

GRADUATE SCHOOL OF MEDICINE
ADMISSIONS
FORM 2 J: Student Criminal Record Check Procedure 18/08/2010

University of Wollongong



Instructions for Completing a Criminal Record Check

All students are required to complete a Criminal Record Check in advance, so that a National Police Certificate will be issued in time for Enrolment Day. A Criminal Record Check is carried out to ensure you have not been charged with an offence which makes you unsuitable to complete a clinical placement in a NSW Public Health facility. The MBBS course requires you to undertake clinical placements in NSW Health facilities. You will not be permitted to undertake clinical placement without meeting the NSW Department of Health requirements.

Wollongong Based Students

If you reside within the Wollongong region, you will need to contact Jenni Broadhead (jb@uow.edu.au), Admissions Offer at the UOW GSM, before December 2010, to make an appointment to attend Wollongong Police Station on either Tuesday 7th or Wednesday 8th of December 2010. Each appointment is expected to take approximately 15 minutes.

Before attending the Station, you must locate the National Criminal History Record Check Standard Disclosure form on the NSW Police Service website (<http://www.police.nsw.gov.au>), print and complete the form, and take it with you to your appointment at Wollongong Police Station. Staff at the Station will check that the form has been correctly completed, carry out an identity check, and take the form processing fee. Wollongong Police Station will then arrange for a National Criminal History Record Check to be undertaken and a National Police Certificate will be issued to you within approximately 15 working days.

Note: You must bring original ID with you to your appointment. If a name change has occurred, proof of this is also required e.g. Marriage Certificate. It is preferred that you have correct change available also. The current processing fee is \$52.00.

Other NSW Based Students

If your home address is elsewhere within NSW, you will need to locate the National Criminal History Record Check Standard Disclosure form on the NSW Police Service website (<http://www.police.nsw.gov.au>), print and complete the form and take it to your nearest NSW Police Station. Staff at the Police Station will check that the form has been correctly completed, carry out an identity check and take the form processing fee. Original ID will need to be sighted. The Station will then arrange for a National Criminal History Record Check to be undertaken and a National Police Certificate will be issued to you within approximately 15 working days.

Students Based in another Australian State or Territory:

If you reside outside of NSW, you will need to contact your respective State or Territory Police Service for information on how to request a National Criminal Record Check. A list of contact details for all the Australian Police Services is available at NSW Health website - <http://www.health.nsw.gov.au> (Type 'clinical placement' in search area).

International Students

If you are an International student you must apply for a National Criminal Record Check through the Australian Federal Police (AFP). Refer to AFP Police website www.afp.gov.au for an application form.

Additionally International students must provide to the NSW Police, a Police Certificate (with English translation) from your home country and any country you have resided in. If you are unable to provide a Police Certificate, you must complete a NSW Health Statutory Declaration stating that you have no pending, current or previous criminal charges or convictions from your home country or any country that you have resided in OR listing any pending, current or previous charges or convictions you have.

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Once you Receive a National Police Certificate:

If the Certificate Shows NO Convictions

- You are required to carry the original Certificate on you at all clinical placements as proof of clearance.
- The Certificate is valid for three years from the date of issue. Once this expires, you are responsible for reapplying for a new National Police Certificate. Remember, you must apply allowing sufficient time to ensure you receive a new Certificate **before** the current Certificate expires.

If a Certificate Showing a Criminal History is Received

- You will be required to complete a Student Risk Assessment Form (available for NSW Health website) and send the form and supporting documentation to NSW Health for a risk assessment to be carried out.
- Following a risk assessment, a Clinical Placement Authority card OR Conditional Letter will be issued to you);
- If a Conditional Letter is received, take the Conditional Letter to your UOW Clinical Coordinator who will note the conditions. You will need to carry the Conditional Letter on you at all clinical placements as proof of clearance.
- If a Clinical Placement Authority card is received, take your original Clinical Placement Authority card to all clinical placements as proof of clearance.

Note 1: When a Conditional Letter is issued to a student, the letter must be shown to the Clinical Coordinator who will liaise with each NSW Public Health Facility the student attends, to ensure the conditions imposed on the student by NSW Health can be met by the Facility.

Note 2: The expiry dates of Clinical Placement Authority Cards and Conditional Letters will be noted on those documents by NSW Health. It is your responsibility to ensure replacements are arranged before expiry.

NSW Health Student Undertaking Form

This NSW Health Form is included in your enrolment pack, and must be completed as it relates to your Criminal Record Check. It will be collected on Enrolment Day, along with a copy of your National Police Certificate. This form is essentially an undertaking that you will notify NSW Health if you are ever charged or convicted of any criminal offence during the duration of your course.

Related Documents and References

NSW Health Website (Forms and Instructions) -

http://www.health.nsw.gov.au/jobs/student_clearance/index.asp

NSW Police Website (Forms and Instructions) - <http://www.police.nsw.gov.au>

Australian Federal Police (Forms and Instructions) – <http://www.afp.gov.au>

For further information including replacements and amendments, please see the GSM policy titled 'GSM Staff - Criminal Record Check Procedure 2010- 2011'