



THE UNIVERSITY OF
MELBOURNE

Faculty of
Medicine,
Dentistry and
Health Sciences

MDHS Compliance 2024



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Welcome to MDHS

Congratulations on your upcoming placement! Before you embark on this exciting opportunity, it's important to understand and fulfill certain pre-placement compliance requirements.

These requirements ensure your safety, well-being, and 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.

Some of these requirements could take months to complete, so we recommend getting started as soon as possible.

You can find more details regarding each of your checks on our [website](#). Our website is a great starting point on your placement journey and includes other considerations that this booklet does not cover.

In addition, the health hub team is always here to help. We'll do our best to assist you, or point you in the right direction:

MDHS Health Hub

Level 1, Brownless Biomedical Library
The University of Melbourne



03 8344 5807 (Option 3)



health-hub@unimelb.edu.au



Counter hours 10am – 4pm

**Need help with your compliance?
Use this handy online form for quick results:**

[Contact Us](#)

Immunisation Checks

Let's check out your physical fitness for placement. We need to ensure that you are suitably protected against some common infectious diseases. It's important that we minimise all risks of infection both for yourself, and the people you are likely to encounter during your placement.





Hepatitis B

What is it?

Hepatitis B is a blood-borne viral infection that is highly susceptible to 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?

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

Unlike some of the other infectious diseases, it's unlikely that immunisation in the past will provide life-long immunity. So, the first thing to do is seek medical advice on how you can best meet this requirement. Your doctor may recommend that you have a booster dose, or a full course of vaccinations.

Regardless of either option, we can only clear your check once serological proof has been provided showing immunity. Given that a full course of vaccinations can take some time to complete, our placement protocol allows for students in the first year of their course, who have received at least two doses of an approved brand of hepatitis B vaccine to be eligible for placements. You must however ensure that you clear your hepatitis B check by the end of that year.

How do I clear this check?

Upload a copy of your serology result showing sufficient levels of immunity. Please note that students are required to undergo hepatitis B surface antibodies (HBsAB) testing only. All other tests will not be accepted.



Measles

What is it?

Measles is a highly contagious viral disease that causes skin rash and fever.

What do I need to do?

You may have already received vaccinations against this disease in the past. First thing you should do is check any available vaccination records – for example, a Medicare Immunisation History statement.

If your vaccination records show at least two doses of a currently aligned brand of MMR vaccine, we can accept this as valid evidence of immunity.

You can review what vaccines are currently acceptable on the [Australian Immunisation Handbook](#).

If your records are incomplete, or do not specify the actual brand of vaccine (eg: Generic MMR), 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. Dates and brand names must be clearly listed.

OR

Results of a serology test showing proof of immunity.



Mumps

What is it?

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.

What do I need to do?

You may have already received vaccinations against this disease in the past. First thing you should do is check any available vaccination records – for example, a Medicare Immunisation History statement.

If your vaccination records show at least two doses of a currently aligned brand of MMR vaccine, we can accept this as valid evidence of immunity.

You can review what vaccines are currently acceptable on the [Australian Immunisation Handbook](#).

If your records are incomplete, or do not specify the actual brand of vaccine (eg: Generic MMR), 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. Dates and brand names must be clearly listed.

OR

Results of a serology test showing proof of immunity.



Rubella (German Measles)

What is it?

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 an unborn baby.

What do I need to do?

You may have already received vaccinations against this disease in the past. First thing you should do is check any available vaccination records – for example, a Medicare Immunisation History statement.

If your vaccination records show at least two doses of a currently aligned brand of MMR vaccine, we can accept this as valid evidence of immunity.

You can review what vaccines are currently acceptable on the [Australian Immunisation Handbook](#).

If your records are incomplete, or do not specify the actual brand of vaccine (eg: Generic MMR), 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. Dates and brand names must be clearly listed.

OR

Results of a serology test showing proof of immunity.



Varicella (Chicken Pox)

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 in the past. First thing you should do is check any available vaccination records – for example, a Medicare Immunisation History statement.

If your vaccination records show at least two doses of a currently aligned brand of Varicella vaccine, we can accept this as valid evidence of immunity.

If you have had prior history of varicella infection, your doctor may recommend having serology done. In which case, you can provide a copy of the serology report indicating immunity to the disease.

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. Dates and brand names must be clearly 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?

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.

Check your vaccination records to see if you have received a dose of a currently aligned brand of Pertussis vaccine administered within the last 10 years.

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?

Upload a copy of your vaccination record showing one dose of an acceptable brand of Pertussis vaccine administered within the last 10 years.



Tuberculosis

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?

First thing you need to do is 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 (e.g., Mantoux tuberculin skin test or TST) or a TB Blood test (e.g., interferon-gamma release assay). Your doctor should be able to advise.

Your screening results must then be interpreted by an [APHRA](#) registered medical practitioner. We recommend that you use our [Tuberculosis Screening Form](#). 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?

Get your medical practitioner to complete the TB Screening form.

Alternatively, they can provide you with either of the following documents:

Written statement from an [AHPRA-registered medical practitioner](#) advising the student has no symptoms of active tuberculosis and advising that the student has received a tuberculin skin test or interferon gamma release assay (such as the QuantiFERON-TB Gold assay) indicating no tuberculosis infection; or

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



Influenza

What is it?

The flu 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 through 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 generally required.

The current-year influenza vaccine typically becomes available from the start of March each year, with older vaccines expiring at the end of February. Times may differ depending on the year.

Check your vaccination record for the latest influenza vaccine. Contact the health hub if you are uncertain as to whether your vaccine is valid.

How do I clear this check?

Upload a copy of your vaccination record showing a valid dose of an acceptable brand of Influenza vaccine.



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 Victorian Government has announced that all Victorian healthcare workers, including students on placement, must be fully vaccinated against COVID-19 and have obtained at least one booster dose before commencing work at a health or residential care facility.

There are some exceptions to the booster requirement. Please contact the health hub if you believe that an exception applies to you. We will assess your situation and advise accordingly.

If you are not fully vaccinated, and/or have not received at least one booster dose, book in for your vaccinations as soon as possible.

How do I clear this check?

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

Only the following official documents can be accepted:

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

Where do I start?

Please ask your doctor for advice before undergoing any vaccinations or serology tests.

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 differ 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

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](#).

Purchase or Invoice receipts of any kind will not be accepted!



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. For example, we cannot accept a record that lists dPTA as the vaccine given for Pertussis. We can accept a brand such as Adacel or Boostrix. More information relating to brand names can be found in the [Australian Immunisation Handbook](#).
- Serological reports should ideally 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. 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



The following table gives you a general overview of each infectious disease, the documents you need to provide us with, and a rough estimate of how long the whole process takes. More details can be found on our [Infection and immunisation webpage](#).

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](#).

Purchase or Invoice receipts of any kind will not be accepted!

Check	Definition	Action	Evidence	Timeframe
Hepatitis B	Blood borne viral infection highly susceptible to exposure-prone procedures.	Either a booster dose or a full course of vaccinations (three doses) may be required.	Serological proof of immunity	For booster doses: about 2 months For a full course of vaccinations: <ul style="list-style-type: none"> • 1 month between Dose #1 and #2 • 6 months between Dose #1 and Dose#3 • Final Serology can be obtained 2 months after Dose #3
Influenza	Highly contagious viral infection.	One current vaccine dose	Vaccination record showing one current vaccine dose	
Measles	Highly contagious viral illness that causes skin rash and fever.	Either a booster dose or a full course of vaccinations (two doses) may be required. OR Serological blood test	Vaccination record showing two doses of a current MMR vaccine(s) OR Serological results showing immunity	1 - 2 months
Mumps	Viral illness that causes fever and swollen salivary glands.	Either a booster dose or a full course of vaccinations (two doses) may be required. OR Serological blood test	Vaccination record showing two doses of a current MMR vaccine(s) OR Serological results showing immunity	1 - 2 months
Rubella (German measles)	Viral illness that causes skin rash and joint pain.	Either a booster dose or a full course of vaccinations (two doses) may be required. OR Serological blood test	Vaccination record showing two doses of a current MMR vaccine(s) OR Serological results showing immunity	1 - 2 months
Varicella (Chicken Pox)	Highly contagious virus, the main symptom being a blistering skin rash.	Either a booster dose or a full course of vaccinations (two doses) may be required. OR Serological blood test	Vaccination record showing two doses of a current Varicella vaccine(s) OR Serological results showing immunity	1 - 2 months
Pertussis (Whooping cough)	Serious respiratory infection that begins like a cold and then develops a characteristic cough.	Requires a single dose of vaccination once every 10 years.	Vaccination record showing one acceptable brand of vaccine administered within the last 10 years	Depends on your individual circumstances
Tuberculosis	Infectious disease that targets the lungs.	Be screened for active TB infection (no earlier than three months before course commencement). When the results are ready, have your medical practitioner complete the Tuberculosis Screening Form .	TB Screening Form	2 to 3 days for TB skin test results
COVID-19	Disease caused by the coronavirus, SARS-CoV-2. Symptoms can range from mild to severe.	Get fully immunized plus at least one booster dose.	Only official government records will be accepted: Immunisation History Statement; Digital Certificate showing all doses administered; International COVID-19 Vaccination Certificate (Australia)	Depends on your individual circumstances

Non-Immunisation Checks

We've 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 our students are fit to practice.



Working with Children Check

What is it?

Students are legally required to obtain a Victorian Working with Children Check and ensure it remains valid for the entire duration of their studies. Depending on your individual circumstances and the number of identification points you meet, this process could take anything 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:

[Apply Here](#)

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 MyCheck or Services Victoria account, and add the health hub mailing address to Organisation details. You must use the exact health hub organisational details as shown in the screenshots on this page.

More details can be found on our [website](#).

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 screenshot or pdf print of your MyCheck/Services Victoria account clearly showing the health hub's exact mailing address.

Please note: You must provide a single screenshot showing your name, WWCC number and the health hub address. Multiple screenshots or screenshots 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 [Vic Government website](#).


MyCheck Account

Organisation details	
Organisation name	THE UNIVERSITY OF MELBOURNE
Postal number and street	LEVEL 1, BROWNLESS BIOMEDICAL LIBRARY
Postal address line 2	MDHS HEALTH HUB
Suburb	THE UNIVERSITY OF MELBOURNE
State	VIC
Postcode	3010
Phone	0383445807

Service Victoria Account

Add organisation details
Add any place you work or volunteer with children. We'll tell these places the outcome of your check. If you don't know the correct postal address, contact the organisation to confirm.
Place name <input type="text" value="The University of Melbourne"/>
Address ← Back to search address Full street address or PO Box <input type="text" value="Level 1 Brownless Biomedical Library MDHS Health Hub"/>
Suburb <input type="text" value="The University of Melbourne"/>
State <input type="text" value="VIC"/>
Postcode <input type="text" value="3010"/>
Phone <input type="text" value="03 8344 5807"/>

Tip: If you're adding the health hub address on the Services Victoria app or webpage, do not use commas. Simply enter the text using spaces, and the system will do the rest. 

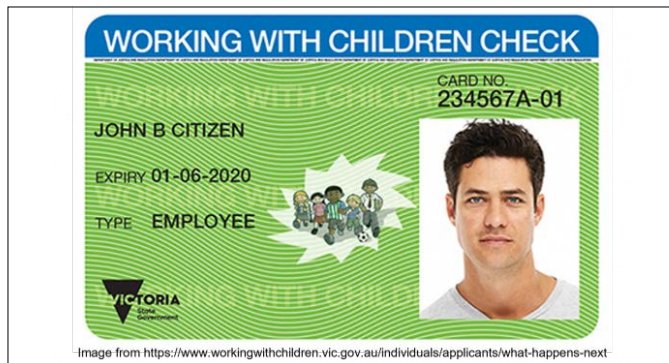
Tip: The easiest way to capture all the information required in a single document is to print to pdf. If you are using a PC, just right click on the screen, select print and save to pdf. If you use a Mac, you can click on print and select the pdf format. 

How do I clear this check?

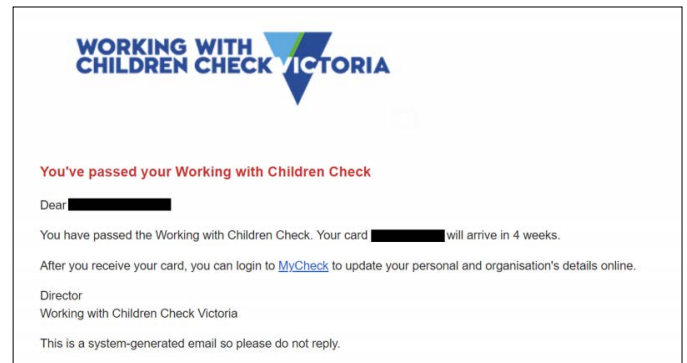
To clear this check, two pieces of evidence are required:

1. A screenshot of your WWCC card/Digital Card/Assessment notification email.
2. A screenshot or pdf print of your MyCheck/Services Victoria account clearly showing the health hub's exact mailing address

WWCC card



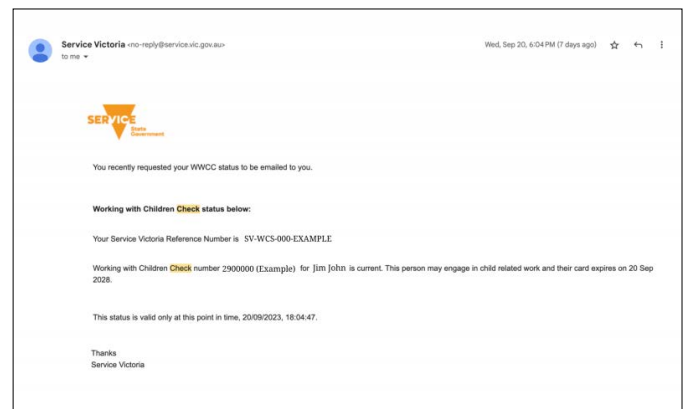
Assessment notification email



WWCC digital card



Assessment notification email



MyCheck/Services Victoria account

About the Check ▼

Name	First Middle FAMILY
Application/Card number	1234567A-01
Card type	VOLUNTEER
Mobile	0412345678
Home phone	
Work phone	
Residential address	UNIT 3, 150 COMMON STREET MELBOURNE VIC 3000
Postal address	PO BOX 5130 MELBOURNE VIC 3000
Email address	astudent1@student.unimelb.edu.au

Organisation details

Organisation name	THE UNIVERSITY OF MELBOURNE
Postal number and street	LEVEL 1, BROWNLESS BIOMEDICAL LIBRARY
Postal address line 2	MDHS HEALTH HUB
Suburb	THE UNIVERSITY OF MELBOURNE
State	VIC
Postcode	3010
Phone	0383445807

MyCheck/Services Victoria account

Your details -

Your card details are displayed below.

Card number
123456A-01 (Example)

Current card type
Employee

Name
Jim John

Contact details +

Organisation details -

Please provide details for all organisations where you are currently working or volunteering with children. Remove any that no longer apply. Any new organisation you add will receive an assessment notice confirming you've passed your Working With Children Check.

Name of place
THE UNIVERSITY OF MELBOURNE

Address
LEVEL 1, BROWNLESS BIOMEDICAL LIBRARY MDHS HEALTH HUB,
UNIVERSITY OF MELBOURNE VIC 3010

Phone
0383445807 Remove

[Add an organisation](#)

Child-related work -

Select the best fit for your role(s) from the list of child-related occupational fields. If more than one field applies, then list the code for each field.

Child-related work field
38 Out-of-home care services under the Children, Youth and Families Act 2005

Role Type
Volunteer Remove

Child-related work field
40 Counselling or other support services for children

Role Type
Volunteer Remove

Child-related work field
58 Paediatric wards of public, private, or denominational hospitals as defined in the Health Services Act 1988

Role Type
Volunteer Remove

Australian Police Check

What is it?

All students are required to have a valid Australian nationally coordinated criminal history check (commonly known as a police check) if clinical 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 health hub will set the review date at three years from date of issue when clearing the check.

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. We recommend that you use the University system as it's a free service to all enrolled students within the faculty.

The University of Melbourne has partnered with National Crime Check Pty Ltd to provide an easy to use, secure and fully online application system for Australian police checks.

Police check applications and results are managed through the faculty's placement administration tool, [Sonia](#), in the Checks tab.

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

If you apply for an Australian Police Check through Sonia, you do not need to take any further action. The health hub retrieves data from the National Crime Check database on a weekly basis, and will clear your Sonia check in bulk.

National Crime Check will issue you with a clearance certificate via email. You should keep a copy for your records. Your police record is only available for three months after the result is generated.

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.

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 the vulnerable.
- 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 have applied for a police check through Sonia, you do not need to take any further action. The health hub clears these checks in bulk 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 acknowledgement documents. We must sight 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.

Tip: Apply for a police clearance certificate via the University System (Sonia). The service is free to all of the faculty's enrolled students who have placement requirements.



Overseas Police Check

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.

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.

What do I need to do?

To clear your check, you must provide any of the following:

- 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**; or
- A completed **Overseas Police Record Declaration**.

We recommend that you use the Overseas Police Record Declaration form (third option). Details on how the form works 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.

How do I clear this check?

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

Overseas records must be in English or officially translated.



NDIS (National Disability Insurance Scheme)

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. Most often, the check will appear as a mandatory requirement in Sonia if applicable.

Please note that unlike WWCC, this check will incur a processing fee.

What do I need to do?

Apply for an 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-G1CW7R

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

How do I clear this check?

Once you have received your Worker Screening ID from NDIS, log onto the NDIS check on Sonia and enter your Screening ID number in the reference field. Click submit and you are done!

If you prefer, you can upload a copy of your clearance notification email onto Sonia instead.

International Students/Students Overseas

If you are an international student, you should consider applying via the Offline Application process, as there are more options for the identity documents you can use.

If you do need to submit a referee report, please contact your school directly for assistance. The health hub cannot assist in this matter.

Tip: We don't need any documentation in order to clear this check. Just enter your screening id number in the reference field on Sonia and click submit.



Fit Testing

What is it?

A fit test is a method for checking that a tight-fitting respirator facepiece is suitable to seal and protect the individual 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.

All students are now 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.

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.

You can book an appointment via the following methods:

- 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](#).
- Alternatively, the Faculty of Medicine, Dentistry and Health Sciences (MDHS) facilitates a fit testing program in coordination with Melbourne Dental School (MDC) and Melbourne Teaching Health Clinics (MTHC). If you are a currently admitted student with a placement program and wish to have a fit test completed by MDHS, you can book an appointment via the link below:

[Book an MDHS Mask Fit Test Appointment](#)

Faculty run appointments are hard to secure, and an external Fit Test appointment will incur a cost that you will need to cover.

If you are attending a Fit test, either with the University or externally, you must arrive to your appointment clean-shaven.

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 Thattha trial conducted by the Department of Health. More details can be found on their website [here](#).

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 undertook fit testing through the Melbourne Dental Clinic, your check will be automatically cleared. 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.

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 school. It may not be necessary.



Non-Health Hub Checks

The following is a list of checks that the health hub does not assess:

- APHRA 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.

More information can be found on our [website](#).

Appendix 1

Useful 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 WWCC 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 WWCC

[SONIA](#)

Access our SONIA database through this link

Appendix 2

Health Hub Compliance Checklist

This checklist is designed to help you 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 receive your vaccinations to keep track of your progress.

Immunisation Requirements

Disease or Check	Evidence Requirements	Dates Vaccines Given (If Required)
Hepatitis B	Serology Report or Non - Responder	<input type="checkbox"/> Dose 1 <input type="checkbox"/> Dose 2 <input type="checkbox"/> Dose 3 <input type="checkbox"/> Serology
Influenza	Seasonal (Annual) booster	<input type="checkbox"/> Annual Booster
Measles, Mumps & Rubella	Serology Report Or Record with Two Approved Vaccine Doses	<input type="checkbox"/> Dose 1 <input type="checkbox"/> Dose 2 <input type="checkbox"/> Serology
Pertussis	Confirmed by vaccination record of booster dose in last 10 years	<input type="checkbox"/> Dose
Tuberculosis(TB)	A Tuberculosis screening form filled out by an AHPRA registered practitioner advising the student has no symptoms of active tuberculosis and advising that the student has received a tuberculin skin test or interferon gamma release assay (such as the QuantiFERON-TB Gold assay) indicating no tuberculosis infection	<input type="checkbox"/> Testing date
Varicella	Serology or Vaccination Report	<input type="checkbox"/> Dose 1 <input type="checkbox"/> Dose 2 Or <input type="checkbox"/> Serology
Covid-19	Official record issued by the Australian Government(such as a COVID-19digital certificate or Immunisation History Statement) that clearly shows the details of a completed primary course of vaccination with a recognised COVID-19 vaccine plus a booster dose indicated.	<input type="checkbox"/> Dose 1 <input type="checkbox"/> Dose 2 <input type="checkbox"/> Booster

Serology reports must indicate sufficient levels of immunity.

Vaccination records must include the brand names of vaccines administered and these brands must align with the Australian Immunisation Handbook.

Non-Immunisation Requirements

Disease or Check	Evidence Requirements	Dates Vaccines Given (If Required)
Australian Police Check	<input type="checkbox"/> Copy of a nationally coordinated criminal history check	You can complete a NCC police check through your online Sonia portal free of charge.
Overseas Police Record	<input type="checkbox"/> A completed Overseas Police Record Declaration	The overseas police record is a statutory declaration and needs to be signed by an authorised witness here in Australia.
Victorian Working with Childrens Check	<input type="checkbox"/> Scan or photo of your WWCC card or assessment notice. <input type="checkbox"/> A single screenshot of your MyCheck account that shows your name, card number and organisation details for the University of Melbourne.	For interstate students and VIT registered students, other processes apply. Please check our website for more details.
FIT Testing	<input type="checkbox"/> FIT testing report or FIT test card indicating at least two masks have been fitted.	





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We hope you found this booklet informative. You will find a handy Compliance Checklist in the Appendices. This will help you easily track your progress as you work your way through all your pre-placement compliance requirements.

If you have further questions or require assistance with your compliance requirements, please feel free to submit an online query via the listed webform for a speedy response:

[Online form](#)

The health hub would like to take this opportunity to welcome you to the University. May your journey in this course be a remarkable and successful one!