

## Preparing for your clinical placement

Student Number	Name	Clinical Subject

*Please note, you are not required to submit this document, this is for your own records*

#1 CHECKLIST: Clinical Compliance	Timing
<input type="checkbox"/> I've viewed the three videos about preparing for clinical placement requirements on the <a href="#">HETI website</a> .	By the last week in January or before start of semester
<input type="checkbox"/> I've applied for a police check.	By the 1 <sup>st</sup> week in February
<input type="checkbox"/> I've applied for a Working with Children Check.	By the 1 <sup>st</sup> week in February
<input type="checkbox"/> I've obtained results of my police check.	By the 2 <sup>nd</sup> week in March
<input type="checkbox"/> I've obtained my Working With Children Check number.	By the 2 <sup>nd</sup> week in March
<input type="checkbox"/> I've read the <a href="#">NSW Health Code of Conduct</a>	By the 3 <sup>rd</sup> week in March
<input type="checkbox"/> I've filled out a <a href="#">Student Undertaking Form</a> , including a valid signature.	By the 3 <sup>rd</sup> week in March
<input type="checkbox"/> I've filled out form two and form three of the <a href="#">NSW Health Information Sheet 4 – Important requirements for students</a> in relation to assessment screening and vaccination.	By the 3 <sup>rd</sup> week in March
<input type="checkbox"/> I have everything ready for my clinical compliance day: <ul style="list-style-type: none"> <li>• My Vaccination Record Card (and if applicable, other acceptable records of vaccination)</li> <li>• Form two and form three of the <a href="#">NSW Health Information Sheet 4 – Important requirements</a> for students in relation to assessment screening and vaccination</li> <li>• Results of my police check</li> <li>• A signed copy of the <a href="#">Code of Conduct Agreement (Appendix 6)</a></li> </ul>	By the 3 <sup>rd</sup> week in March

#2 CHECKLIST: Vaccinations	Timing
<input type="checkbox"/> I've made an appointment to have my first dose of MMR, varicella and hepatitis B as well as diphtheria tetanus and pertussis (dTpa) by week two of semester.	By the last week in January
<input type="checkbox"/> I've obtained a Vaccination Record Card from the Clinical Practice Unit.	By the 1 <sup>st</sup> week in February
<input type="checkbox"/> I've checked if I need to have a tuberculosis screening (TST).	By the 1 <sup>st</sup> week in February
<input type="checkbox"/> I've had my first dose of MMR, varicella and hepatitis B as well as diphtheria tetanus and pertussis (dTpa), or gathered paperwork proving prior vaccination or sufficient levels of immunity to diseases (where this is possible).	By the 1 <sup>st</sup> week in February
<input type="checkbox"/> I've made an appointment to have a TB screening (if needed) at a NSW Health Chest Clinic. I have also scheduled it in to take place one month after receiving my MMR and varicella vaccines.	By the 2 <sup>nd</sup> week in February
<input type="checkbox"/> I've made appointment for second doses of MMR, varicella and hepatitis B and scheduled for it to take place no less than 28 days after my first dose.	By the 2 <sup>nd</sup> week in February
<input type="checkbox"/> I've had my second dose of MMR, varicella and hepatitis B (if needed).	By the 2 <sup>nd</sup> week in March
<input type="checkbox"/> I've made an appointment for my third dose of hepatitis B (if needed) and scheduled for this appointment to take place between two and four months after my second dose, depending on the advice of my GP.	By the 2 <sup>nd</sup> week in March
<input type="checkbox"/> I've checked my Vaccination Record Card has been signed and stamped by a GP for every entry and all batch numbers are included.	
<input type="checkbox"/> I've had my third dose of Hepatitis B. <i>Note, it may be possible to obtain temporary clinical compliance before having the third dose, providing you've made an appointment for it. However, if your temporary compliance expires before you have obtained your third dose, you will not be allowed to complete your placement.</i>	By the 2 <sup>nd</sup> week of May, depending on advice from your GP.
<input type="checkbox"/> I've had my blood test for hepatitis B immunity.	28 days after your third dose

#3 CHECKLIST: Clinical Readiness	Timing
<input type="checkbox"/> I've enrolled in my subjects for Autumn Session via <a href="#">MyStudentAdmin</a>	By the last week in March
<input type="checkbox"/> I've read the document <a href="#">Inherent Requirements for Nursing (undergraduate courses)</a> and have completed the Inherent Requirement Student Placement Declaration From online in <a href="#">MyPlacement</a> .	By the last week in March
<input type="checkbox"/> I've submitted a Request for Placement Provisions form online in <a href="#">MyPlacement</a> (if applicable).	By the last week in March
<input type="checkbox"/> I've purchased my uniform.	By the last week in March
<input type="checkbox"/> I've purchased my retractable cord and clip for my student ID.	By the last week in March
<input type="checkbox"/> I've obtained my student ID card.	By the last week in March
<input type="checkbox"/> I have suitable black shoes and clothing.	By the last week in March
<input type="checkbox"/> I've submitted my preferences for my placement on the <a href="#">MyPlacement</a> system.	By the last week in March
<input type="checkbox"/> I've read the learning objectives for my clinical subject on my subject outline.	By the last week in March
<input type="checkbox"/> I've read the U:Nurse Guide (available on the home page of <a href="#">MyPlacement</a> )	By the last week in March
<input type="checkbox"/> I've read the NSW Health policy on privacy and confidentiality.	By the last week in March
<input type="checkbox"/> I've read the NSW Health policy on manual handling.	By the last week in March