POLICE CLEARANCE REQUIREMENTS FOR ALL STUDENTS UNDERTAKING AN AWARD WITHIN THE SCHOOL OF NURSING & MIDWIFERY

All students undertaking an award within the School of Nursing & Midwifery with a clinical component are required to obtain a National Police Certificate (NPC). Please read the following information carefully.

In response to ever increasing concerns raised in the community regarding people in positions of trust misusing that trust to harm those in their care, the Department of Health (DOH) and private venues have introduced compulsory National Police Certificates (NPC) for all students attending their venues for clinical placement.

While the DOH and some private venues require an NPC every three years, some venues may require an NPC more frequently.

PROCESS

All venues

The process of obtaining an NPC may take some time so students are strongly advised to apply as early as possible prior to clinical placement.

1. Students should obtain an ‘Application for a National Police Certificate from the SA Police. Any metropolitan police station will have this form.

2. The form should be completed and returned to any metropolitan police station. Students will also need to take to the police station:
   - Passport, or
   - Birth Certificate (or extract), or
   - Citizenship Certificate (or certified paper)
   AND
   - tertiary education ID (in order to receive the concession discount), or letter of offer or student card, or
   - Drivers Licence or Permit, or
   - Public Service Employee ID card, or
   - Centrelink card, or
   - Proof of Age card

3. Students are required to bear the cost of obtaining an NPC.
Students are asked to ensure they tick the box on the form indicating ‘Mail to postal/residential address of applicant’, or ‘Collect in person from’. If this is not done unnecessary delays may occur impacting on the clinical placement.

**DO NOT** give the police clearance to the university’s clinical facilitator or any staff member in the school. Instead, complete and submit a ‘School of Nursing & Midwifery Declarations’ form to the university’s clinical facilitator at the pre-clinical meeting. This form is available on the School’s clinical website at [http://nursing.flinders.edu.au](http://nursing.flinders.edu.au) under ‘Fitness for Practice, Police Clearances, Immunisations’. Students will be advised about pre-clinical meeting dates at a future date. Further information about these meetings can also be found on the website.

Students are required to keep the NPC and take to the venue on commencement of their placement or at the venues orientation prior to placement.

**Department of Health (DOH) venues** (Public)

Where students are attending a DOH clinical placement they will be required to log onto the NursingSA website at [http://www.nursingsa.com/nursing_studentplace.php](http://www.nursingsa.com/nursing_studentplace.php) prior to the placement to read all information about police clearances etc and download the ‘Student orientation checklist’. This documentation will be asked for at orientation or on the first day of clinical placement. Students will also be required to give written consent to the supervising clinician at the clinical venue authorising the venue as third party receivers of their criminal history. A listing of DOH venues can be found at [http://www.doctors-4u.com/adelaide/hospitals%20public.htm](http://www.doctors-4u.com/adelaide/hospitals%20public.htm).

**Interstate Placements**

Most interstate venues require students to obtain an NPC. The NPC will cover in most cases but students need to check with the venue to ensure this is the case.

**International Students**

International students coming to Australia for the first time will not need to obtain an NPC within the first six months as their visa requirements will be sufficient. **However, students will need to obtain an NPC if they intend going to a clinical placement after this period of time (six months).** International students should ensure they have clear copies of their visa paperwork with them on arrival in Australia and should make them available to venue staff at orientation or on the first day of clinical if asked for.

*All decisions regarding the appropriateness of an individual to undertake a placement is entirely up to the placement venue and the University takes no responsibility for these decisions.*

In the event a student is not allowed to undertake their placement, the clinical venue will advise the University.
SCHOOL OF NURSING & MIDWIFERY

POLICE CLEARANCE PROTOCOL

PREAMBLE

The School of Nursing & Midwifery, Flinders University, has a responsibility to inform all students enrolled in awards with a clinical placement component of the need to provide to the allocated clinical venue a National Police Certificate (NPC). As with all student matters within the School, confidentiality is assured and no disclosure of information will be made outside that necessary for the administration of the students’ progress in the course.

PROTOCOL

Students enrolled in awards within the School of Nursing & Midwifery with a clinical placement component must meet the following:

- Students obtain an NPC from SA Police
- Cost of an NPC application is to be met by the student
- Students will provide a completed and signed ‘School of Nursing & Midwifery Declarations’ form to the clinical facilitator at the compulsory on-campus pre-clinical meeting. The ‘School of Nursing & Midwifery Declarations’ form is available at the School’s website, ‘http://nursing.flinders.edu.au/’ under ‘Clinical Placements’, ‘Police Clearances & Immunisations’.
- Students will show the NPC to the supervising clinician at the clinical venue on commencement of their placement
- Students who choose not to submit an NPC to the supervisory clinician at the clinical venue to which they have been allocated will be prevented by that venue from attending clinical placement.

APPLICATION OF GUIDELINES

These guidelines have been designed so that the School of Nursing & Midwifery has a strategy in place to ensure that students are informed about the requirements to provide clinical venues with an NPC. The School requires that:

- the topic coordinators must advise students of this policy and draw their attention to industry partner requirements for police clearances
- students will be responsible for providing requesting industry partners with the NPC
- each student is advised of this policy on the School of Nursing & Midwifery website, available at http://nursing.flinders.edu.au/ under ‘Clinical Placements’, ‘Police Clearances & Immunisations’, and understands their responsibility in meeting this
- the course coordinators will advise students of counselling services available within the university should they need further advice in making their decision on obtaining a police clearance

The Police Clearance Policy will be revised annually by the School Board.