



THE UNIVERSITY OF
MELBOURNE

Faculty of
Medicine,
Dentistry and
Health Sciences

MDHS Pre-Placement Compliance Handbook 2025



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Welcome to MDHS

Congratulations on your upcoming placement!

Before you embark on this exciting opportunity, it is important to understand and fulfill certain pre-placement compliance requirements. These requirements are for your safety and well-being, and ensure adherence to legal and ethical standards.

This document will guide you through the key pre-placement compliance requirements to help you prepare for a successful placement experience.

Our website is a great starting point on your placement journey and includes other considerations that this booklet does not cover. You can find more details regarding each of your checks on our MDHS Pre-Placement Requirements website:



Tip: Some requirements can take up to eight months to complete. We recommend getting started as soon as possible.

Need help?

Contact the MDHS Student Hub.

Location:

Ground Floor, Alan Gilbert Building (Building 104), 161 Barry Street, Carlton 3053

The University of Melbourne

In person counter hours: 10am – 4pm

Postal Address:

Level 2, Alan Gilbert Building (Building 104), 161 Barry Street, Carlton 3053
The University of Melbourne

Online Contact Form:





Where do I start?

Navigating the pre-placement compliance requirements can be a challenge but it is okay because we are here to help!

Before undergoing any vaccinations or serology tests, please ensure you consult your doctor.

There are cost friendly options for completing pre-placement compliance for MDHS Students:

- The University of Melbourne Health Service offers health care services (e.g. vaccinations, serology referrals, signing health forms) for our students. Please note that costs can vary depending on the service type and your health insurance coverage.

Opening hours: Monday to Friday, 8:45am-5pm
Address: 138–146 Cardigan St, Carlton VIC 3053
Phone: +61 3 9347 6684
Email: admin-healthservice@unimelb.edu.au

- MDHS provides free fit testing to students attending clinical placements. Bookings can be made via the MDHS Fit Testing webpage.
- Police Checks can be requested through Sonia for free and you will receive a copy of this for your personal records.
- Working with Children Checks are free for volunteers.

If you are providing vaccination records as evidence, please note that vaccine brands and administration schedules must be clearly listed and align with the recommendations in the Australian Immunisation Handbook.



Summary of Checks

The following table gives you a general overview of each pre-placement compliance requirement, the documents you need to provide us with, and an indication of how long the whole process can take.

Please ensure you have read the specific requirements of each check listed in this handbook to provide the correct documentation and avoid delays and rejections in processing.

Immunisation Requirements		
Compliance Check	Evidence Required	Timeframes
COVID-19	Proof of annual vaccination	Based on availability of appointments - allow two weeks
Hepatitis B	Serology (no more than 12 months prior to course commencement)	Up to eight months (if full course of vaccinations required) OR Up to two months (if booster dose required) OR Up to two weeks for serology
Influenza	Documentation of annual booster	Based on availability of appointments, allow three weeks
Measles, Mumps & Rubella (MMR)	Immunisation History showing two doses OR Serology	Up to three months (if starting from first dose) OR Up to two weeks for serology
Pertussis	Immunisation History showing one dose administered in the last ten years	Based on availability of appointments - allow two weeks
Tuberculosis (TB)	Tuberculosis Screening Form with screening results	Based on availability of appointments - allow two weeks
Varicella	Immunisation History showing two doses OR Serology	Four weeks if never vaccinated

If you are providing vaccination records as evidence, please note that vaccine brands and administration schedules must be clearly listed and align with the recommendations in the Australian Immunisation Handbook.

Summary of Checks (cont.)

Non-Immunisation Requirements		
Compliance Check	Evidence Required	Timeframes
Australian Police Check	Copy of a nationally coordinated history check	Four to six weeks
Fit Testing	<p>A report that includes two approved masks that have been successfully tested (100 or higher fit factor). Report should include:</p> <ul style="list-style-type: none"> • Mask specifics • Fit factor results • Date of test • Details of fit tester (or organisation) 	Based on appointment availability - allow three weeks
NDIS	Evidence of approved clearance that has been linked to University of Melbourne	Four to six weeks
Overseas Police Check	<p>A completed Overseas Police Record Declaration form</p> <p>OR</p> <p>Official documentation from originating country</p>	<p>At least one week for the form</p> <p>OR</p> <p>Four to six weeks when requesting the record from an overseas authorised body</p>
Victorian Working with Children Check	<p>A scan or photo of your WWCC card or assessment notice</p> <p>AND</p> <p>A single screenshot of your Service Victoria account that includes:</p> <ul style="list-style-type: none"> • Name (as per your student records) • Card number • Organisational details listed for the MDHS Student Hub 	Four to six weeks

More details can be found on our MDHS Pre-Placements website

Immunisation Checks

Now it is time to assess your immunity status for placement. We need to ensure that you are suitably protected against some common infectious diseases. It is important that we minimise all risks of infection both for yourself, and the people you are likely to encounter during your placement.

COVID-19



What is it?

COVID-19 is the disease caused by the coronavirus, SARS-CoV-2. The virus spreads through close contact with an infectious person, contact with fluids from coughs and sneezes of an infectious individual, and contact with infected objects or surfaces.

What do I need to do?

The Australian Technical Advisory Group on Immunisation (ATAGI) recommends that healthcare students, including those on placements, receive an annual COVID-19 vaccination. If your school or discipline mandates COVID-19 vaccination for placements, you must provide proof of your annual COVID-19 vaccination. This means you are required to have received a COVID-19 vaccine within the past 12 months to remain compliant.

If your school does not mandate COVID-19 vaccinations, please note that individual placement sites may still require full vaccination compliance as part of their specific policies.

Please contact your school if you have any questions regarding the mandatory annual COVID-19 vaccination requirements.

How do I clear this check?

Unlike other immunisation checks that allow for vaccination records as proof of immunity, COVID-19 has strict evidence requirements.

Only the following official documents can be accepted:

- Immunisation History Statement
- Digital Certificate showing all doses administered
- Australian International COVID-19 Vaccination Certificate

We do not accept vaccination records obtained internationally.

If you do not hold a Medicare number to create an Australian Immunisation History Statement, you can apply for an Individual Healthcare Identifier and have your records uploaded once the number is assigned to you.

Hepatitis B



What is it?

Hepatitis B is a blood-borne viral infection that can easily be spread during exposure-prone procedures. It affects the liver and can lead to serious complications. Immunisation is the best protection against hepatitis B.

What do I need to do?

This check could take you up to 8 months to complete if you need a full course of vaccinations, so we recommend that you prioritise this check accordingly.

You may have been immunised in the past; however this is unlikely to provide you lifelong immunity and you will need to seek medical advice on how best to meet this requirement. Your doctor can request a serology test to check your current immunity levels, and if you are not currently immune, your doctor may recommend that you have a booster dose or a full course of vaccinations.

We can only clear your check once serological proof has been provided showing immunity. A full course of vaccinations can take some time to complete. Therefore, our placement protocol allows first year students to be eligible for placements if you have received at least two doses of an approved brand of hepatitis B vaccine. You must ensure that you clear your hepatitis B check by the end of that year by providing serology results. **Students must also be tested no more than 12 months prior to course commencement.**

If you do not have placements scheduled in your first year, the expectation is that you have been cleared (including proof of immunity via serology) before you start placement in your second year. The first-year conditional circumstances do not apply.

How do I clear this check?

Upload a copy of your serology result that demonstrate sufficient levels of immunity. Please note that the serology test required is for hepatitis B antibodies (HbsAB). All other tests will not be accepted.

Influenza



What is it?

Influenza is a highly contagious viral infection that can cause severe illness and life-threatening complications, including pneumonia. The influenza virus is spread by contact with fluids from coughs and sneezes.

What do I need to do?

If your placement hours occur during Melbourne's influenza season – 1 June to 31 October – you need to be vaccinated with the current flu vaccine for the relevant year. Outside of these dates, vaccination is still highly recommended but is not typically required.

The current-year influenza vaccine is typically made available in March-May, with older vaccines expiring at the end of February. Times may vary depending on the year.

Check your vaccination record for the latest influenza vaccine. Contact the MDHS Student Hub if you are uncertain as to whether your vaccine is valid. You can also review what vaccines are currently acceptable on the Australian Immunisation Handbook.

How do I clear this check?

Upload a copy of your vaccination record showing a valid dose of an acceptable brand of influenza vaccine that has been administered after the 1 March for the relevant year.

Measles, Mumps and Rubella



(MMR)

What are they?

Measles is a highly contagious viral disease that causes skin rash and fever. Mumps is a viral illness that causes fever and swollen salivary glands. It is spread from person to person through cough or sneeze droplets and is contagious as influenza. Rubella (German Measles) is a viral illness that causes skin rash and joint pain. It is a mild infection for most people but can have serious consequences for unborn babies.

What do I need to do?

You may have already received vaccinations against this disease. You need to check any available vaccination records (like your Medicare Immunisation History statement) or speak to your doctor about your vaccination history to ensure your Medicare statement is complete

- If your vaccination records show at least two doses of an MMR vaccine, and the vaccine brand is currently accepted in the Australian Immunisation Handbook, we can accept this as valid evidence of immunity.
- If your records are incomplete or your records do not specify the actual brand of vaccine (eg: Vaccination records have "Generic MMR"), your check will be rejected. You will need to provide serology results proving immunity instead.

How do I clear this check?

Upload a copy of either of the following:

- Vaccination record showing two doses of an acceptable brand(s) of MMR vaccine with dates and accepted brands listed
OR
- Results of a serology test showing proof of immunity

Pertussis



(Whooping Cough)

What is it?

Pertussis (whooping cough) is a contagious respiratory infection that begins like a cold and then develops a characteristic cough. It is spread by an infected person coughing or sneezing.

What do I need to do?

You need to check your vaccination records to see if you have received a dose of a pertussis vaccine administered in the last 10 years, and whether the brand of vaccine is currently accepted in the Australian Immunisation Handbook.

If you have never received a Pertussis vaccine, or if your vaccine was administered more than 10 years ago, you will need to obtain a booster dose.

How do I clear this check?

If you have never received a pertussis vaccine, or if your vaccine was administered more than 10 years ago, speak to your doctor about getting a booster dose.

As with most infectious diseases, immunisation is the best prevention. Vaccination against Pertussis is recommended every 10 years for healthcare workers, early childhood educators and carers, and people in close contact with infants.

Tuberculosis



(TB)

What is it?

Tuberculosis (TB) is an infectious disease that damages the lungs or other parts of the body and can cause serious illness and death.

What do I need to do?

You need to get screened for tuberculosis. Please note that screening must be done no more than 3 months before course commencement.

Screening can be done by either a TB Skin Test (eg Mantoux tuberculin skin test or TST) or a TB Blood test (eg interferon-gamma release assay). Your doctor can provide advice on the best screening for your circumstances.

Your screening results must then be interpreted by a AHPRA registered medical practitioner. If you are residing overseas, this is one of the checks that you can only complete when you arrive in the country.

How do I clear this check?

We recommend that you use our Tuberculosis Screening Form that can be accessed from the Tuberculosis section of the MDHS Pre-Placements website.

Get your medical practitioner to complete the MDHS TB Screening form. It has been designed to capture all the information required to clear this check.

Alternatively, you can provide either:

Written statement from an AHPRA-registered medical practitioner that includes:

- The date of the tuberculin skin test or interferon gamma release assay that was performed
- The indication of a negative QFN-GIT result with no symptoms of active tuberculosis or completion of the Specialist Assessment section
- Medical practitioner* details and signature.


OR

- Written statement from an AHPRA-registered specialist infectious disease or respiratory physician advising you have no active tuberculosis infection or have otherwise been assessed as fit for placement (for example, if receiving treatment and deemed non-infectious).

*Nurses are not medical practitioners by definition. However, we can accept a TB Form signed by an

Varicella

(Chicken Pox)

 Up to
4
weeks

What is it?

Varicella is a highly contagious virus that can cause chickenpox. The main symptom is a blistering skin rash. The virus is spread through coughing and sneezing or from touching the fluid from the blisters on the skin of an infected person.

What do I need to do?

You may have already received vaccinations against this disease. Check any available vaccination records like your Medicare Immunisation History statement or speak to your doctor about your vaccination history to ensure your Medicare statement is complete.

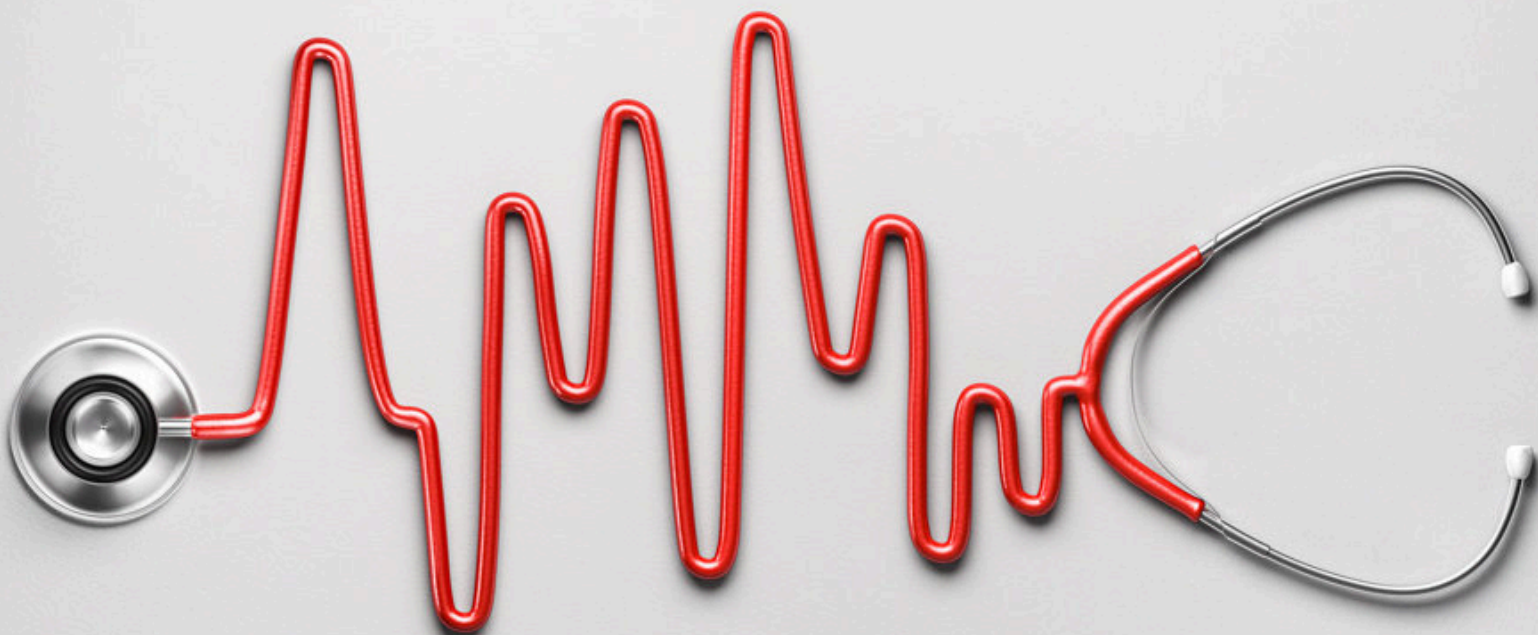
If your vaccination records show at least two doses of a brand of varicella vaccine, and the vaccine brand is currently accepted in the Australian Immunisation Handbook, we can accept this as valid evidence of immunity.

If you have a prior history of varicella then your doctor may recommend having serology done. This serology can also be accepted as valid evidence of immunity.

How do I clear this check?

Upload a copy of either of the following:

- Vaccination record showing two doses of an acceptable brand(s) of varicella vaccine with dates and accepted brands listed
- OR
- Results of a serology test showing proof of immunity




Non-Immunisation Checks

We have looked at the immunisation requirements for students going on placement. Now let's look at the non-immunisation requirements.

These are important because they help protect the community by ensuring that you are prepared and safe to practice.



Australian Police Check

 Up to
6
weeks

What is it?

All students are required to have a valid Australian nationally coordinated criminal history check (commonly known as a police check) if placements will be undertaken in a public, private or community health setting.

Students must have an appropriate police check issued no more than six months prior to course commencement. Although police checks have no set expiry date (as they are point-in-time checks), the MDHS Student Hub will set the review date at three years from date of issue when clearing the check to align with the Standardised Student Induction Protocol.

Please note that some placement settings will require students to undergo yearly police checks. Your school and/or placement provider will advise if this is the case.

What do I need to do?

There are several options you can choose from to have a nationally coordinated criminal history check done.

1. The University of Melbourne has partnered with National Crime Check Pty Ltd (NCC) to provide an easy to use, secure and fully online application system for Australian police checks. We recommend that you use the University system as it's a free service to all enrolled students within the faculty.
2. You may also wish to apply for an Australian Police check through another agency. These agencies will have their own application processes and inherent costs.

NCC police check applications and results are managed through the faculty's placement administration tool, Sonia, in the Checks tab.

Please note, there is a limit of two applications per student available.

The process will prompt you to do the following:

- Fill in your basic details
- Complete the initial security verification (by email and/or SMS)
- Provide your required additional information
- Complete the InstantID online proof of identity verification using original ID
- Sign consent online

NCC will issue you with a clearance certificate via email. You should keep a copy for your records. Your

police record is only available from NCC for three months after the result is generated.

You should consider avoiding the following:

- Australia Post: We will not clear police checks run through Australia Post as they do not encompass healthcare vulnerable requirements. Police checks must include a stated purpose of supervised or unsupervised access to vulnerable persons.
- Your local police station or through the Australian Federal Police: You will need to specifically request that the purpose of the check encompasses supervised or unsupervised contact with the vulnerable. We recommend avoiding these to minimise any confusion that may occur.

How do I clear this check?

If you apply for an Australian Police Check through Sonia, you do not need to take any further action. The MDHS Student Hub retrieves data from the National Crime Check database and will clear your Sonia check at minimum, on a weekly basis. You should ensure that you save a copy of your clearance certificate for your records.

If you have applied for a police check externally, please upload a copy of your certificate or report showing disclosable or no disclosable outcomes.

Do not upload any password protected, QR coded or application acknowledgment documents. MDHS must cite the actual report.

International Students/Students Overseas

It may be possible for international students to apply for Australian Police Clearance through Sonia, if they have the appropriate identifying documentations. Otherwise, international students must wait until they arrive in the country to organise this check.

Fit Testing



Allow
3
weeks

What is it?

A fit test is a method for checking that a tight-fitting respirator face piece suitably seals and protects you from any airborne particles. In your fit test appointment, you will try on multiple types of P2/N95 respirators that are commonly used in health services, and a machine will generate particles and test the seal of each respirator.

Some students are required to be fit tested for common P2/N95 respirators before attending clinical placement in health services and residential aged care facilities. Similarly, students based in settings where exposure to high-risk COVID patients is likely will also need to be fit tested prior to commencing placement.

Because some placements are not deemed high risk or have N95/P2 masks mandated, it is best to confirm with your placement team if fit testing applies to you. In saying this, if the check is mandated in Sonia, then you should assume the fit test will be required.

What do I need to do?

Book a fit testing appointment as soon as you are able. Fit test results are valid for one year. If you wait until the last minute, you might find it difficult to secure an appointment, whether this is through the University or externally.

Placement providers should be the first point of contact for being fit tested, but if you are going on placement for the first time, this can be a challenge!

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) facilitates a fit testing program. If you are a currently an admitted student with a placement program, you can book an appointment via the booking link.

Faculty run appointments may be difficult to secure during the months of May-October and December, and an external Fit Test appointment will incur a cost that you will need to pay for.

You can source a RESP-FIT accredited fit tester on your own. The best way to do this is via the Find a Fit Tester database.

Regardless of where you get your fit test done, the preparation requirements are the same. You must arrive at your appointment: clean-shaven, not have eaten, not consumed liquids (except water) or smoked/vaped at least 20 minutes prior to being tested.

If you are unable to shave due to religious, cultural or medical reasons, do not book a Fit Test appointment via the usual channels. You must register your interest to participate in the Singh Thatta trial conducted by the Department of Health. More details can be found on their website [here](#). Many students have been successfully cleared through this channel.

How do I clear this check?

In order to clear this check, you must provide evidence of being successfully fitted for at least two masks, as recommended by the Victorian Respiratory Protection Program. Fit tests are valid for one year from their completion date.

If you undertake fit testing through the MDHS fit testing program then your check will be cleared by the fit testing team. You do not need to submit the check in Sonia.

If you have completed your fit test externally, you should upload evidence of completion of a fit test. This can be a fit test certificate or card that verifies the date of the fit test or expiry, your name, and the recommended makes or models specific to you. Requirements for evidence must align with the Department of Health Fit Testing reporting protocols and include:

- Worker name or ID (student ID is sufficient)
- The date of the test
- Specifics of the mask (make, model, size)
- The overall fit factor result

Tip: If you have only passed one fit test mask, do not stress!

Your check will be set to missing information and you should contact your school for further guidance. Do not have another fit test until you have spoken to your placement team. It may not be necessary, and we do not want anyone to incur additional costs if it is not required.

What is it?

Students who are placed with a registered National Disability Insurance Scheme (NDIS) provider in risk assessed roles must have clearance to do so via the NDIS Worker Screening Check.

Please note that the NDIS Worker Screening Check does not apply to all courses. The placement team within your School or Department will let you know whether your placement provider is registered with NDIS. The check will appear as a mandatory requirement in Sonia if applicable.

This check will incur a processing fee.

What do I need to do?

Apply for a NDIS Worker Screening Check via the NDIS website.

When prompted you will need to enter the following details on your application:

- Organisation: The University of Melbourne
- Employer ID: 4-G1ICW7R

Once your application has been accepted, the MDHS Student Hub will verify your request on the NDIS database and link you to the University if required.

You will receive a Worker Screening ID from NDIS once your application has been assessed. It usually takes up to three weeks for your application to be assessed after we have verified your request.

How do I clear this check?

- Once you have received your Worker Screening ID from NDIS, log onto the NDIS check in Sonia and enter your Screening ID number in the reference field and click submit
OR
- Upload a copy of your clearance notification email (including your name, Worker Screening ID and expiry date) into Sonia.

International Students/Students Overseas

The online NDIS Worker Screening Check requires very specific identity documents. If you are an international student you may prefer to use the offline application process, which can accept a wider range of identity documents.

There may be circumstances where you do not have a referee for your application. You can add 'no referee' to the application however, NDIS will process this manually and it will increase the processing timeframes. Please keep this in mind when preparing your compliance and allow sufficient time for processing.

Overseas Police Check

Up to
6
weeks

What is it?

You will need to provide evidence of your international criminal history if you meet any or all of the following criteria:

- From the age of 16, you have lived in a country other than Australia for a continuous period of 12 months or more

AND/OR

- You currently hold citizenship or permanent residency in a country other than Australia, even if it's acquired by birth or dual citizenship

If either or both of the above conditions apply to you, you must answer Yes to the question on your Student Undertaking Form under the Overseas Declaration section.

Answering Yes to this question means that the Overseas Police Check becomes a mandatory check on your Sonia account, and you will be required to provide the evidence required to clear this check.

What do I need to do?

In order to clear your check, you must provide any of the following:

- A completed Overseas Police Record Declaration (preferred)
- Nation-wide check of criminal history produced by the relevant national authority in the applicable country/ies (if in a language other than English, it must be accompanied by a certified English translation);

OR

- International Criminal History Check issued by an AHPRA-approved supplier

We recommend that you use the Overseas Police Record Declaration form available on our website (first option listed above). Details on how to fill the form and who can act as an authorised witness can be found on the form itself.

The Overseas police record declaration form is similar to a Statutory Declaration, in that your authorised witness must be present to witness you sign the form.

Please note that your Overseas Police Declaration form must have been issued or signed no earlier than three months before your official course commencement date.

If you answered No to this question on your Student Undertaking Form, the overseas police record check should not appear as a mandatory check on your Sonia account and you will not need to provide and Overseas Police Record declaration.

How do I clear this check?

Upload a copy of your Overseas Police Clearance Declaration form or certificate and submit your check in Sonia.

Overseas records must be in English or officially translated.



Victorian Working With Children Check

(WWCC)



What is it?

Students are legally required to obtain a Victorian Working with Children Check (WWCC) and ensure it remains valid for the entire duration of their studies. Depending on your individual circumstances and the number of identification points you require, this process could take anywhere between three to twelve weeks, or possibly even longer to complete.

What do I need to do?

If you do not already have a WWCC card, you will need to apply for WWCC clearance.

Once you have received notification that you have been cleared, either via an assessment notification email, or upon receiving your physical or digital card, you should log onto your Services Victoria account, and add the MDHS Student Hub mailing address to Organisation details.

You must use the exact MDHS Student Hub organisational details. More details and examples can be found on our website.

Organisation Name: MDHS Student Hub

Address: Level 2 161 Barry Street Carlton 3053

Phone: 03 8344 5807

How do I clear this check?

To clear this check, two pieces of evidence are required:

- A screenshot of your WWCC card/Digital Card/Assessment notification email.
- A single screenshot or PDF print of your Services Victoria account clearly showing the MDHS Student Hub's exact mailing address.

PLEASE NOTE: You must provide a single image showing your name, WWCC number and the MDHS Student Hub address. Multiple screenshots or images that are missing any details will not be accepted.

International Students/Students Overseas

If you are unable to provide the required documents to verify your identity online, you will need to wait until you are in the country to verify your identity in person. This can be done at an Australia Post outlet. More details can be found on the Victorian Government website.

Tip: The easiest way to capture all the information required in a single document is to print to PDF. If you are using a PC, just right click on the screen, select print and save to PDF. If you use a Mac, you can click on print and select the PDF format.

Tip: If you're adding the organisational address on the Services Victoria app or webpage, do not use commas.

Additional Course Specific Checks

You may need to complete the following checks depending on your course and placement types:

- AHPRA Registration
- Hand Hygiene Certificate
- Infection Modules
- First Aid / Manual Handling Certificates

If you have questions or concerns with meeting the deadlines or requirements for the checks listed above, please contact your school directly for further guidance as they are not managed by us in the MDHS Student Hub.

More information for course specific checks can be found on our website.

AHPRA Registration - Students in most health disciplines are required to be registered with the Australian Health Practitioner Regulation Agency (AHPRA) prior to commencing a student placement. Your course coordinator can advise if this applies to you.

For students in most courses, the University liaises directly with AHPRA to manage your student registration. Psychology students and qualified practitioners undertaking further study are required to maintain their own registration with the relevant National Board.

AHPRA registration is reported to AHPRA by MDHS every month and it is automatically cleared in Sonia.

Short courses and certificates - You may be required to complete one or more of the following short courses and online modules as part of your course:

- Provide First Aid (renew every three years)
- Provide CPR (renew every year)
- Hand Hygiene for clinical healthcare workers
- Positioning and Transferring People Safely



FAQs

Are overseas records accepted?

With the exception of COVID-19 and tuberculosis, overseas records can be accepted as long as they meet the following requirements:

- Documents must be in English.
- Translated documents will not be accepted.
- Vaccination records must clearly show the dates, and the brand names of vaccines administered.
- Vaccination brands are aligned with the Australian Immunisation Handbook.

Serological reports should show the threshold levels employed by the lab where your tests were conducted.

Overseas serology is acceptable if the testing was performed in a facility accredited to the appropriate standard. Eligible facilities must be accredited to the ISO15189 standard for medical testing by an accreditation body that is recorded as a signatory to the ILAC Mutual Recognition Arrangement.

What if I can't achieve immunity?

There may be a variety of reasons why you are unable to achieve immunity, including an existing medical condition, or being non-responsive to vaccinations or blood tests. This does not mean that you will be unable to attend placement!

If you can't achieve immunity, please ask your doctor for a written statement advising the following:

- That there are medical reasons preventing you from achieving immunity
- That risk management advice has been provided
- Any recommended infection control mechanisms the University should be aware of

There are certain checks that require an exemption to be listed on their Australian Immunisation History records such as COVID-19 and hepatitis B. Each exemption listed on this record will have an expiry date to be discussed

How far will I have to travel to get to my placement?

Metropolitan placements refer to placements allocated within the ASGC1 area, which includes Geelong. Students sometimes opt for rural placements (if available) to reduce travel time. However, certain courses require you to undertake both metropolitan and rural placements.

Placements are allocated as close as possible to your term address. In most cases, a 90-minute one-way travel time to the placement site is the maximum expected, considering travel by car or public transport. Exceptions apply only in extraordinary circumstances. The travel time is calculated from your term address (you are responsible for ensuring their address is accurate in The University of Melbourne's internal systems). Estimates are based on average times from Google Maps, and placement providers strive to minimise travel time.

Special Circumstances:

Students with unique situations should communicate these explicitly to the Placement Academic staff at the beginning of each year.

If your travel time exceeds the guidelines, you should first contact the Academic placement staff to rule out any system errors.

If no error exists and you are already allocated to a placement, you can request a change in placement location through a special consideration process. Due to administrative complexities and equity considerations, this is typically the sole method for changing placements.

Note that the above information does not apply to students enrolled in the Doctor of Medicine.

For information on the process for allocation to clinical school regions and primary clinical schools in the Doctor of Medicine refer to: [Clinical-School-Region-and-Site-Allocation-Procedure.pdf](#)

FAQs cont.

What does the status of my Sonia check mean?

The following table explains what each status means for your checks and what action you will need to take. The examples provided are not an exhaustive list of reasons for the check status and further details will typically be provided in the email response (where applicable).

You will not be able to update your evidence in Sonia while the status is cleared. You will need to wait until the status is updated to Pending Expiry (or Not Completed/Rejected/Missing Information in the first instance).

Check Status	Examples of reason for check status	Action required
Cleared	<ul style="list-style-type: none"> Correct evidence provided and requirements met 	No action required
Expired	<ul style="list-style-type: none"> Review date has passed 	New evidence or updated documentation is required as soon as possible as this check is now not compliant
Missing Information	<ul style="list-style-type: none"> Multi-dose courses of vaccination are still in progress Hepatitis B serology not provided Fit test - one mask 	Contact school or department to confirm if placement will be allocated
Not Complete	<ul style="list-style-type: none"> Not started Expired (only for AHPRA) 	Provide evidence as soon as possible if the check is mandatory (highlighted in red)
Pending Expiry	<ul style="list-style-type: none"> Review date is upcoming, and check will expire Check is unlocked to add new evidence/updated documentation 	Preparation for new or updated evidence is required
Rejected	<ul style="list-style-type: none"> Incorrect document uploaded Document unable to be opened or incorrect file type No document submitted Details do not match student records 	Refer to and action email sent by MDHS Student Hub (contact us via online form for clarification if needed)
Review Date Passed	<ul style="list-style-type: none"> Review date has passed 	New evidence or updated documentation is required as soon as possible as this check is now not compliant

Helpful Links

Here are some useful links that we constantly refer to when assessing your checks. We recommend referring to these at some point to get a better grasp and understanding of what is required of you as a student going on placement:

[Information for students going on placement](#)

This is effectively your Get Started page. It has all the placement related information and links that you need to be across.

[Infection and immunisation](#)

This is your go to for all things Immunisation related. It has more details on each disease that you will require protection from.

[Working with Children Check](#)

For more details on Working with Children Check requirements.

[Australian Police Check](#)

For more details on the Australian Police Check.

[Overseas Police Record](#)

For more details on the Overseas Police Clearance requirement.

[NDIS – National Disability Insurance Scheme](#)

For more details on the NDIS Worker screening check if applicable to your course.

[Mask Fit Testing](#)

For more details on the Fit Testing Check if applicable to your placement.

[Additional Requirements \(Course Specific\)](#)

For details on Course Specific requirements.

[Standardised Student Induction Protocol](#)

This Protocol was developed to provide guidance for student placement and education providers on their roles and responsibilities for inducting students to placement.

[The Australian Immunisation Handbook](#)

For details on currently aligned vaccination brands.

[WWCC – Application](#)

For details on how to apply for a Working with Children Check.

[SafeZone mobile app](#)

Quickly contact the University Security team in the event of an emergency

[SONIA](#)

Access our SONIA database.

Find these links on our website:



MDHS Pre-Placement Compliance Checklist

This checklist is designed to help you keep track of your progress through your clinical compliance and help you to get ready to go on your clinical placements.

It details each Immunisation & Non-Immunisation check you will need to complete. Fill out this sheet as you

Immunisation Checks

Compliance Check	Evidence Needed	Progress
COVID-19	Dose 1	<input type="checkbox"/>
Hepatitis B	Dose 1	<input type="checkbox"/>
	Dose 2	<input type="checkbox"/>
	Dose 3	<input type="checkbox"/>
	Serology (Results no more than 12 months from commencement)	<input type="checkbox"/>
Influenza	Annual Booster (Administered after March 1)	<input type="checkbox"/>
Measles, Mumps & Rubella (MMR)	Dose 1	<input type="checkbox"/>
	Dose 2	<input type="checkbox"/>
	(OR) Serology	<input type="checkbox"/>
Pertussis	Dose 1 (or Booster)	<input type="checkbox"/>
Tuberculosis (TB)	TB Screening Appointment/Test	<input type="checkbox"/>
	TB Screening Form Complete	<input type="checkbox"/>
Varicella	Dose 1	<input type="checkbox"/>
	Dose 2	<input type="checkbox"/>
	(OR) Serology	<input type="checkbox"/>

Non-Immunisation Checks

Australian Police Check	Application Submitted	<input type="checkbox"/>
	Outcome Received	<input type="checkbox"/>
Fit Testing	Appointment Booked	<input type="checkbox"/>
	Test Completed	<input type="checkbox"/>
NDIS	Application Submitted	<input type="checkbox"/>
	Outcome Received and Uploaded to Sonia	<input type="checkbox"/>
Overseas Police Check	Overseas Police Record Declaration	<input type="checkbox"/>
WWCC	Application Submitted	<input type="checkbox"/>
	Outcome Received	<input type="checkbox"/>



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Have questions about pre-
placement compliance?

[Submit an enquiry](#)



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