

**Application for authority to undertake clinical placements in NSW Health facilities**

Students must apply to NSW Health for authority to undertake Clinical Placements within the NSW Health Service, or authority to continue with Clinical Placements if they:

- have offences or pending charges disclosed in their National Police Certificate, Overseas Police Certificates or Statutory Declaration; or
- have been charged or convicted of offences after the issuing of their Police Certificate.

The following documents must be submitted:

- a completed 'Application for Clinical Placement Authority' form;
- a certified\* copy of the National Police Certificate (issued within last 5 years)
- a certified\* copy of overseas Police Certificate/s and/or Statutory Declaration (for overseas students only);
- a certified\* copy of the Student ID issued by the Tertiary Education Institution;
- relevant supportive documents such as work/character references, evidence that you have successfully completed relevant training, education or treatment courses etc.

\*Certified copy - Copy of an original document that has been verified to be a true copy by an authorised witness (i.e. Justice of the Peace) after they have sighted the original document. The complete list of authorised witnesses can be found in *Schedule 2 of the Statutory Declarations Regulations 1993 (Cth)* which is available from [www.comlaw.gov.au](http://www.comlaw.gov.au)

Students are required to send the required documentation to:

Employment Screening and Review Unit  
Service Centre Westmead  
HealthShare NSW  
PO Box 292  
WESTMEAD NSW 2145  
**Phone:** (02) 8848 5175  
**Email:** [hsnsw-esruenquiries@health.nsw.gov.au](mailto:hsnsw-esruenquiries@health.nsw.gov.au)

Criminal history does not necessarily constitute a barrier to clinical placement. Each application is considered on its merits, and its relevance to undertaking clinical placement in NSW Health facilities. Mitigating factors, including but not limited to the length of time since the convictions, the nature of the convictions and action taken since by the student will be considered.

If the risks relating to the criminal history are not relevant or are considered sufficiently mitigated, NSW Health will provide a full Clearance or a Conditional Letter with authority to undertake clinical placement subject to certain conditions.

If the risks relating to the criminal history are unacceptable, or the student has not provided the required documentation, NSW Health may decline the application and withdraw such authority if it had been previously provided. The student will be informed of this decision in writing and of the requirement to inform the educational institution's Clinical Placement Supervisor or Facilitator & HETI for compliance purposes.

Students should allow sufficient time (a minimum of 15 working days) for NSW Health to process the application.

Further Information for students wishing to undertake clinical placements in NSW Health facilities is available on the NSW Health website at <https://www.heti.nsw.gov.au/Placements-Scholarships-Grants/clinical-placements/student-compliance>

NSW HEALTH

**Student Application for Clinical Placement Authority**

**SECTION A: PERSONAL DETAILS**

<b>Family Name:</b>		
<b>Given Names:</b>		
<b>Other Name/s:</b> (including alias and previous)		
<b>Postal Address:</b>		
<b>Country:</b>	<b>Contact Number:</b>	
<b>Date of Birth:</b>	<b>Gender:</b>	
<b>Email address:</b>		
<b>Tertiary Institute:</b>		
<b>Student ID:</b>	<b>Date of Enrolment:</b>	
<b>National Police Certificate No:</b>		<b>Issued on:</b>
<b>Date of Compliance/Verification:</b>		

**SECTION B – PLEASE CIRCLE WHICH BEST REPRESENTS YOU**

**Are you an Overseas Student? YES/ NO**

Overseas Student is a person who is coming directly from overseas on a student visa, including from New Zealand.

**SECTION C – STATEMENT AND CONSENT**

*Instructions:*

- For additional offences, photocopy and complete Section C as required and attach additional pages if there is insufficient space.
- If assistance is required in completing the statement, please contact Employment Screening & Review Unit on (02) 8848 5175 or email [hsnsw-esruenquiries@health.nsw.gov.au](mailto:hsnsw-esruenquiries@health.nsw.gov.au)

Charge / Conviction (No.1)

1. Details of the charge/conviction (e.g. drink driving – High PCA; Shoplifting, etc) including the court date.

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2. Please describe the event/s that led to you being charged:

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3. Were there any mitigating circumstances at the time of the offence/s (i.e. personal difficulties, relationship issues etc) that you think should be considered as part of this risk assessment? If so, describe them.

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4. State how your life has changed or what action you have taken that demonstrates your commitment to avoiding criminal charges in the future.

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**I give consent to NSW Health to obtain any additional information, relating to any offences or pending charges shown on the National Police Certificate that I have provided, from sources such as courts, police and prosecutors. I understand that the purpose of seeking this information is to enable a full and informed risk assessment and that where other information is available, NSW Health will obtain that information for clinical placement risk assessment purposes only.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION D – ATTACH DOCUMENTS

Please attach an original certified copy of the following documents where applicable:  
(DO NOT SEND ORIGINAL POLICE CERTIFICATES / STATUTORY DECLARATION and STUDENT ID CARD)

- Valid National Police Certificate (issued within last 5 years) \*
- Overseas Police Certificate/s or Statutory Declaration (for overseas student) \*
- Student ID card \*
- Additional pages for statement (if applicable)
- Work/Character reference (optional)
- Evidence of relevant training, education or treatment courses completed following the offence/s that demonstrate your commitment to avoiding criminal charges in the future (optional)

Please send the completed documentation either by:

**Post:** Employment Screening and Review Unit  
Service Centre Westmead  
HealthShare NSW  
PO Box 292  
WESTMEAD NSW 2145

Or

**Email:** [hsnsw-esruenquiries@health.nsw.gov.au](mailto:hsnsw-esruenquiries@health.nsw.gov.au)

**(E-mailed scanned certified documents are only accepted in colour and application must be submitted from your tertiary institution's email address)**

\* Compulsory certified documents to be attached with your application. The name on your National Police Certificate must match the name on your Student ID card (unless a marriage certificate or change of name certificate is included). Your application will not be processed if the name on your National Police Certificate does not match the name on your Student ID card and you will not be allowed to commence clinical placement with a NSW Public Health Facility.