

2025 Child and Family Health Stream Get Ready 4 PEP! Pack

Welcome to the Child and Family Health (CFH) stream.

During your child and family health studies, you will undertake Professional Experience Placement (PEP). PEP is usually the highlight of the program as it is where you put your theoretical knowledge into practice supporting young children and families.

There are two components to PEP:

1. Requesting your preferred placement dates and location
2. Meeting Safety in Practice (compliance) requirements for placement

This PEP pack contains information to assist you to complete these steps. Placement dates and compliance times are listed below, as is the process of informing us of your preferred placement dates and location. Although you are already Registered Nurses and/or Registered Midwives, and have completed your own workplace compliance requirements, for the purposes of placement, you cannot undertake PEP unless your UTas and NSW Health student compliance is completed.

Exemption from Placement

Students who work in Child and Family Health settings may be eligible for exemption from the placement component of the CFH program. If you think you may be eligible please contact the Sydney PEP Team at Sydney.placements@utas.edu.au.

Placement

Placement attendance requirements, dates and timing

Placement requires 15 days (120 hours/three weeks) attendance. Any missed days, including public holidays need to be made up (e.g. Easter, Anzac day). Most CFH clinics will only accept students on placement across **full weeks, not part-time** days. Weeks do not need to be consecutive.

Semester one placement may commence from week six of semester one: **31 March 2025**.

This gives students time to gain knowledge to apply to practice and time to complete the compliance requirements. If students are planning to commence placement on **31 March**, compliance needs to be completed two weeks prior (**17 March 2025**). Placement needs to be completed by end of semester: **31 May 2025**.

In semester two, another 15 days is required to be completed. Placement needs to be completed between **4 August 2025 to 24 October 2025**.

Placement location

Students are able to attend placement at most NSW Health Child and Family Health Centres. Many students choose to undertake placement close to their home to save on travel and accommodation costs. However, it may be recommended for students living in rural locations to undertake placement across a variety of clinics to gain a broader experience.

Students are able to choose their preferred dates and locations for placement. These need to be submitted at [NSW CFH Preferred Placement Information](#). This link can also be found in InPlace (under 'My Details') and on the attached student planner. If students cannot attend PEP on full weeks, please contact the Sydney PEP Team at sydney.placements@utas.edu.au to discuss your situation and options that may be available.

To maximise your chances of attending placement for your preferred dates and location, students should submit their request as soon as possible and start the compliance process **NOW**. Placement will not be confirmed until students are well advanced in the compliance process. Students are only able to attend PEP if all UTas and NSW Health compliance requirements have been met.

The Sydney PEP Team will organise your placement with NSW Health CFH clinics. At times, this can take several weeks, therefore early requests for placement increase the success of attending placement on preferred dates and at preferred location.

| 2025 NSW CFH Professional Experience Placement Calendar | | |
|---|---|---|
| Semester 1 | | |
| <i>Enrolment to early Semester 1</i> | | |
| <i>Prepare for placement by completing your compliance requirements</i> | | |
| Commence | At enrolment | |
| All requirements in progress | Due 09/03/2025 | |
| All requirements completed (students cannot commence placement until all Utas and NSW Health compliance requirements are met) | 04/04/2025 (or 17 March if starting PEP 31 March) | |
| <i>Unit Code</i> | <i>Unit Name</i> | <i>Professional Experience Dates</i> |
| CNA752 | Clinical Practice 1 | 120 hours (15 days/three weeks) to be completed between 31 March 2025 and 30 May 2025 (compliant students only) |
| Semester 2 | | |
| <i>Unit Code</i> | <i>Unit Name</i> | <i>Professional Experience Dates</i> |
| CNA753 | Clinical Practice 2 | 120 hours (15 days/three weeks) to be completed between 4 August 2025 to 24 October 2025 (compliant students only) |

Compliance

What is compliance

You would have completed a compliance process during your nursing degree, and when you commenced in your current job. This required you to provide evidence of immunisation history, security checks and codes of conduct. Now that you are returning to being a student, these steps need to be completed again. As it may be some time since you last completed this process, you may be surprised at the amount of effort you will need to put in to complete this process.

Compliance is complicated, takes time, and will involve personal expense. Therefore, it is important you read the following information carefully and start the process now before you commence studying.

The University of Tasmania takes student safety seriously, as do our partners. In line with legislative and policy requirements, strict criteria have been set that must be met prior to students attending placement.

There are two parts to the compliance process:

1. The University of Tasmania compliance requirements
2. NSW Health ClinConnect compliance requirements

It is strongly recommended that you commence this process as soon as possible to avoid delays with your placement or missing out on preferred and/or location.

1. University of Tasmania Compliance

University of Tasmania Safety in Practice Agreement (SIP) As you are aware, to practise as a registered nurse/midwife, you must have the medical, physical and psychological capacity to practise safely as well as adhering to various legislative and nursing requirements such as Codes of Conduct.

*Please consider this form carefully. If you answer yes to any of the questions in the Safety in Practice Disclosure, a Health Assessment Form needs to be completed by you and your **treating** healthcare practitioner. This will allow the university to make any reasonable adjustments necessary where possible to assist you to undertake your placement.*

Working with Children Check:

You will need to provide evidence of your current NSW Working with Children Check. If you need to renew, this can be done through [Service NSW](#) website.

Police Checks:

- If you don't have a police certificate issued since **30 August 2024** from an Australian police service, the University of Tasmania has partnered with Fit2Work to provide a check at a special student price. You can obtain this check through the [College Compliance](#) website by scrolling down to the Fit2work link. This is the only online police check provider the University will accept. Once you have completed the application process, please enter the reference number into InPlace.
- Students who since turning 16 years old, have lived in a country other than Australia for six months or longer, will also need to complete a NSW Health Appendix 5 Statutory Declaration. If required, students are able to download the form from InPlace, and have it witnessed by a NSW Justice of the Peace.

2. NSW Health/ClinConnect Requirements

NSW Health Code of Conduct: Confidentiality agreement with NSW Health.

NSW Health Tuberculosis (TB) Assessment Tool: This is a self assessment tool. The NSW Senior Immunisation Advisor will review and provide accurate information regarding the need for TB screening.

NSW Health Undertaking/Declaration Form: Agreement with NSW Health to complete all required vaccinations.

Vaccination and Screening Record : It is our experience that many CFH students are not fully up-to-date with the current policy as NSW Health regularly updates their [Occupational Screening](#) policy. Therefore, please start gathering this information now, to ensure you are compliant to attend placement on your preferred dates.

Step 1 – please upload a full Medicare Immunisation History Statement, any other relevant vaccination/serology reports plus your completed NSW Health TB Assessment Tool to InPlace

Kathryn (Kate) Hipsley, the NSW Senior Immunisation Advisor, will then provide feedback via InPlace about any further steps needed to complete your NSW Health vaccination and screening requirements. . Please make contact with Kate (contact details below) if you have any questions or concerns about meeting the required vaccination and screening requirements.

All forms are available via InPlace or through the hyperlinks at the end of this pack as well as through InPlace – under 'My Details.'

NSW Health require students undertaking placement to have been Mask Fit Tested (MFT) as per the [Clinical Excellence Commission](#). If students have not been MFT, or are unable to be MFT at their workplace, please contact the Sydney PEP Team for a list of recommended testers.

InPlace

InPlace is the software program used by the University of Tasmania to manage all aspects of PEP including compliance and placements.

To start familiarising yourself with InPlace, there is a quick reference guide on the [InPlace](#) home page. Log in to InPlace with your University of Tasmania email and password. All compliance documents can be uploaded there with the exception of the police certificate. Due to the Privacy Act, only the reference number is accepted. Therefore please enter this into InPlace.

You are encouraged to upload all your documents and information into InPlace as soon as possible. The Sydney PEP Team are available to assist you. We are contactable at Sydney.placements@utas.edu.au or on the phone numbers listed below.

To assist with managing your compliance, please see the student planner provided for your convenience and compliance checklist below:

University of Tasmania Compliance

Please follow the hyperlinks below to download your compliance documents:

- [College of Health and Medicine Compliance information page:](#)
 - Safety in Practice Agreement
 - NSW Working with Children Check
 - National Police Certificate
 - Safety in Practice Pregnancy Guidelines

NSW Health/ClinConnect Compliance

- National Police Check – information available as above
- [NSW Health Code of Conduct](#)
- [NSW Health Undertaking/Declaration](#)
- [NSW Health Tuberculosis \(TB\) Assessment Tool](#)
- [NSW Health Vaccination Record Card for Category A Workers and Students](#) (in progress)
 - Information on how to complete the vaccination requirements is available [here](#)
- [NSW Health Appendix 5: Statutory Declaration](#)
- Mask Fit Test results

| ITEM | REQUIREMENTS TO ACHIEVE VERIFICATION | DUE DATE |
|---|---|--|
| 2024 Safety in Practice Agreement | Complete, then scan all pages into one PDF in a clearly readable format and upload into InPlace | 09/03/2025 |
| NSW Working with Children Check (Valid 5 years) | Scan in a clearly readable format as a PDF and upload into InPlace | 09/03/2025 |
| National Police Certificate (Valid 3 years) | After applying for your Fit2work Police Check, submit the reference number only to InPlace. | 17/03/2025 |
| NSW Health Code of Conduct | Complete, then scan in a clearly readable format as a PDF and upload into InPlace | 09/03/2025 |
| NSW Health Tuberculosis (TB) Assessment Tool: | Complete, then scan both pages in a clearly readable format as a single PDF and upload into InPlace | 09/03/2025 |
| NSW Health Undertaking/Declaration Form | Complete, then scan in a clearly readable format as a PDF and upload into InPlace | 09/03/2025 |
| NSW Health Vaccination/Screening requirements in progress | Commenced as per the NSW Immunisation Checklist, and scan all pages and supporting documentation in a clearly readable format as a single PDF and upload into InPlace after each update | 09/03/2025 |
| Mask Fit Testing Status | Upload your Mask Fit Test results into InPlace in a clearly readable format | 04/04/2025 |
| NSW Health Vaccination Card Finalised | Vaccination/screening records completed per the NSW Immunisation Checklist, all pages scanned including supporting documentation, in a clearly readable format as a single PDF and uploaded into InPlace | 04/04/2025 (or by 17/03/2025 if commencing PEP before 31/03/2025) |
| Health Assessment Form | Only required if you declare a medical condition or impairment that may affect your mandatory functional requirements or as advised by University of Tasmania staff | As advised |
| NSW Health Appendix 5: Statutory Declaration | Declare this on InPlace – written document is only required if you have lived overseas for six months or more since turning 16 years of age. | As advised |

A separate student planner document is also attached to assist you to complete the placement preparation and compliance processes.

The Sydney PEP Team acknowledges the compliance process and placement preparation may be difficult and time consuming to complete. To assist students, understand the compliance and placement processes, there will be an online CFH PEP Orientation (this is in addition to the Nursing Post-Graduate online orientation).

Post-Graduate (Nursing) Orientation: 18th February 2025

Professional Experience Placement (Child and Family Health) Orientation: 19th February 2025 6:00pm* AEST (Online).

Zoom Link: <https://utas.zoom.us/j/84288028981?from=addon>

Students are encouraged to attend both orientation sessions where possible. Separate invitations will be sent for each session dates.

However, we would strongly urge that students commence the compliance process as soon as possible as it does take time. If not completed on time, this will lead to delays in placement commencement

Please also feel free to contact the Sydney PEP Team as below.

Sydney PEP Team

Sydney.placements@utas.edu.au

| | |
|--|---|
| Therese Toohey Sydney PEP Coordinator +61 2 8572 7996 | Kerstin McElvenny Sydney Placement Officer +61 2 8572 7906 |
| Aaron Son Sydney Placement Officer +61 3 6220 5880 | Kathryn (Kate) Hipsley NSW Senior Immunisation Advisor +61 8572 7913 |

2025 CFH PEP Student Planner

| | |
|----------------|----------------------------|
| Placement Name | CNA752 & CNA753 |
|----------------|----------------------------|

| | |
|-----------------|---|
| Placement Dates | Placement Dates: (120 hours each) Semester 1: between 31 March to 30 May Semester 2: between 4 August to 24 October |
|-----------------|---|

General Placement Preparation

Students are required to complete both University of Tasmania mandatory PEP Requirements and NSW Health ClinConnect verification processes to be able to attend placement. To ensure safety in practice requirements are met and you receive appropriate support and guidance, please ensure if you are pregnant or your health status changes after you complete your 2024 Safety in Practice Agreement, you discuss this change with Therese Toohey Sydney PEP Coordinator (therese.toohey@utas.edu.au). This is to ensure you are placed appropriately.

| | |
|----------------|---|
| Ongoing | Review PEP Pack and consider suitable dates to undertake placement, taking into consideration personal and work commitments <input type="checkbox"/> |
| | Monitor Utas emails and MyLO site for updates to placement information and invitations to general Orientation and CFH online orientation <input type="checkbox"/> |
| | Students are required to have a student ID card. This can be ordered online via the Orientation and settling in webpage . Please note the first and last name on your ID card must match your enrolled name. Cards are generally posted from Tasmania, therefore please allow up to two weeks for delivery. <input type="checkbox"/> |
| | Login to InPlace and familiarise yourself with the system <input type="checkbox"/> |
| | Check if you are eligible to apply for exemption from PEP with Sydney PEP Team via Sydney.placements@utas.edu.au <input type="checkbox"/> |
| | Please note: you must also meet academic unit requirements to be eligible to attend PEP <input type="checkbox"/> |

Key dates: Student Action Items

| | |
|--|--|
| 17-21 Feb | General Orientation and PEP Orientation dates TBC <input type="checkbox"/> |
| Feb/Mar Preparation for Placement | <p>Compliance: Download Immunisation History statement from Medicare Gather other immunisation records (staff health, GP) Apply for a National Police Certificate here <input type="checkbox"/> Confirm WWCC status Upload compliance evidence into InPlace and complete hyperlinked forms Check InPlace regularly for updates to compliance status</p> <p>Placement Complete the NSW CFH preferred placement information here. NOTE: placement details will only be confirmed once compliance is well underway <input type="checkbox"/> Order Student ID card if not already done <input type="checkbox"/></p> |
| 1 - 2 weeks prior to placement | <p>Re-confirm CFHC site, where, when and who to meet on the first day <input type="checkbox"/></p> <p>Students may receive an email from NSW to complete mandatory online training through My Health Learning. If you have not previously completed these modules, please complete prior to commencing PEP <input type="checkbox"/></p> <p>Access and familiarise yourself with PebblePad <input type="checkbox"/></p> |
| 31 Mar - 30 May Placement | <p>Placement to be undertaken between these dates. Students need to be compliant two weeks before start date of PEP <input type="checkbox"/></p> <p>Complete placement attendance and assessment requirements <input type="checkbox"/></p> <p>Participate in all opportunities to develop your practice (within your scope of practice) <input type="checkbox"/></p> <p>Seek feedback from preceptors <input type="checkbox"/></p> |
| End of placement | <p>Complete placement agency survey <input type="checkbox"/></p> <p>Complete UTas Work Integrated Learning (WIL) survey <input type="checkbox"/></p> <p>Submit assessment items as per UTas protocols <input type="checkbox"/></p> |