

Medical, Dental, Nursing and Health Sciences Students 'Police Check Policy'

Introduction

This Policy details how the Schools in the Faculty of Medicine, Dentistry and Health Sciences manage the need for students in clinical placements to have Police Record Checks.

Policy

Due to the nature of patient contact during your course, you are required to undergo a National Police Record Check prior to the commencement of the course, and at the start of each subsequent year. **YOU WILL NOT BE PERMITTED TO UNDERTAKE** any clinical placements unless you obtain and show your School Office or MDHS Student Centre a Police Record Check.

Police Record Checks are current only for the day on which they are issued. For the purposes of this policy, Police Record Checks should be obtained at the beginning of the course and at the start of each subsequent year.

Privacy Requirements

The University of Melbourne is required to handle your personal details responsibly. The purpose for which the information is collected is to enable you to undertake clinical placements. Police checks are necessary for all staff, students and volunteers working with children, the elderly and vulnerable people.

The University discloses your name, the fact that you have a satisfactory police check and the date it was obtained is provided to third parties where you are undertaking your placement.

After the authorised officer in your School Office or MDHS Student Centre has sighted the Police Record Check, it will be returned to you. You will need to produce it on demand at any clinical placement you subsequently attend. All handling of your National Police Record Check is conducted in accordance with the requirements of the Victoria Police: Police Records Information Release Policy.

The organisations where you undertake your clinical training are required by law to obtain this information. The University has a duty to ensure students complete satisfactorily all aspects of their course which includes clinical placement with these organisations.

If you do not provide us with information on your Police check status you will not be able to undertake clinical placements where a Police check is required, and will therefore not be able to complete your course.

Procedure

Domestic and international students all need Police Record Checks and should have these done in the country in which they have spent the most recent years. For Australian citizens, permanent

residents and international students who have been studying in Australia for the past year this would be Australia. For all other students, the first Police Record Check should be from their home country or the country in which they have spent the past year.

If students wish to avail themselves of the lower fees offered to students and volunteers, they can complete an Online Application Form & Instructions Consent to Check and Release National Police Record (VP Form 820B) and have it authorised by a nominated officer of their School or MDHS Student Centre.

Students should nominate to have the Police Record Check sent to them and not the School or MDHS Student Centre.

The Student Consent and Release to The University of Melbourne of National Police Record form (attachment A) must be signed by all students regardless of where their Police Record Check was obtained. This form is retained and filed by the School or MDHS Student Centre.

The Police Check will be sent directly to the student who must bring it to their School office or MDHS Student Centre for sighting. The original Police Check is retained by the student.

Follow up of students for whom Police Checks have not been recorded must be done in the two weeks before census date and students without a valid Police Record Check will not be permitted to undertake any clinical visits.

Students from Second Year onward and on Full-time Clinical Placement

As students progress a year in their course they must obtain a new Police Record Check at the start of each year or at the end of the preceding year.

The Procedure for obtaining a National Police Record Check and Student Consent and Release to The University of Melbourne of National Police Record form will be made available on LMS, each School and the MDHS Student Centre websites.

Students who have not submitted documentation will be followed-up two weeks before semester commencement.

Application Process

1. Open the Victoria Police Online Application and Instructions Form VP 820B from the Victorian Police website:
http://www.police.vic.gov.au/retrievemedia.asp?Media_ID=34675

2. Complete the form by entering the following details electronically:

Section A: Type of check required
Cross the National name check box

Section B: Details of applicant
Enter all information as requested.

Section C: Current, postal and previous residential address/es

Enter all information as requested. The Current Residential Address must be your current LOCAL (i.e. Victorian) address.

Section D: Payment Provider

Cross No in "Is a tax invoice required?" box.

Cross No in "Is this certificate being paid for by an employer/organisation or for Victoria Police purposes?" box.

Section E: Purpose of Check

OPTION 2 – Volunteer/authorised student placement/Family Day Care resident:

- Cross the "Healthcare" box
- Name of Organisation – Faculty of MDHS, Uni of Melbourne
- Daytime contact phone number/mobile – 03 83445890
- CVF number – 02/172
- Signature – to be completed by one of the following authorised Faculty of MDHS representatives:

Austin and Northern Health Clinical Schools

Associate Professor Richard O'Brien
Dr Barbara Goss
Dr Anna Ryan
Dr Merryn Wild

Ms Amanda Geddes
Ms Joanne Mayall
Ms Rebekah Saunders

RMH/WH Clinical School

Associate Professor Peter Morley
Associate Professor Stephen Lew
Dr Catherine Seymour
Dr Jacinta Tobin

Dr Justin Tse
Mrs Judith Bonner
Ms Julie Holland

Rural Clinical School, Ballarat

Associate Professor Mark Yates
Ms Rita Cousens

Dr Lisa Cheshire
Ms Julie Mckay

Rural Clinical School, Shepparton

Professor Dawn DeWitt
Professor Bill Adam
Associate Professor Lianne Burkholder
Rev Dr Helen Malcolm
Dr Peter Keppel

Ms Joanne Brown
Ms Amanda DiBella
Ms Dianne Doyle
Ms Georgia Von Guttner

Rural Clinical School, Wangaratta

Dr Edmund Poliness

Ms Debbie Butler

St Vincent's Hospital Clinical School

Associate Professor Wilma Beswick
Dr Jacinta Mogg

Ms Miriam Solomons

MDHS Student Centre

Dr Richard Frampton
Ms Sarah (Lillian) Cutts
Mr Neil D'Souza
Ms Patricia Murray
Ms Tak Foon Poon

Ms Natasha Sandiford
Ms Kim Stevenson-McBride
Mr Carl Jackson
Ms Kate Bartlett

School of Behavioural Science

Mr David Castle
Ms Marianela Delgado-Henriquez

Mr Wayne Murdoch

Melbourne Dental School

Ms Annette Bird
Mr Alan Eddy

Ms Kim Hanson

School of Health Sciences

Ms Melina Ninis
Associate Professor Louise Harms
Ms Kim Richardson

Ms Amanda Blanco
Ms Robyn Faulkner

Medical Education Unit

Ms Katrina Trigg

Ms Sharon Marsionis

Failure to have the form signed by one of the above people will mean that you are unable to access the subsidised rate of \$15 for the Police Check.

Section F: Certification, authorisation and statement of consent and indemnity
Sign as the applicant in front of a witness who also signs and dates the form.

Section G: Proof of Identity
Enter all information as requested.

For most applicants a Police Record Check will take Victoria Police approximately ten working days to process the application and forward a reply.

Procedure for a Disclosable outcome

If there is a disclosable court outcome, the student will be advised to meet with the Manager and the Head of School or their nominees.

The student will need to write their own account of the incident and provide any necessary documentation, court papers, file numbers, statements, and any other evidence.

The nominated School staff will meet with the student to advise of the processes to be undertaken for the remainder of the course. Students will need to meet with the Human Resources personnel at any clinical placement and disclose the results of the Police Check. The decision as to whether the student can continue in the placement will be made by the clinical placement staff. The student will be required to give the School or MDHS Student Centre written permission for a copy of the Police Record Check to be forwarded to each of their next clinical placing agencies four weeks prior to each placement's commencement if required under placement agreement.

The student will subsequently obtain an up to date personal Police Record Check and approach clinical placements to request acceptance. If denied, the student may be unable to complete their course and must be counselled to that effect.

References

The University of Melbourne Privacy Policy: www.unimelb.edu.au/unisec/privacy .

**APPLICABLE
COURSES**

Doctor of Dental Surgery
Bachelor of Dental Science
Bachelor of Oral Health
Doctor of Clinical Dentistry
Doctor of Oral and Maxillofacial Surgery
Graduate Certificate in Clinical Dentistry
Graduate Diploma in Forensic Odontology
Postgraduate Diploma in Clinical Dentistry
Postgraduate Diploma in Oral and Maxillofacial Surgery

Doctor of Medicine
Bachelor of Medicine/Bachelor of Surgery/Bachelor of Medical Science
Bachelor of Medicine/Bachelor of Surgery
Graduate Diploma in Mental Health Sciences (Child, Adolescent and Family Therapies)
Graduate Diploma in Mental Health Sciences (Infant and Parent Mental Health)
Master of Adolescent Health and Welfare
Master of Clinical Audiology
Master of Genetic Counselling
Master of Health Sciences (Infant and Parent Mental Health)
Postgraduate Certificate in Primary Care Nursing
Master of Psychology (except Industrial/Organisational stream)
Master of Psychology/Doctor of Philosophy (except Industrial/Organisational stream)

Doctor of Physiotherapy
Bachelor of Physiotherapy
Doctor of Clinical Physiotherapy
Master of Physiotherapy by Coursework
Postgraduate Certificate in Physiotherapy
Specialist Certificate in Physiotherapy
Master of Nursing Science
Bachelor of Social Work
Master of Social Work



ATTACHMENT A

OFFICE COPY
(lodge with the MDHS Student Centre or your School Office)

**THE UNIVERSITY OF MELBOURNE
FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCE**

**Student Consent and Release to The University of Melbourne for
National Police Record**

<p>Statement of Consent</p>	<ul style="list-style-type: none"> • I have received, read and understood the Procedure for obtaining a National Police Check together with the information on privacy. • I agree to the authorised officer of the University sighting the original police check for the purposes of my undertaking clinical training. • If found to have an unsatisfactory police check, I am aware that I may not be able to undertake any clinical placements.
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First Name/s:

Surname:

Student Number:

Course:

Signature:

Date: