected in [MyPlacement](#) ‘checks’ within 24-48 hours.**

If the document remains outstanding after your face-to-face NSW Health Compliance Day session, you must email evidence to both NSW Health and the Clinical Placement Unit (CPU).



Do not email any documents until after your NSW Health Compliance Day and you’ve been asked to do so

### Email Submission Requirements:

- **Email must be sent from your UTS student email account as per communication policy.**

- **Send to:**
  - [seslhd-studentcompliance@health.nsw.gov.au](mailto:seslhd-studentcompliance@health.nsw.gov.au)
  - [utshealth-studentcompliance@uts.edu.au](mailto:utshealth-studentcompliance@uts.edu.au)
- **Subject line must include:**
  - ‘Nursing 1/2/3, Full Name, SID’ OR ‘Midwifery 1/2/3, Full Name, SID’
  - *Example 1:* Nursing 1, Jane Doe, 12345678
  - *Example 2:* Midwifery 1, Jane Doe, 12345678
- **Evidence format:** PDF or JPG only

NSW Health processing times will be indicated in their autoreply. Submissions that do not follow the above instructions will automatically be rejected.

## Influenza Vaccination



This is a NSW Health Check found under the ‘Checks’ tab in MyPlacement

All Nursing and Midwifery students must provide evidence of receiving the current seasonal influenza vaccine as part of their NSW Health compliance requirements. **The required form of evidence from both domestic and international students is the [Immunisation History Statement](#).**

- One dose of the current seasonal influenza vaccine is required annually.
- A valid vaccination is one administered after 1 March of the current year.

### How do obtain an Immunisation History Statement as an International Student

1. Create a [myGov account](#)
2. Obtain an [Individual Healthcare Identifier \(IHI\)](#)
3. Link the IHI to your MyGov account
4. Find Immunisation History Statement

### How to update your Influenza Check



Updated instructions are provided to students each year from March onwards

This is a yearly process determined by NSW Health. Students will be emailed with specific instructions on how to update this after March 1 each year.

## Undertaking Declaration Form



This is a NSW Health Check found under the 'Checks' tab in MyPlacement

All Nursing and Midwifery students must complete the [NSW Health Undertaking/Declaration](#) Form as part of their compliance requirements for clinical placement.

This form confirms the student's understanding of, and agreement to comply with, the [Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases Policy \(PD2024 015\)](#).

### Instructions for Completion

- **Part 1 – Student Undertaking:**
  - Students must declare they have read and understood the policy directive.
  - Acknowledge that compliance is required prior to attending any clinical placement.
  - Agree to participate in all required assessment, screening, and vaccination processes.
- **Part 2 – Evidence Checklist:**
  - Students must complete **either Section A or Section B**, not both.
  - **Section A:** Most students will complete this section, confirming they have evidence of protection against all specified infectious diseases.
  - **Section B:** Only applicable if:
    - The student has completed **two full age-appropriate courses** (E.g., six documented doses) of Hepatitis B vaccination and still showing no immunity, **and/or**
    - The student has a **documented medical contraindication** to any vaccination (excluding Hepatitis B declaration forms for undocumented vaccination).

### How to update your Undertaking Declaration Check

All Nursing and Midwifery students must bring a printed and completed copy of the [NSW Health Undertaking/Declaration](#) to their face-to-face NSW Health Compliance Day Session. NSW Health will assess and clear this check in person. This will then be reflected in [MyPlacement](#) 'checks' within 24-48 hours.

If the document remains outstanding after your face-to-face NSW Health Compliance Day session, you must email evidence to both NSW Health and the Clinical Placement Unit (CPU).



Do not email any documents until after your NSW Health Compliance Day and you've been asked to do so

### Email Submission Requirements:

- **Email must be sent from your UTS student email account as per communication policy.**
- **Send to:**
  - [seslhd-studentcompliance@health.nsw.gov.au](mailto:seslhd-studentcompliance@health.nsw.gov.au)
  - [utshealth-studentcompliance@uts.edu.au](mailto:utshealth-studentcompliance@uts.edu.au)
- **Subject line must include:**  
'Nursing 1/2/3, Full Name, SID' OR 'Midwifery 1/2/3, Full Name, SID'
  - *Example 1:* Nursing 1, Jane Doe, 12345678
  - *Example 2:* Midwifery 1, Jane Doe, 12345678
- **Evidence format:** PDF or JPG only

NSW Health processing times will be indicated in their autoreply. Submissions that do not follow the above instructions will automatically be rejected.

## Tuberculosis (TB) Assessment Tool Form

All Nursing and Midwifery students must complete the [NSW Health Tuberculosis \(TB\) Assessment Tool](#) as part of their compliance requirements for clinical placement.

This assessment determines the need for further TB screening or clinical review based on symptoms, medical history, and potential exposure risks.



This is a NSW Health Check found under the 'Checks' tab in MyPlacement

### Assessment Process

Students must complete all sections of the **TB Assessment Tool**, which includes:

#### Part A – Symptom Screening:

Identifies symptoms suggestive of active TB (e.g., persistent cough, haemoptysis, night sweats, unexplained weight loss).

Students with symptoms must be referred for immediate medical review.

#### Part B – Medical History:

Documents any history of TB treatment, positive TB tests (TST or IGRA), or immunosuppressive conditions or medications.

Supporting documentation must be provided where applicable.

#### Part C – Exposure Risk:

Assesses TB exposure risk based on:

Country of birth and migration history.

Travel to or residence in [high TB incidence countries](#) of a cumulative period of 3 months or more.

Contact with individuals with infectious TB without adequate protection.

Students from or with travel history to high-risk countries may require further screening (e.g., IGRA or chest X-ray).

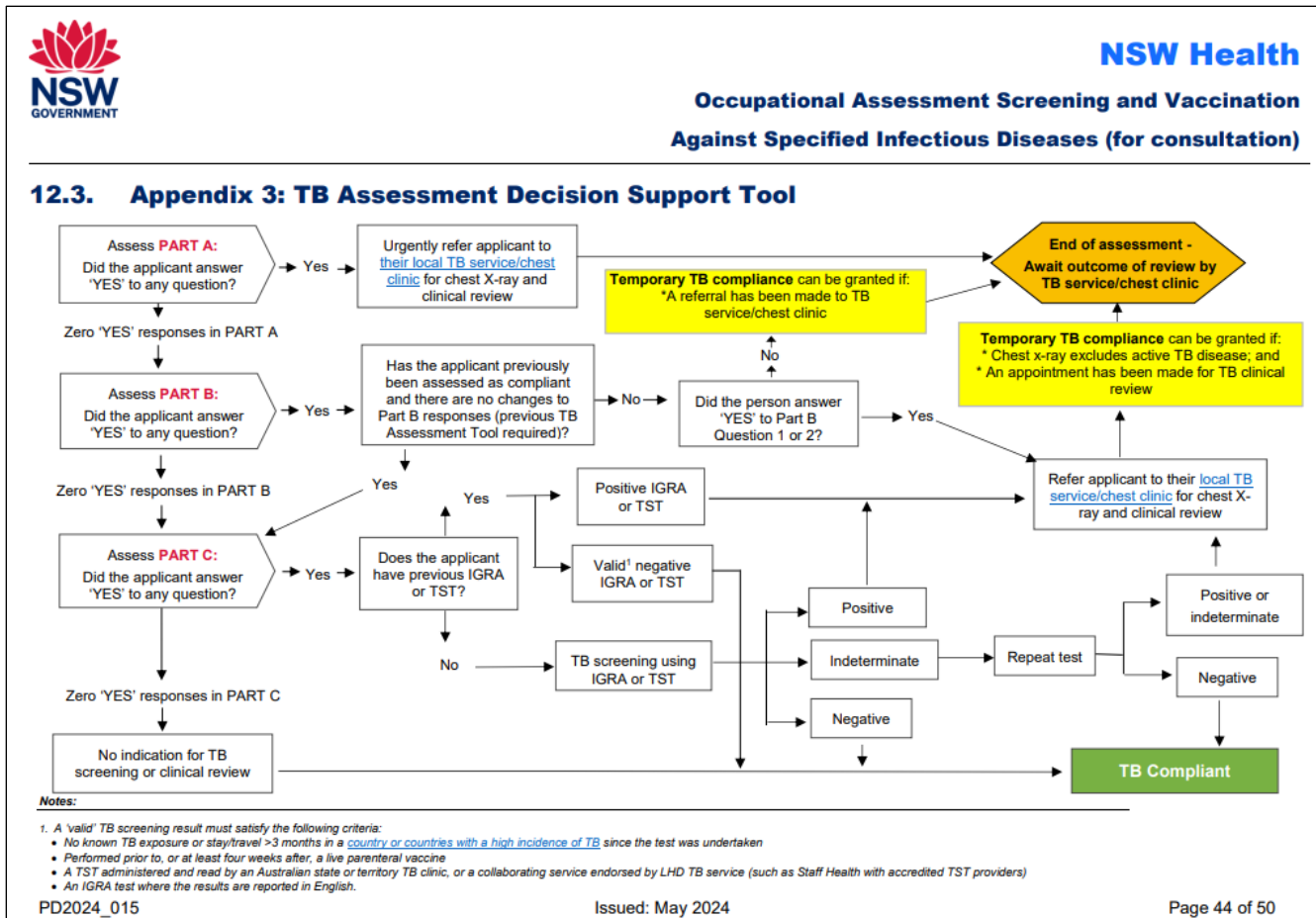
**Submission and Review:**

- NSW Health will assess the form and determine whether the student is:
  - **TB Compliant**
  - **Requires TB Screening**
  - **Requires TB Clinical Review**

**Note:** TB screening must be completed **prior to receiving live vaccines**.

For further guidance, refer to the [NSW Health TB Assessment Tool \(PDF\)](#) and the [NSW TB Services Directory](#) and [List of countries where TB is common](#).

The ‘**Appendix 3: TB Assessment Decision Support Tool**’ below is a guide for students in determining whether they require TB testing. This is dependent on how a student responds to questions in the [NSW Health Tuberculosis \(TB\) Assessment Tool](#).



## How to update your Tuberculosis (TB) Check

All Nursing and Midwifery students must bring a printed and completed copy of the [NSW Health Tuberculosis \(TB\) Assessment Tool](#) to your face-to-face NSW Health Compliance Day Session. NSW Health will assess and clear this check in person. This will then be reflected in [MyPlacement](#) 'checks' within 24-48 hours.



Do not email any documents until after your NSW Health Compliance Day and you've been asked to do so

If the document remains outstanding after your face-to-face NSW Health Compliance Day session, you must email evidence to both NSW Health and the Clinical Placement Unit (CPU).

### Email Submission Requirements:

- **Email must be sent from your UTS student email account as per communication policy.**
- **Send to:**
  - [seslhd-studentcompliance@health.nsw.gov.au](mailto:seslhd-studentcompliance@health.nsw.gov.au)
  - [utshealth-studentcompliance@uts.edu.au](mailto:utshealth-studentcompliance@uts.edu.au)
- **Subject line must include:**

'Nursing 1/2/3, Full Name, SID' OR 'Midwifery 1/2/3, Full Name, SID'

  - *Example 1:* Nursing 1, Jane Doe, 12345678
  - *Example 2:* Midwifery 1, Jane Doe, 12345678
- **Evidence format:** PDF or JPG only

NSW Health processing times will be indicated in their autoreply. Submissions that do not follow the above instructions will automatically be rejected.

## Blood Borne Virus Declaration



This is a NSW Health Check found under the 'Checks' tab in MyPlacement

All Midwifery students who may undertake Exposure Prone Procedures (EPPs) during clinical placement must complete the [NSW Health Blood Borne Virus Student Declaration Form](#) in accordance with the [NSW Health Policy Directive PD2019\\_026](#).

This declaration ensures students understand and comply with NSW Health policies and the Australian National Guidelines for the Management of Healthcare Workers Living with Blood Borne Viruses.

## Key Requirements

- **Who Must Complete the Declaration:**
  - All students in disciplines that may perform EPPs, including **midwifery**, must complete the form **prior to their first clinical placement**.
  - The declaration must be **renewed every three years** following repeat BBV testing.
- **Testing Requirements:**
  - Students must undergo testing for **Hepatitis B, Hepatitis C, and HIV:**
  - At the **commencement of study in Australia**, or
  - Within the **12 months prior to commencement**,
  - As a **repeat test within three years** of the last test.
- **Ongoing Responsibilities:**
  - Agree to timely testing and follow-up care after any potential occupational or non-occupational exposure.
  - Notify the designated person at the placement facility if newly diagnosed with a BBV.
  - Refrain from performing EPPs until a risk management plan is developed by NSW Health.
  - Cease performing EPPs if diagnosed with a BBV until the criteria outlined in the National Guidelines are met.

**Important to note:** Only the [NSW Health Blood Borne Virus Student Declaration Form](#) declaring a valid BBV test has been completed is required - serology results for Hepatitis C and HIV are not needed.

## How to update your Blood Borne Virus (BBV) Check

All Midwifery students must bring a printed and completed copy of the [NSW Health Blood Borne Virus Student Declaration Form](#) to their face-to-face NSW Health Compliance Day Session. NSW Health will assess and clear this check in person. This will then be reflected in [MyPlacement](#) 'checks' within 24-48 hours.

If the document remains outstanding after your face-to-face NSW Health Compliance Day session, you must email evidence to both NSW Health and the Clinical Placement Unit (CPU).



Do not email any documents until after your NSW Health Compliance Day and you've been asked to do so

## Email Submission Requirements:

- **Email must be sent from your UTS student email account as per communication policy.**

- **Send to:**
  - [seslhd-studentcompliance@health.nsw.gov.au](mailto:seslhd-studentcompliance@health.nsw.gov.au)
  - [utshealth-studentcompliance@uts.edu.au](mailto:utshealth-studentcompliance@uts.edu.au)
- **Subject line must include:**
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  - *Example 1:* Nursing 1, Jane Doe, 12345678
  - *Example 2:* Midwifery 1, Jane Doe, 12345678
- **Evidence format:** PDF or JPG only

NSW Health processing times will be indicated in their autoreply. Submissions that do not follow the above instructions will automatically be rejected.

## Mask Fit Test



This is a NSW Health Check found under the 'Checks' tab in MyPlacement

All Nursing and Midwifery students must complete **P2/N95 respirator fit testing** before attending clinical placements. This ensures that the selected make, model, and size of a respirator forms an effective seal around the wearer's face, providing the intended level of protection against airborne pathogens such as COVID-19 and SARS. This is a critical safety requirement for students working in high-risk clinical environments.

### Important to note:

- **Fit testing is required every 12–18 months**, or annually if specified by the placement facility.
- **This means students are expected to complete an updated fit test 2-3 times** during a typical 3-year degree program.
- **Students without valid fit test evidence may be excluded from placement**, impacting subject progression.
- It is the **student's responsibility** to maintain current fit test documentation throughout their program.

UTS has partnered with [Fit Test Australia](#) (FTA) to offer students a convenient and cost-effective opportunity to complete their mask fit test on campus. Please ensure you keep checking the link as further sessions will be continuously added. For bookings on UTS campus, the discount code has already been applied. If you are booking a mask fit test at one of Fit Test Australia's external offices, use discount code FTAUTS2024! at checkout for discounted rates.

If the sessions above with FTA are fully booked and you urgently require an updated maskfit, we recommend students to complete their mask fit with an external private facility. [Onsite Safety Australia](#) provides private testing (not affiliated with UTS). Alternatively, students may use a private provider or workplace, provided valid documentation includes the **make, model, size, and date of testing**.

## How to update your Mask Fit Check

1. Log into [MyPlacement](#)
2. Click 'Forms' Tab
3. Select 'Respirator Details – Current Year' Form
4. Click Add



Complete via MyPlacement 'Forms'

UTS

Future students Current students Research and teaching Partners and community

Home Placements **Forms** My Details Checks History Documents Faculty Documents Calendar

Form: First Aid HLTAID011 Certificate Details **Add**

No First Aid HLTAID011 Certificate Details  
Working with Children Check (WWCC) Details  
Clinical Placement - Absenteeism Notification & Special Consideration Process  
Practice Lab Requirements Form  
**Respirator Details**

5. Click Edit

Respirator Details **Delete** **Edit**

Submit this form with the details of Respirator Fit from your booking session at UTS

Date Added: 22/09/2025 11:59 AM  
Date Updated: 22/09/2025 11:59 AM  
Completed (Mine): 0 of 1  
Completed (All): 0 of 1

**New**  
Form added on 22/09/2025

6. Upload a .jpg or .pdf copy
7. Complete the form
8. Click Submit

CPU can then manually upload this into your NSW Health Student Profile. Average weekly processing time.



Refer to the 'Checks' tab in MyPlacement 1 week later

# Inherent Requirements

## What are Inherent Requirements?

An inherent requirement is an academic or non-academic requirement that is essential to the successful completion of a course.

Inherent requirements statements have been developed for UTS courses to support current and prospective students' decision making. These statements specify the inherent requirements of each course for student assessment and progression.

The framework for inherent requirements is based on six groups of tasks that will be required as part of a course:

- Legal and Behavioural Requirements;
- Communication Tasks – verbal; written; non-verbal;
- Knowledge Tasks (Cognitive/Intellectual) – literacy; numeracy; knowledge and information;
- Observation Tasks (Sensory) – visual; auditory; tactile;
- Practical Tasks (Physical) – gross and fine motor requirements; and
- Sustainable Performance.

**All Nursing students are required to read the [Inherent Requirements for Nursing](#) and submit an Inherent Requirements Form for every session.**

**All Midwifery students are required to read the [Inherent Requirements for \(undergraduate\) Midwifery](#) and submit an Inherent Requirements Form for every session.**

If you are unsure if a minor disability or condition will affect your ability to meet the Inherent Requirements, please contact the [Health Academic Liaison Officer \(ALO\)](#) for advice and/or reach out to the [Accessibility Service](#) where applicable.

## How to update your Inherent Requirements

1. Log into [MyPlacement](#)
2. Click 'Forms' tab
3. Select 'UTS Inherent Requirement Student Declaration Form – Current Session/Year'
4. Click Edit



Complete via MyPlacement 'Forms'

5. Read the Inherent Requirement Statement
6. Complete the form to acknowledge and click submit

**Important to note:** The below questions pertain to student's experience at UTS.

**First Aid**

## Certificate



This is a UTS Check found under the 'Checks' tab in MyPlacement

All Standard Pathway Nursing students must provide evidence of a valid HLTAID011 – Provide First Aid certification from an Australian accredited provider as part of their compliance requirements.

**Important to note:**

- Certification must be updated **every three years**.
- **CPR updates are not required annually**, unless specifically advised.
- **First Aid training must be completed in person – online courses are not accepted.**
- It is the student's responsibility to keep this up to date in [MyPlacement](#)

UTS has partnered with [MediFast](#) to offer students a convenient and cost-effective opportunity to complete their first aid certification on campus. Use password: **'UTS'** for student cost of \$60. Students may also choose to obtain their certification through an external provider if they prefer. Other Australian accredited HLTAID011 First Aid course provider (not affiliated with UTS) include:

- [St John NSW](#)

- [Australian Red Cross](#)
- [First Aid Pro](#)
- [Australia Wide First Aid](#)
- [CPR First Aid](#)

## How to update your First Aid Check

1. Log into [MyPlacement](#)
2. Click 'Forms' Tab
3. Select 'Current Year - First Aid Certificate Details' Form
4. Click Add



Complete via MyPlacement 'Forms'

The screenshot shows the UTS MyPlacement interface. At the top, the UTS logo is visible. Below it, a navigation bar includes links for 'Future students', 'Current students', 'Research and teaching', and 'Partners and community'. A secondary navigation bar contains 'Home', 'Placements', 'Forms' (highlighted in green), 'My Details', 'Checks', 'History', 'Documents', 'Faculty Documents', and 'Calendar'. Below this, a table lists forms. The first row shows 'Form: First Aid HLTAID011 Certificate Details' with a dropdown arrow and an 'Add' button circled in red. The second row shows 'No First Aid HLTAID011 Certificate Details' with a red box around the text. Other forms listed include 'Working with Children Check (WWCC) Details', 'Clinical Placement - Absenteeism Notification & Special Consideration Process', and 'Practice Lab Requirements Form'.

5. Click Edit
6. Upload a .jpg or .pdf copy
7. Complete the form
8. Click Submit

## Working with Children Check



This is a UTS Check found under the 'Checks' tab in MyPlacement

All Nursing students aged 18 years or older must provide evidence of a valid NSW Working with Children Check (WWCC) as part of clinical placement compliance.

The WWCC is a legal requirement for individuals working or volunteering in child-related roles. Nursing and Midwifery students may be placed in healthcare settings where they interact with children, infants, or vulnerable young people. Holding a valid WWCC ensures students are cleared to work in these environments under supervision and in accordance with NSW legislation.

**Important to note:**

- WWCCs are valid for **five years** from the date of issue
- Students can apply via [Service NSW](#) for a Volunteer WWCC under the 'Children Services Sector' (free of charge).
- A paid WWCC is also accepted, if still valid.
- Applications require **proof of identity** and in-person verification at a [Service NSW Centre](#).
- Students under 18 are not required to hold a WWCC but must apply once they turn 18.
- It is the student's responsibility to keep this updated in [MyPlacement](#)

Further information and application details can be found through [Service NSW](#).

## How to update your Working with Children's Check

1. Log into [MyPlacement](#)
2. Click 'Forms' Tab
3. Select 'Current Year - Working with Children's Check (WWCC) Details' Form
4. Click Add



Complete via MyPlacement 'Forms'

UTS	
<a href="#">Future students</a> <a href="#">Current students</a> <a href="#">Research and teaching</a> <a href="#">Partners and community</a>	
<a href="#">Home</a> <a href="#">Placements</a> <b><a href="#">Forms</a></b> <a href="#">My Details</a> <a href="#">Checks</a> <a href="#">History</a> <a href="#">Documents</a> <a href="#">Faculty Documents</a> <a href="#">Calendar</a>	
Form:	<div style="border: 1px solid #ccc; padding: 5px;"> <span style="border: 1px solid #ccc; padding: 2px;">First Aid HLTAID011 Certificate Details</span> <span style="border: 1px solid #ccc; padding: 2px;">Add</span> </div>
No	<div style="border: 1px solid #ccc; padding: 5px;"> <span style="border: 1px solid #ccc; padding: 2px;">First Aid HLTAID011 Certificate Details</span>  <span style="border: 1px solid #ccc; padding: 2px;">Working with Children Check (WWCC) Details</span>  <small>Clinical Placement - Absenteeism Notification &amp; Special Consideration Process</small> </div>

5. Click Edit
6. Upload a .jpg or .pdf copy
7. Complete the form
8. Click Submit

## NDIS Worker Check



**Subject to placement allocation**

Nursing students may be required to complete a NDIS Worker Check (NDISWC), depending on their placement allocation. Students will be notified via email once placement allocations are finalised 6 weeks prior to the relevant clinical block in the BN WIL Calendar.

To check whether this requirement applies to you after placements are released, go to the 'Placements' tab in [MyPlacement](#) and scroll down to the 'Health Facility Notes' section. If you are allocated to a placement with APNA, the facility contact will email you directly with specific pre-clinical requirements.

**Important to note:**

- NDISWC are valid for **five years** from the date of issue
- Students can apply via [Service NSW](#) as a volunteer for free
- Applications require **proof of identity** and in-person verification at a [Service NSW Centre](#).
- Application process can take a minimum of 7-10 days

## Aged Care Statutory Declaration



Subject to placement allocation

Nursing students completing placements in Commonwealth subsidised aged care facilities may be required to sign the [Aged Care Statutory Declaration](#). Students will be notified via email once placement allocations are finalised 6 weeks prior to the relevant clinical block in the BN WIL Calendar.

## Medical Exemptions

All Nursing and Midwifery students are expected to meet NSW Health vaccination requirements prior to clinical placement. However, if a student has a medical condition that may prevent them from receiving one or more vaccines, they must consult with their doctor to determine whether a recognised medical contraindication exists.

Most individuals with medical conditions can be safely vaccinated. A medical practitioner will assess the condition in accordance with the [Australian Immunisation Handbook](#) and provide clinical advice. If a recognised medical contraindication is confirmed, the student must provide formal evidence to support their exemption request.

The only acceptable documentation for a medical exemption is an [Australian Immunisation Register \(AIR\) – Immunisation Medical Exemption Form \(IM011\)](#), along with an [AIR Immunisation History Statement \(IHS\)](#) that records the medical contraindication.

NSW Health may request additional supporting information to assess the exemption. It is important to note that exemptions are not guaranteed and approved exemption may impact the availability or type of placements within NSW Health facilities. Should you have any medical contraindications please contact CPU for confirmation from NSW Health as medical contraindications are not accepted for MMR and

Varicella. If the exemption is approved, the student may be required to follow additional risk management strategies and could be reassigned to lower-risk clinical areas.

## Accelerated Pathway Students (Enrolled Nurse)

Students entering the program via an accelerated pathway—such as those currently registered as Enrolled Nurses (ENs)—are reminded that, despite their existing professional registration and current employment within NSW Health, they are required to resubmit all compliance documentation as part of their student obligations.

This includes completing all NSW Health vaccination, screening, and declaration requirements in full, as outlined for student placements. Existing compliance as an employee or student from another education provider does not exempt students from meeting these requirements in their capacity as a student.

Accelerated Entry students are not required to submit a First Aid Certificate to UTS, as their qualification and registration as an Enrolled Nurse are recognised as meeting this requirement. However, health facilities may request this information depending on placement allocation. Students are responsible for maintaining this as part of their Enrolled Nurse registration.

## Compliance Deadlines and Placement Eligibility

All Nursing and Midwifery students must achieve either full compliance or temporary compliance by the deadline listed under the 'Checks' tab in [MyPlacement](#)/below. These deadlines are critical to ensure eligibility for clinical placement.

Students who do not meet compliance requirements by the specified deadline will be at risk of delaying their course progression. This is because they will not be eligible for clinical thus impacting their ability to pass their respective subject/s. Any students that remain not compliant after the deadline, will be escalated to the Course Director for further review and management.

### Compliance Timelines

The following timelines apply to newly enrolled students commencing in 2026. All new UTS students are required to adhere to these timelines. It is the student's responsibility to monitor their compliance status and ensure all documentation is submitted and approved within the required timeframes. Continuing nursing students are responsible for maintaining compliance with all checks throughout their degree, ensuring that no checks expire.

2026 BACHELOR OF NURSING (STANDARD PATHWAY) COMPLIANCE TIMELINES					
JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Upon enrolment: Obtain Vaccinations / Compliance Documentation	22 FEBRUARY All Students must have submitted the Inherent Requirements Form	Attend ONE face-to-face NSW Health Compliance Day Session <i>(bring printed / original copies of everything required)</i>	1 APRIL All students must be Temporary or Fully Compliant	Non-Compliant students subject progression reviewed by Course Director	29 JUNE Autumn Session Results released
Online Compliance Q+A Session					
Attend ONE face-to-face CPU Compliance Workshop <i>(bring everything you have so far)</i>		2026 Flu Vaccination Strain available		1 MAY Students must have submitted: - Flu vax evidence - WWCC Form - First Aid Form - Mask Fit Form	

2026 BACHELOR OF NURSING (ACCELERATED PATHWAY) COMPLIANCE TIMELINES					
JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Upon enrolment: Obtain Vaccinations / Compliance Documentation	22 FEBRUARY All Students must have submitted the Inherent Requirements Form	Attend ONE face-to-face NSW Health Compliance Day Session <i>(bring printed / original copies of everything required)</i>	1 APRIL All students must be Temporary or Fully Compliant	Non-Compliant students subject progression reviewed by Course Director	29 JUNE Autumn Session Results released
Online Compliance Q+A Session					
		2026 Flu Vaccination Strain available		1 MAY Students must have submitted: - Flu vax evidence - WWCC Form - Mask Fit Form	

2026 BACHELOR OF MIDWIFERY COMPLIANCE TIMELINES					
JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Upon enrolment: Obtain Vaccinations / Compliance Documentation	22 FEBRUARY All Students must have submitted the Inherent Requirements Form	Attend ONE face-to-face NSW Health Compliance Day Session <i>(bring printed / original copies of everything required)</i>	Non-Compliant students subject progression reviewed by Course Director	1 MAY Students must have submitted: - Flu vax evidence - Mask Fit Form	29 JUNE Autumn Session Results released
Online Compliance Q+A Session					
Attend ONE face-to-face CPU Compliance Workshop <i>(bring everything you have so far)</i>		29 MARCH All students must be Temporary or Fully Compliant  2026 Flu Vaccination Strain available			

## Managing the Cost of Compliance

We understand that meeting NSW Health compliance requirements can be financially challenging, especially when combined with the broader costs of study and living. While we have aimed to recommend the most cost-effective options throughout this document, students are welcome to source their own providers for vaccinations, serology, and other compliance-related services—provided all documentation meets NSW Health standards.

If you are experiencing financial hardship or other barriers to completing your compliance, please reach out to the support services listed in this document. Assistance may be available for medical costs, document translation, or other related needs.

The [Clinical Practice Unit](#) is here to support you through this process, and we encourage you to seek help early so we can work with you to find a solution.

## Interstate Compliance Requirements

Students who have been successfully allocated to an interstate placement following submission of an optional Expression of Interest (EOI) form, will be required to complete additional compliance requirements as mandated by the respective state and facility. Rural placements are subject to health facility availability. Further interstate compliance information can be found via the [NT Health](#) or [QLD Health](#) pages.

## Name Changes

As per the NSW Health Policy Directive, students must have the identical legal name on their UTS Student ID Card, Name Badge, MyPlacement, Police Check and NSW Health ClinConnect System. Any student that has recently completed a name change must update [The Clinical Practice Unit](#) (CPU) at first instance. Inconsistent names can impact your ability to attend clinical placement and future registration with the Australian Health Practitioner Regulation Agency (AHPRA).

## Additional Supports and Services

The [Clinical Practice Unit](#) works in collaboration with a range of [UTS support services](#) to assist students throughout the NSW Health compliance process. These services are available to help students navigate any challenges they may face while preparing for clinical placement.

Support may include assistance with translating documents, accessing medical support, obtaining [financial assistance](#), or addressing other individual needs that may impact a student's ability to meet compliance requirements.

Students are encouraged to reach out early if they require additional support, so that appropriate referrals and arrangements can be made in a timely manner.

[UTS Health Service](#): Support provided with student vaccinations and serology.

[Jumbunna](#): Dedicated to supporting Indigenous students on their academic including their well-being and any challenges they may face.

[International Student Services and Support](#): Wide range of services to enhance the learning, health and wellbeing of international students.

[UTS financial Assistance Service](#): Offers a wide range of financial support and assistance.

# Frequently Asked Questions

## Compliance Processes

### **When should I start actioning my compliance requirements?**

Students are advised to start acquiring their compliance requirements upon course admission.

### **Why should I start actioning compliance requirements upon receiving my offer letter?**

You may not realise whether you'll need the full five months to finalise these requirements until you begin the process, so it is strongly advised that you start actioning your compliance upon accepting your offer.

This will help prevent potential delays and ensure you don't miss any deadlines indicated in

[MyPlacement](#).

### **Where can I find out more about the clinical compliance process?**

Students can refer to the details in this document along with the 'checks' tab in [MyPlacement](#).

Alternatively, you can contact the [Clinical Practice Unit](#) (CPU) via [health.clinical.practice@uts.edu.au](mailto:health.clinical.practice@uts.edu.au) or (02) 9514 5122 for further clarification.

### **Am I exempt from the compliance process if I am currently employed by NSW Health?**

No, all newly enrolled students must follow the current year compliance processes to become compliant as an UTS student.

### **Am I exempt from the compliance process if I am transferring to UTS from another Education Provider?**

No, all newly enrolled students must follow the current year compliance processes to become compliant as an UTS student.

### **What are the compliance deadlines?**

Students can refer to the 'checks' tab in [MyPlacement](#). Extensions are not available for compliance. If students foresee any potential delays, they should notify CPU at first instance. CPU can check if you are progressing within the minimum timeframes advised or make a note of this for our records. Important to note, there are no extensions for compliance.

### **What happens if I miss the compliance deadlines?**

Extensions are not available for compliance. Students who are not compliant by the indicated deadlines will not be able to attend their placement(s) and may be at risk of failing the relevant clinical subject. This

is because they will not be eligible for clinical placement thus impacting course progression. It is each student's responsibility to ensure their compliance checks remain up to date throughout their degree.

## **Hepatitis B**

### **I had all my childhood doses—do I still need a blood test?**

Yes. Compliance requires both documented evidence of an age-appropriate Hepatitis B vaccination course and serology confirming immunity. A six-month temporary compliance period may be granted if serology has been completed.

### **I've just started my vaccination course—can I still go on placement?**

Yes. You may be granted a six-month temporary compliance period to complete the course provided there is evidence of this within the last 12 months. To maintain compliance, it's important to follow the minimum intervals: one month between doses one and two, two months between doses two and three, and four months between doses one and three.

### **I have evidence of a full course, but my serology shows no immunity—what now?**

You will be granted a six-month temporary compliance period to receive a booster dose and repeat serology provided there is evidence of this within the last 12 months. If immunity is confirmed, you will be compliant. If not, you must be tested for Hepatitis B infection. If negative, you should receive two additional doses (one month apart), followed by repeat serology four weeks after the final dose.

### **What if I'm still not immune after two full courses?**

You will be recognised as a persistent non-responder and considered compliant. You will also receive advice on what to do in the event of exposure.

### **Can I extend my temporary compliance period?**

No. Temporary compliance is granted only once and cannot be extended if follow-up is not completed within the required timeframe (6 months). Generally, this can take students up to 5 months to achieve full compliance. If you do not book the necessary appointments required, you will not know if you require the full 5 months to finish your Hepatitis B Requirements.

### **I had a full course in the past but don't have documentation, and my serology shows no immunity—what should I do?**

You must complete a new full age-appropriate vaccination course and repeat serology. A verbal history or declaration alone is not accepted.

**I had a full course in the past but don't have documentation, and my serology shows immunity—am I compliant?**

Yes, provided you are confident the course was completed. You must complete a [Hepatitis B Declaration Form](#) with your GP or qualified healthcare provider, including the number of doses received, approximate year of vaccination, and reason for missing documentation.

## **dTpa (Diphtheria, Tetanus, Pertussis)**

**I have had all my childhood doses, but no adult dose within the last 10 years, do I need another dose?**

Yes - dTpa is required every 10 years and MUST be in adult formulation

**Can I have a blood test to prove immunity?**

No-vaccination is mandatory

**I had a dose in the last 10 years but don't have the documentation, what do I do?**

The documentation MUST be supplied. Your options are:

1. Get a new dose
2. Try and track down your records - Check AIR statement, GP records or school vaccination records

**I have a medical issue, can I be exempt from dTpa vaccine?**

No -There is no way of becoming compliant. Even with a documented medical contraindication-there is no way of becoming exempt from this requirement.

## **MMR (Measles, Mumps, Rubella)**

**I have two documented doses of MMR vaccine—do I need to check my bloods for immunity?**

No. Serological testing is not recommended after a completed vaccination course.

**I have two documented doses of MMR and serology showing a negative, low positive, or equivocal result—am I still compliant?**

No. If your serology is not definitively positive to all three diseases, you will require one booster dose of MMR. Do not repeat serology after the booster.

**I have one documented dose of MMR and non-immune serology—what should I do?**

You will need one additional dose of MMR. Do not repeat serology after the second dose.

**I have no documentation of MMR vaccination (but believe I had it) and my serology is not definitively positive—what now?**

You must complete a full two-dose schedule, with doses given at least 28 days apart. Do not repeat serology after completing the course.

**I have a medical contraindication to MMR vaccination—can I still be compliant?**

Unfortunately, no. NSW Health policy does not allow exemptions for MMR. If you do not meet the vaccination requirements, you will be deemed non-compliant and unable to attend clinical placements. Students with immunosuppression or other contraindications are encouraged to seek specialist advice, as there may be a safe way to receive live vaccines under medical supervision.

## **Varicella (Chickenpox)**

**I have one documented dose of Varicella vaccine from before age 14—do I need serology?**

No. Serological testing is not recommended after a completed vaccination course.

**I had chickenpox as a child—am I compliant?**

You are likely immune; however, unless you have documented evidence of vaccination, you must provide serology confirming immunity.

**I have a documented vaccination course and my serology shows a negative or equivocal result—what should I do?**

Follow the recommendations in your lab report. If a booster dose is advised, you must receive it. Do not repeat serology after the booster.

**I have no vaccination records, and my serology is not definitively positive—what now?**

You must complete a full Varicella vaccination course, which consists of two doses given at least 28 days apart. Do not repeat serology after completing the course.

**I have a medical contraindication to Varicella or live vaccines—can I still be compliant?**

Unfortunately, no. NSW Health policy does not allow exemptions for Varicella. Students who cannot meet the vaccination requirements will be deemed non-compliant and ineligible for clinical placement. If you are immunosuppressed or unable to receive live vaccines, seek specialist advice, as supervised vaccination may still be possible.

## **Influenza Vaccination**

### **When do I need to have the flu vaccine?**

Seasonal influenza vaccination must be administered before 1 June and is mandatory for all clinical placements occurring between 1 June and 30 September each year.

### **I had the flu vaccine overseas—am I compliant?**

Only if the vaccine is clearly documented and verified as the current season's TGA-approved Southern Hemisphere formulation. If this cannot be confirmed, the vaccine will not be accepted. It is recommended that students wait to receive the flu vaccine after arriving in Australia.

### **How do I know if the vaccine is from the current flu season?**

In Australia, the current season's flu vaccine is generally available from March each year. Any vaccine administered before 1 March is not considered the current year vaccination strain and will need to be repeated.

## **Further Reading:**

### **NSW Health Policy**

PD2024\_015 [Occupational Assessment Screening and Vaccination Against Specified Infectious Diseases](#)

### **NSW Health FAQ**

[Occupational assessment screening and vaccination-FAQ](#)

### **NSW Health HETI**

[Student compliance](#)