Pre-enrolment Requirements – Doctor of Optometry

There are important compulsory health and legal screening requirements that you must now commence.

In order of priority:

1. Infection Control & MRSA Declaration
2. National Police Certificate (NPC)
3. WA Department of Health Criminal Record Screening (CRS) Clearance Card
4. First Aid Certificate

DEADLINES FOR SUBMISSION

You will not be able to commence your course until you have submitted your documents.

25 January 2027

Medical screening must commence as soon as you accept your offer. Your submission of the Infection Control Form (signed by both you and your GP) on Sonia online is required and must be received prior to the commencement of your course.

1 – Infection Control & MRSA Declaration

It is of the utmost importance that you meet the compulsory infection control requirements.

Details of the requirements, along with the Infection Control Form and other documents you need, are attached. Make this your first priority to ensure you are compliant, and, if treatment or vaccination is required, it is well underway before your course commences. Clearance can take time. For instance, **if you have not been previously vaccinated for Hepatitis B, it can take at least 8 months to complete immunisations and confirm immunity.**

The UWA Medical Centre on Crawley Campus is recommended. The Centre GPs understand the infection control requirements for students and provide assistance should you need to speak with an immunisation specialist. Make an appointment online: Http://www.student.uwa.edu.au/experience/health/medical-centre/appointments or call +61 8 6488 2118.
If you visit another GP, you must submit all of your test results and vaccination records, in addition to your Infection Control Form and MRSA form.

Steps required

1. Make an appointment with UWA Medical Centre (recommended) as soon as possible after accepting your offer.
2. Take with you the Infection Control Form, MRSA form and list of the requirements.
3. MRSA: You **must** complete and submit the MRSA form (attached). Discuss with the GP if you have worked or been a patient in a health care facility (e.g. hospital, nursing home setting) outside Western Australia in the past 12 months. If so, you are required to have an MRSA test (compulsory for all students, domestic and international). Nose *and* throat swabs must be taken, as well as skin lesion swabs if applicable.
4. Upload all documents to Sonia (Further details available on how to upload to Sonia included). **Note:** if your form has been completed by a GP outside UWA Medical Centre, you need to include copies of all blood test results and vaccination records.
5. You must let us know if you require further testing.

Important notes

- UWA Medical Centre on Crawley Campus have GPs familiar with the infection control requirements.

- All information supplied by the GP to the Pre-enrolment Officer will be handled confidentially.
- MRSA screening swabs can be collected outside WA as long as you have not been in a health care facility since taking the test.
- It is your responsibility to follow up outstanding requirements and submit proof to the Sonia online.
- We will check non-compliance. **You may be unable to proceed to the next level of your course if you have not met the requirements.**
- You must keep a record of all your documents and results as we are unable to provide copies at a later date.

2 – National Police Certificate (NPC)

All students will need to obtain a clear National Police Certificate. Applications can be made online (https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates) or in person at participating Australia Post Outlets.

Steps required

1. Complete a National Police Certificate application form online or in person at Australia Post.
2. Submit a copy of the certificate via Sonia (UWA online system)

Important notes

- Certificates not issued by WA Police are accepted provided it has been issued by an organisation accredited by the Australian Criminal Intelligence Commission (see list of accredited bodies servicing the public at https://www.acic.gov.au/our-services/national-police-checking-service/find-out-more-information/accredited-bodies).
- National Police Certificates (and equivalent) must have been issued no earlier than June 2026.
- We are unable to accept “Volunteer” National Police Certificates.

3 – WA Department of Health Criminal Record Screening (CRS) Clearance Card

As part of your course, you will undertake placements within WA Health sites and are required (under the *Criminal Record Screening Guidelines*) to consent to the screening of any criminal records.

Steps required

1. Refer to the attached information sheet from the WA Department of Health.
2. Obtain your National Police Clearance (NPC) and submit the document via email.
3. Once you are cleared, you will be issued a Criminal Record Screening Clearance Card.
4. Upload a copy of the card to Sonia Online - a scan of the front and back of your card.

Important notes

- WA Health Criminal Records Screening email address is on the information sheet attached below.
- You must always carry your clearance with you when on a Department of Health site.

3 – First Aid (Provide First Aid) Certificate

You will be required to provide proof of successfully completing an Australian First Aid Course (accreditation number HLTAID003 or HLTAID011).

Steps required

1. Complete an approved Provide First Aid course: HLTAID003 or HLTAID011. Courses are available through providers such as Australian Red Cross, St John Ambulance and Surf Life Saving WA.
2. Submit proof of completion by uploading a copy of your certificate to Sonia.

Important notes

- First Aid courses can vary; it's the accreditation number (HLTAID003 or HLTAID011) that's important.
- If you cannot complete the course by the deadline, submit evidence that you have booked and paid for the course. Following completion of your course, upload via Sonia a copy of the Statement of Attainment as soon as it is available.
- Your Statement of Attainment is valid for three years, following which you will need to attend a refresher course.
- If you have already completed an accredited course, your certificate must have been issued on or after 1 June 2026.

SUBMITTING YOUR DOCUMENTS

Documents are to be submitted via Sonia. Sonia is the University's student placement system.

Please see instruction manual included in this document pack on How to use this system.

Any enquiries can be sent directly to Specialist Admissions via our webform.

INTERNATIONAL STUDENTS

If you are an international student **currently overseas**, we recommend that you wait until you have arrived in Australia before you start working through these requirements. Please book yourself into a GP appointment and first aid course as soon as possible, and email these booking details to Specialist Admissions.

Specialist Admissions (M353)
The University of Western Australia
35 Stirling Highway CRAWLEY WA 6009

Compulsory Requirements Checklist: Doctor of Optometry

Name: _____

Student Number: _____ **Mobile:** _____

Course Title: _____

Use this checklist to make sure you have met the compulsory screening requirements.

☐ **1a. Infection Control Form Statement of Compliance** (signed by GP and student)

Make an appointment as soon as possible to complete this requirement.

Note: The University Medical Centre GPs are familiar with the infection control requirements for students and are recommended.

☐ **1b. Blood test results and vaccination record**

If your Infection Control Form was **NOT** completed by a GP from the University Medical Centre, you must submit a copy of your blood test results and vaccination record.

☐ **2. Methicillin-resistant Staphylococcus aureus (MRSA) declaration**

You must advise us whether or not you have worked or been a patient in a health care facility (e.g. hospital or nursing home) outside WA in the past 12 months.

☐ **3. National Police Certificate (NPC)**

Apply for an NPC from the WA Police website or visit a participating Australia Post outlet.

If you already have one, your NPC must have been issued **on or after 1 June 2026**.

☐ **4. Criminal Record Screening (CRS) Clearance Card**

Apply for this check through the WA Department of Health. Once completed, a card is issued which you MUST carry at all times when on placement in a WA Health facility. Submit a copy of the card as evidence that you have been screened.

☐ **5. First Aid (Provide First Aid) Certificate**

Certificate of completion of the HLTAID003/HLTAID011 (Provide First Aid) course available through providers such as Australian Red Cross, St John Ambulance and Surf Life Saving WA.

☐ **6. Inherent Requirements acknowledgement**

You must sign and acknowledge that you meet the Inherent Requirements for Doctor of Optometry students.

Please submit before the deadline with notations of what is to follow.

THE UNIVERSITY OF WESTERN AUSTRALIA

A Letter to General Practitioners & Students

Infection Control Form Statement of Compliance with Health and Medical Sciences

As a condition of entry into professional courses co-ordinated by UWA Specialist Admissions Team, commencing students must provide evidence of compliance with Infection Control Requirements, which are based on the *Australian Immunisation Handbook* and 0388/12 Health Care Worker Immunisation Policy

Please read the following detailed "Infection Control Requirements" documentation to ensure that you understand and comply with all requirements.

When completing the Infection Control Form, please note the following:

- Serological tests must have been performed in a NATA accredited laboratory.
- Please use the space provided on the form for further clarification (e.g. "inadequate measles titre, awaiting second dose of MMR" or "hepatitis B vaccination course not yet completed".

Once complete, the student is required to sign the student declaration at the base of the form and submit the form, together with a **copy of all test results and vaccination records**, to the Health & Medical Sciences Pre-enrolment Officer prior by the deadline.

GPs are welcome to communicate directly with the Specialist Admission team if required (e.g. if the student has an underlying medical condition which precludes the use of live vaccination).

The Specialist Admission team must be advised of any student who is a carrier of a blood-borne virus. This is to ensure their training complies with the WA Health policy.

Information supplied to Health & Medical Sciences pre-enrolment officer will be handled confidentially.

Thank you for your co-operation.

Specialist Admissions
University of Western Australia

THE UNIVERSITY OF WESTERN AUSTRALIA

Infection Control Requirements for Doctor of Optometry students

Students enrolled in the Doctor of Optometry course in Health and Medical Sciences must comply with the specific requirements prior to undertaking clinical placements.

These guidelines are based on the *Australian Immunisation Handbook* and 0388/12 Health Care Worker Immunisation Policy

Once a GP has determined that the student has complied with items 1 to 6 below, they are required to complete the Infection Control Form. This must be submitted on Sonia for review by the Health and Medical Sciences Pre-enrolment Officer prior to the due date pre-specified. Failure to produce evidence of compliance with the requirements will preclude a student from commencing clinical placements.

The cost of testing and vaccination is met by the student.

The specific requirements are:

1. Hepatitis B

All students must have a blood sample taken to determine hepatitis B immunity.

Evidence of immunity to hepatitis B virus (HBV) infection is required. Serological testing (a blood test) should be performed by a National Association of Testing Authorities (NATA) accredited laboratory. A hepatitis B surface antibody (HBsAb) titre of ≥10 mIU/mL is required.

If HBsAb titre is <10 mIU/mL and there is nil or incomplete documentation of prior vaccination, the student requires completion of a hepatitis B vaccination course prior to undergoing repeat serological testing.

Testing should be performed at least 4 weeks after final vaccination. A student may be undergoing vaccination at the time of enrolment but the Pre-enrolment Officer must be made aware of this. If there is no response to a full course of hepatitis B vaccination, the Pre-enrolment Officer must be contacted. Management will be in accordance with the Australian Immunisation Handbook.

Students who are known to have HBV infection must discuss this with the Pre-enrolment Officer prior to enrolment.

2. Human immunodeficiency virus (HIV) and hepatitis C virus (HCV) status

All students must have a blood sample taken to determine their HIV and HCV status. Testing must be performed by a National Association of Testing Authorities (NATA) accredited laboratory.

This guideline is in accordance with current WA Health *0388/12 Health Care Worker Immunisation Policy* Students with hepatitis C or HIV infection will be allowed to enrol. Prior discussion must take place with the Pre-enrolment Officer and, during training, to ensure compliance with CDN guidelines. http://www.health.gov.au/internet/main/publishing.nsf/Content/cda-cdna-bloodborne.htm

3. Measles, Mumps, Rubella & Varicella

All students must provide evidence of immunity to measles, mumps, rubella and varicella, as referred to in the *The Australian Immunisation Handbook 3.3.7*.

Acceptable evidence of immunity includes:

- Documented evidence of a prior full vaccination course (two vaccinations at least one month apart); or
- Presence of adequate antibodies on serological testing (measles IgG, mumps IgG, rubella IgG, and varicella IgG). Testing must be performed by a National Association of Testing Authorities (NATA) accredited laboratory.

Depending on the evidence produced, primary or booster vaccination may be required. This will be determined by the reviewing GP. Repeat serology following a completed vaccination course is not required.

4. Pertussis

All students must provide documentary evidence of up-to-date immunisation against pertussis (whooping cough).

Immunity against this infection cannot be determined by blood testing. Immunity is assumed if at least one documented dose of vaccine has been received within the last 10 years. If not previously vaccinated, or if vaccination records are incomplete, vaccination will be necessary.

5. Tuberculosis

All students must have a Quantiferon-TB blood test or a Mantoux test (Tuberculin skin test) to determine evidence of past exposure to tuberculosis. If either of these tests are positive, further action is required. The student will be referred to the Anita Clayton Centre (previously Perth Chest Clinic) for review and a chest x-ray. A positive test does not preclude a student from enrolling. However, the case must be discussed with the Pre-enrolment Officer. This is in accordance with the WA Health *Policy 6.3 Active Surveillance for Tuberculosis in Health Care Workers.*

6. Methicillin-resistant Staphylococcus aureus (MRSA)

Any student who has worked, volunteered or been a patient in a health care facility (e.g. hospital, nursing home setting) outside Western Australia in the 12 months prior to starting work in a WA hospital, must have nose, throat and skin lesion swabs (if needed) taken to determine whether they are carriers of Methicillin-resistant Staphylococcus aureus (MRSA). Work in hospitals cannot be commenced until eradication treatment is commenced. See WA Health *Operational Directive* for more information.

7. Influenza

It is **mandatory** that all students receive yearly influenza vaccinations.

8. Hepatitis A (not compulsory)

Although not compulsory, Doctor of Optometry students should consider vaccinating themselves against hepatitis A virus (HAV). The UWA Immunisation Guidelines and WA Health recommend vaccination by persons working in early childhood care and healthcare workers in remote Indigenous communities. It is recommended that students discuss this vaccination, including its costs, with their GP. More information regarding hepatitis A can be found in *The Australian Immunisation Handbook*.

Please provide a copy of all test results and vaccination records to the student for submitting to the UWA Specialist Admissions team.

Specialist Admissions (M353)
The University of Western Australia
35 Stirling Highway CRAWLEY WA 6009

INFECTION CONTROL FORM

Statement of Compliance with Health and Medical Sciences
Infection Control Requirements
DOCTOR OF OPTOMETRY STUDENTS ONLY

To be completed by a registered medical practitioner.
Submit this form to the Pre-enrolment Officer as soon as possible.

Student name:	DoB:

I, Dr_____, report that the student's immunisation status is now as follows:

1. Hepatitis B (HBsAb)

☐ The student has HBsAb titres ≥10mIU/mL.

Date of Blood Test (only if titre ≥10mIU/mL)
……./……../…….

☐ **or** a course of vaccinations has commenced:

1st dose (date) ……./……../……

2nd dose (date) ……./……../……

3rd dose (date) ……./……../……

Dates of any booster vaccination ……./……../……

Note: A HBsAb titre **must be performed** (at least 4 weeks after final vaccination) and the result sent to the Pre-enrolment Officer

2. Hepatitis C

Hepatitis C antibody blood test has been performed:

☐ Result is Negative ☐ Result is Positive

Date of Blood Test
……./……../…….

3. HIV

HIV antibody blood test has been performed:

☐ Result is Negative ☐ Result is Positive

Date of Blood Test
……./……../…….

4. Measles, Mumps, Rubella

☐ The student has documented immunity to measles, mumps, and rubella:

Measles serology (date) ……./……../…… Mumps serology (date) ……./……../……

Rubella serology (date) ……./……../……

☐ **or** documented immunisation with 2 doses of MMR:

1st dose (date) ……./……../……. 2nd dose (date) ……./……../…….

Dates of any booster doses of MMR vaccination …../……./…….

5. Varicella

☐ The student has documented immunity to varicella. Date of Blood Test

……../……../……..

☐ **or** a varicella vaccination course has been administered:

1st dose (date) ……../……../…….. 2nd dose (date) ……./……../…….

6. Tuberculosis

Quantiferon blood test or Tuberculin skin test has been performed: Date of QFN/TST

……./……../…….

☐ Result is Negative ☐ Result is Positive

7. Pertussis (Note: Do not undertake serological testing)

☐ The student received a pertussis booster within past 10 years. Date of booster

……./……../…….

8. MRSA Screening (Note: Indicate if n/a)

MRSA testing is compulsory if the student has worked or been a patient in a hospital or nursing home outside WA within the past 12 months. Date of swabs (nose, throat **and** lesions required)

……./……../…….

☐ Result is Negative ☐ Result is Positive

9. Influenza Date of vaccination

☐ Yearly Influenza vaccination is **mandatory**. ……./……../…….

10. Hepatitis A (Not compulsory)

Vaccination is recommended for early childhood care workers and health care workers in remote Indigenous communities. Vaccination commencement date (if applicable)

……./……../…….

GP Notes (additional information as required)**:** **GP Practice stamp:**

GP Signature:

Date:

Please provide a copy of all test results and vaccination records to the student for submitting with this form.
(UWA Medical Centre staff are required to only provide **positive** HBsAg, Hep C, HIV, TB and MRSA results)

Student Declaration:

I understand the Health and Medical Sciences infection control requirements and agree to submit this health screening information as a true and correct record of my compliance. I attach all of the test results if not completed by the University Medical Centre.

In addition, I agree to follow up outstanding vaccinations and provide evidence of completion including proof of my status regarding testing for blood borne diseases. I agree that if any test for a blood borne virus is positive, I will contact the Faculty Pre-enrolment Officer immediately for further discussion.

I will maintain my own records of compliance with these requirements, including copies of my test results and vaccination records.

Signature: **Date:**

Methicillin-resistant Staphylococcus aureus (MRSA) Declaration

You must complete and submit this form (even if you answer "no'').

Name: _____

Student Number: _____ **Mobile:** _____

Course Title: _____

Have you worked or been a patient in a health care facility (e.g. hospital, nursing home) outside Western Australia in the last 12 months?

☐ Yes

☐ No (please submit this form even if this is your answer)

If yes, you must have an MRSA test. Nose **and** throat swabs are required, as well as skin lesion swabs where applicable.

Note: nose, throat and skin lesion swabs can be collected outside WA as long as you have not been in a hospital setting since the testing.

Signed: _____

Dated: _____

Submit this form with your Infection Control Form (and test result if applicable) on Sonia (University system)

Criminal Record Screening (CRS) process

Students going on placement within clinical settings in Western Australia must obtain a criminal record screening card.

You must provide a National Police Clearance (NPC) issued within the last 12 months to Health Support Services - hss.crs@health.wa.gov.au

Please use the following format for the email:

Subject: Surname/NPC reference

Body: Please ensure the email contains the following

- Whether there are disclosable court outcomes
- What you are studying
- Where you are studying
- When you are scheduled to go on placement (if this information is available)

Please refer to the WA Health information sheet below for more information.

Criminal Record Screening

Information Sheet for applicants

Who needs a Criminal Record Screening?

The following individuals are required to undergo a Criminal Record Screening.

- Prospective employees
- Existing employees
- Students on placement
- Independent contractors and non-government organisations
- Private agency
- Individuals employed from overseas
- Other people engaged to provide services to the WA health system

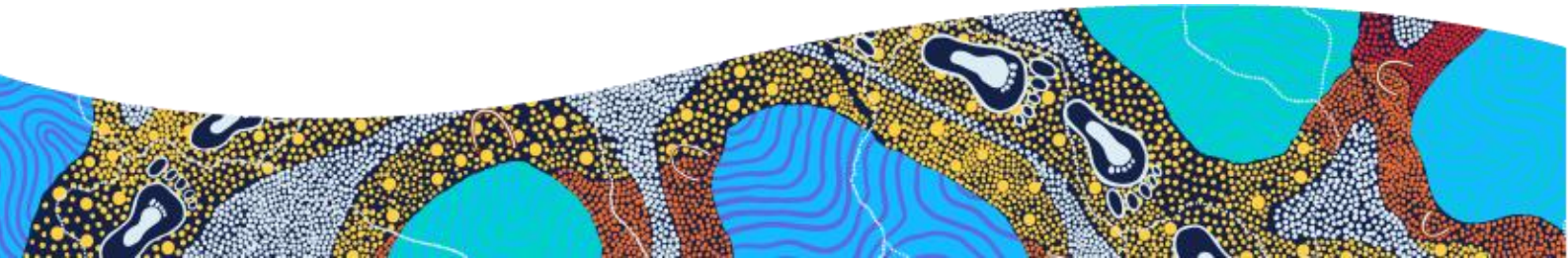
How to apply for a Criminal Record Screening?

There are three options available:

1. Applicant applies for a Nationally Coordinated Criminal History Check (NCCHC), that is undertaken by HSS (as an accredited body) with the individual's consent.
2. Applicant provides a National Police Certificate (NPC) issued within the past 12 months.
3. Applicant provides a NCCHC (from a commercial accredited body), issued within the past 12 months.

The below table outlines which options are available to each category of applicants:

Category of Applicant	Option 1	Option 2	Option 3
Prospective employee	✓	✓	✓
Existing employee	✓	✓	✓
Student on placement	×	✓	✓
Independent contractors and non-government organisation	×	✓	✓
Private agencies	×	✓	✓
Individuals employed from overseas	✓	✓	✓
Other people engaged to provide services to the WA health system	×	✓	✓



Option 1: Applying for a NCCHC, that can be undertaken by HSS (as an accredited body) with the applicant's consent.

A new employee or a current employee who is required to undertake a screening can consent to a NCCHC, through the onboarding process or through a D10 Request for a Nationally Coordinated Criminal History Check Form. The $33.00 screening will be deducted from their salary.

NCCHC contains all Disclosable Court Outcomes (DCOs) of an applicant. The check results report shows all convictions, including traffic charges that lead to convictions and all pending charges. HSS will apply, with the applicant's informed consent, to the Australian Criminal Intelligence Commission's National Police Checking Service. If any DCOs appear on an applicant's Check Results Report, the HSS Certification Team will send the applicant a copy of the report for verification purposes, prior to this information being shared with the relevant WA health entity, for assessment of suitability to employ.

Q: How do I dispute information from a NCCHC Check Results Report?
Applicants who wish to dispute information recorded on the Check Results Report should reply to the email received from HSS Criminal Record Screening, (hss.crs@health.wa.gov.au) who will coordinate the dispute process on the applicant's behalf. Please refer to the Dispute Process Information Sheet for further information.

Q: Will I receive a WA Health Criminal Record Screening (CRS) Card?
No. Only Health discipline students and School Based Nurses will be issued with a WA health CRS card, at no cost.

A NCCHC results report is available to the applicant 3 months from date of issue, upon request. During this time, HSS have access to download the applicant results, from the ACIC National Police Checking Service so that the applicant may retain the document for their own use. After this time, HSS are unable to provide a copy of the NCCHC result.

Option 2: Provide a National Police Certificate (NPC) issued within the past 12 months.
An NPC contains a list of a person's DCOs and pending charges from all Australian police jurisdictions. This includes traffic and non-police prosecuted matters and can be obtained by an individual directly from the Australian Federal Police, a State or Territory police service. Apply for a National Police Certificate | Western Australian Government (www.wa.gov.au)

Option 3: Provide a Nationally Coordinated Criminal History Check (NCCHC) (from a commercial accredited body), issues within the past 12 months.
A NCCHC contains all DCOs of an individual. The check results report shows all convictions, including traffic charges that lead to convictions and all pending charges. An applicant can apply for a NCCHC from a commercial accredited body from the list provided on the ACIC website: National Police Checking Service | Australian Criminal Intelligence Commission (acic.gov.au)

Health Discipline Students / Clinical Facilitator
Health discipline students and clinical facilitators must provide the HSS Certification Team, by email to hss.crs@health.wa.gov.au, with either:

- A National Police Certificate OR
- A NCCHC (from a commercial accredited body)
    - List of ACIC commercial accredited bodies

Either document will be accepted if it was **issued in the past 12 months**.
Note: Health Discipline Students / Clinical Facilitators do not need to submit the NCCHC application consent form or ID documents but must send to HSS either an NPC or NCCHC (commercial accredited body).

There is no charge for the cost of the CRS card (issued by HSS). Please ensure that your current postal address is on the NPC or NCCHC (commercial accredited body) or included in the email, so that the card can be issued correctly through Australia Post.

Volunteers
Volunteers who are engaged within the WA health system must either:

- Apply for a NCCHC with HSS, as the accredited body, through Volunteer Coordinators at a WA health entity using a D10 Nationally Coordinated Criminal History Check form, OR
- Provide a National Police Certificate, issued in the past 12 months, OR
- Provide a NCCHC (from a commercial accredited body), issued in the past 12 months.
  List of ACIC commercial accredited bodies

It is the responsibility of managers, supervisors, or volunteer coordinators to check volunteers have a current NCCHC, NPC or NCCHC (from a commercial accredited body) prior to commencing work.

Independent contractors and non-government organisations
Independent contractors who provide services to the WA health system must provide a NPC or NCCHC (from a commercial accredited body) issued within the past 12 months, prior to being engaged.

Non-government organisations funded by Government are required to conduct NPC or NCCHC (from a commercial accredited body) on their prospective employees. This requirement will form part of their contract or funding agreement. It is the responsibility of each contract manager within their WA health entity to check the status of all independent contractors prior to engaging them for services.

Independent contractors and non-government organisations must either provide:

- A National Police Certificate OR
- A NCCHC (from a commercial accredited body)
  List of ACIC commercial accredited bodies:

Either document will be accepted if it was **issued in the past 12 months**.

Doctor of Optometry - Statement of Inherent Requirements

School	Allied Health
Discipline	Discipline of Optometry
Course	**Postgraduate Course** Doctor of Optometry

Inherent requirements are abilities that students must possess to successfully complete the Doctor of Optometry course. These abilities are reflected in the achievement of the course learning outcomes and are necessary to fulfill the role of an optometry student, and to practice the full scope of optometry in Australia and New Zealand. They are based around providing safe, effective and professional patient care. Students must possess the cognitive, ethical, physical and mental capabilities (inherent requirements) required to participate in the intensive curriculum and to achieve the levels of competence at graduation required by The University of Western Australia (UWA). Students must have an ability to acquire high volumes of complex knowledge and skills, and apply these knowledge and skills in clinical settings for patient care. Students should possess a high level of problem-solving skills, exercise sound judgment and reasoning, and display appropriate situational interpersonal skills, professional behaviours and attitudes.

This document is prepared with direct references to the Optometry Council of Australia and New Zealand (OCANZ)[1] and the Optometry Board of Australia (OBA), which require all optometry graduates meet the prescribed professional competencies. This document is advisory and provides examples of outcomes that all optometry students must achieve to complete the course. A complete list of outcomes and assessments is available in the unit outlines and guidebooks and from individual teaching and learning activities. Achieving these outcomes could be challenging for students with certain disabilities who may require adjustments in teaching and assessment to accommodate their needs. Some of these disabilities may be permanent, but others may be temporary and occur during the course such as acute illnesses or injuries.

UWA is committed to making reasonable adjustments for students to compensate for disabilities impacting their participation in the program. Before being offered a place into the UWA optometry program, students with existing disabilities may be asked to provide independent medical and/or clinical assessments of the conditions and on the possible impact of successfully completing the program. The assessments would be treated in confidence with only those on the admissions committee and relevant School of Allied Health (SAH) management team (according to UWA governance and procedures) being given access to the information.

All enrolled students need to participate fully in all online and physical learning activities and to successfully fulfil the rigorous assessment (didactic and skill-based) components of the course. It is important that students with adjustments are still able to provide a primary duty of care to the patients in the clinical training environment. It is a requirement of the program that students will regularly perform clinical procedures on each other over the duration of their study.

UWA has enacted the following eight inherent requirements[2-6] that an enrolled student must comply with:

1. Ethical Behaviour
2. Legal Compliance
3. Communication Skills
4. Behavioural Adaptability
5. Motor Skills (Mobility, Gross and Fine)
6. Sensory Skills
7. Cognitive Skills
8. Sustainable Performance

1. Ethical Behaviour

Inherent Requirement

- Displaying ethical and professional behaviour in academic and professional settings, complying with relevant standards and codes of ethics of the health care profession.
    a. Optometry Australia Code of Ethics
    b. Optometry Board of Australia Code of Conduct for Optometrists

Rationale

- Compliance with ethical and professional behaviour in academic and professional settings will bring about a safe and conducive learning environment for interactions between students and UWA academic and professional staff. This supports the physical, mental and emotional wellbeing of everyone.

Example

- Demonstrate the use of appropriate and ethical management skills for the wellbeing of patients.

2. Legal Compliance

Inherent Requirement

- Legal compliance with Australian and WA Law, UWA Legislative instruments, professional regulations and/or scope of practice relevant to the profession.

Rationale

- Recognising the legal framework in the knowledge, understanding and compliance with Australian and WA Law, and professional regulations, is essential towards the clinical training of effective, professional, responsible and accountable optometrists, and fulfilling the legislated national law and professional registration requirements. For example,
    a. Health Practitioner Regulation National Law 2010 (WA)
    b. Compliance with the UWA Information Privacy Policy and Guidelines, which complies with Privacy Act 1988 (Cth) and the Australian Privacy Principles.
    c. UWA (Student Conduct) Rules
    d. Optometric Competency Australia New Zealand (OCANZ) Standards[1]
    e. Optometry Board of Australia Entry Level Registration Standards (Competency Standards)
    f. OCANZ Accreditation Manual for Postgraduate Programs of Study in Ocular Therapeutics – Part 2 Standards (August 2013)

Examples

- Understand the relevance of privacy and confidential information protection about patients under the legal requirements.
- Having the necessary skills to communicate about the need to obtain informed consent for the care to be delivered to vulnerable and young patients.

3. Communication Skills

A. Expressive Communication Skills

Inherent Requirement

- Meeting the standard required to communicate effectively, that provides clear, coherent and professional-level of knowledge sharing and outward delivery of patient-centric clinical information appropriate to the audience.

Rationale

- Competency in expressive communication skills in academic learning and clinical settings are required to enable transparent and effective transfer of knowledge and information between students, academics, patients and health care professionals, resulting in trusting relationships. Communication skills can be in verbal, non-verbal or written formats.

Example

- Demonstrate the ability for students to deliver coherent and logical communication (verbal, non-verbal or written) to academics required for the volume of learning.

B. Receptive Language Skills

Inherent Requirement

- Optometrists, like all health professionals, need to be able to internally evaluate abstract and conceptual meaning (with the elements of critical thinking skills), that provides a coherent understanding of knowledge received and making appropriate clinical decisions.

Rationale

- Competency in receptive communication skills in academic learning and clinical settings are required to enable effective reception of knowledge and information, and to provide suitable interpretations to the transferred knowledge and information. Communication skills can be in verbal, non-verbal or written formats.

Example

- Ability to comprehend and contribute during tutorial, laboratory, seminar, clinical and placement discussions.

C. Interpersonal Communication Skills

Inherent Requirement

- Using verbal, non-verbal or written formats to communicate with others, including the ability to listen, display empathy, show respect, build rapport and gain trust to ensure meaningful and effective engagements in clinical and non-clinical settings.

Rationale

- Strong interpersonal communication skills in academic learning and clinical settings are desirable to provide trusting and highly effective working environment. Communication skills can be in verbal, non-verbal or written formats.

Examples

- Providing the necessary respectful communications with people of different gender, sexual orientations and age, and from diverse cultural, languages, religious, socio-economic and educational backgrounds.
- Ability to develop rapport with peers, academic and professional staff conducive to effective learning and working relationships e.g. PBL group learning seminars.
- Putting into practice the learned cultural competence, displaying the sensitivity and willingness to work with others in the diverse Australian educational and clinical settings.

4. Behavioural Adaptability

Inherent Requirement

- Displaying flexible and adaptable behaviours to effectively manage fluid situations to maintain the required academic and professional standards and codes of conducts.

Rationale

- Recognising behavioural adaptability is critical in managing emotional responses and behaviour in academic and complex professional environments, particularly in situations with heighten human emotions. Health care providers are required to work in culturally and socially diverse settings, and to manage challenging workplaces, tight timelines in clinical appointments and difficult patients.

Examples

- Managing own emotions and behaviour in the academic environment and clinical settings. For example, being empathetic and supportive when breaking bad news or remaining calm, open and receptive when dealing with conflicts or complaints.
- Seeking personal and professional support (e.g. mental health first aid) when needed.

5. Motor Skills (Mobility, Gross and Fine)

Inherent requirement

- Having the required dexterity and effective tactile function, freedom of joint movements, strength and mobility to safety function and practice within the scope of optometry practice.

Rationale

- Optometry requires the mobility, gross and fine motor functions to consistently deliver timely, safe and effective eyecare services to minimise the risk of harm to self and others, especially in a clinical setting.
- It is a requirement of the program that students will regularly perform clinical procedures on each other over the duration of their study.

Examples

- Demonstrate the ability to perform a full optometric examination on any gender or age, including detection of abnormalities by observation, measurement, manipulation and palpation, in an appropriate timeframe.
- Moving seamlessly around the patient examination chair in the examination room without obstructions. For example, manipulating the phoropter for refraction, moving sideways or alongside the patient's line of sight while performing retinoscopy, and interchangeably placing and retrieving ophthalmic lenses while performing trial frame subjective refraction.
- Demonstrate the use of a variety of complex ophthalmic instruments to take ocular measurements and observations. For example, holding a condensing lens in front of the patient's eye whilst simultaneously operating a slit lamp biomicroscope to examine the eye. In binocular indirect ophthalmoscopy, students are required to hold a condensing lens in an upright position (while the patient lies prone) to examine the retina. Fine motor skills are required for the delicate task of foreign body removal procedure.

6. Sensory Skills

Inherent requirement

- Adequate level of sensorimotor skill requirements, including visual, auditory and tactile acuity, to physically manage patients within the optometry scope of practice.

Rationale

- Eye care practitioners require visual, auditory and tactile acuity to consistently provide safe, efficient and effective eyecare in order minimise the risk of harm to self and others.

Example

- Ability to instruct, perform, manipulate and interpret information from a range of essential and supplementary optometry clinical tests such as ophthalmoscopes, slit lamps, automated perimetry, corneal topography and optical coherence tomography.

7. Cognitive Skills

Inherent Requirement

- The complex neural tasks of acquiring knowledge, process information, formulate, analyse, think critically and synthesise information to apply knowledge of the discipline, in order to meet learning outcomes and academic standards pertinent to the course.
- Cognitive skills encompass cognitive, numeracy and literacy skills.

Rationale

- Cognitive skills, including maintaining focus, memory and attention to detail, are essential elements in the acquisition, interpretation and application of knowledge (in both the academic and professional settings).

Example

- Ability to receive, comprehend, interpret, formulate and synthesize existing and new information though the substantial volume of learning. For example, engaging in critical thinking skills through case presentations and research projects

8. Sustainable Performance

Inherent requirements

- The ability to consistently perform the required eye examinations and complete given tasks in a timely manner with satisfactory outcomes, while maintaining consistency and quality of performance.

Rationale

1. Optometrists operate within an engaging environment where physical and mental endurance is a critical success factor when performing multiple tasks in a designated period of time, with the goal of providing safe and effective care. The wellbeing of students, academic and professional staff, supervising practitioners, and patients is essential.

Examples

- Having the energy to perform multiple tasks with a level of concentration that ensures the capacity to focus on the activities until completion e.g. final year clinical placements.
- Managing the assigned academic and non-academic substantial workload to deliver safe and effective eye care services in a timely manner.

Student Declaration:

I have read, acknowledge and understand the inherent requirements. I agree that I possess the abilities required for the successful completion of the UWA Doctor of Optometry course.

Name: _____ Signature: _____ Date: _____

Sources of Reference

1. Optometry Council of Australia and New Zealand - Accreditation Standards and Evidence Guide for Entry-Level Optometry Programs Part 2 – Standards (1 January 2017)
2. University of Canberra – Bachelor of vision Science (Statements of Inherent Requirements)
3. University of Melbourne – Doctor of Optometry (Inherent Requirements)
4. University Technology of Sydney – Graduate School of Health – Orthoptics (Inherent Requirement Statements)
5. Medical Deans ANZ – Inherent requirements for studying medicine in Australia and New Zealand (July 2017)
6. University of Newcastle – Inherent requirements for Bachelor of Medical Science and Doctor of Medicine – Joint Medical Program (JMP)

Sonia Online: Submitting Your Pre-enrolment Screening Documents

Student User Guide

What is Sonia?

Sonia is the University's student placement system. Sonia Online enables you to upload and review all pre-enrolment screening and placement requirements, as well as view and manage your placement details.

Submitting your pre-enrolment screening documents

STEP 1: Log into Sonia Online

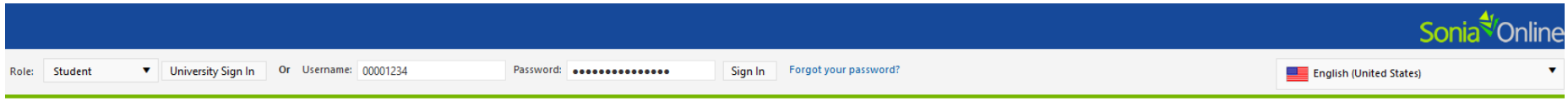
1.1: Logging in for the first time.

You should have received an email from the Pre-enrolment Officer with your username and a link to the password reset. Click on the password reset link and follow the instructions to set up your password.

1.2: Returning to Sonia Online (you have previously set up your password).

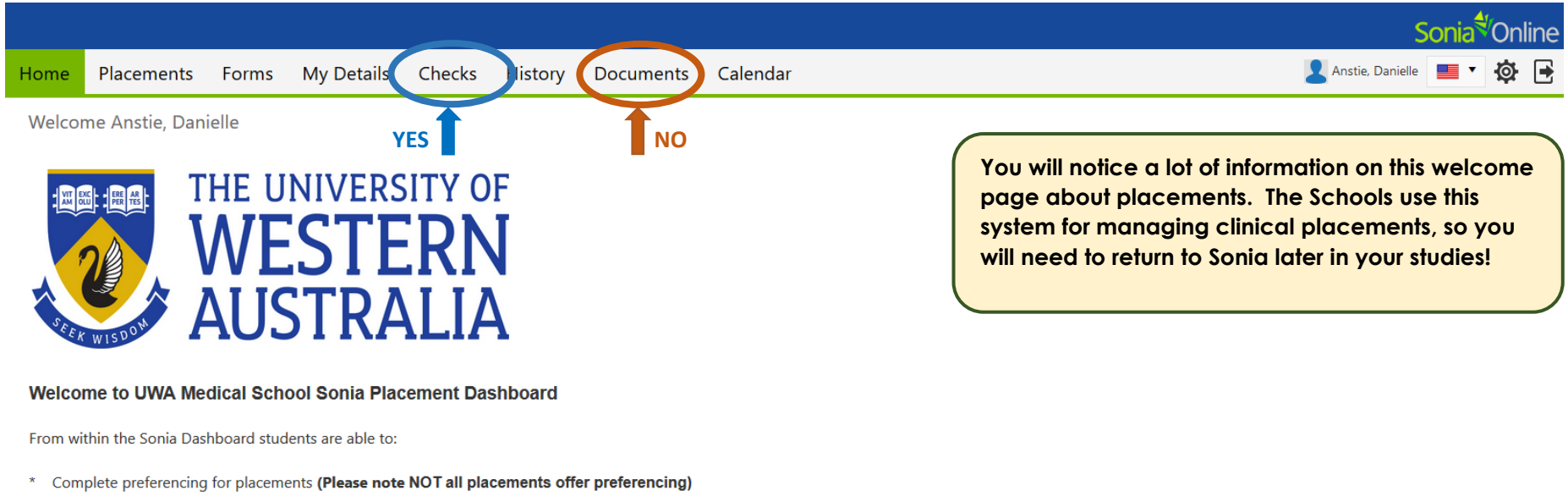
Go to placements.uwa.edu.au and click on the School that is applicable to you (SMED Medicine if you are a MD student). From there, login using your username (student ID) and password.

- Make sure that the "Role" is "Student"



STEP 2: Access the "Checks" page

2.1: On the top navigation ribbon, select "Checks". Do NOT use the "Documents" section for this purpose!



2.2: You will now see a list of all required pre-enrolment screening documents to work through.

STEP 3: Submit your documents

3.1: In the Document field, click on "Browse" to select your file to upload.

You can submit more than one document if you wish.

Note: You will not be able to delete a document uploaded. If you uploaded an incorrect file, please contact us via this online form.

3.2: Complete all the other fields, as necessary (Reference, Date Completed, etc).

Click on the small "i" icon next to the field for more information about what is expected.

There is no need to re-upload the Infection Control Form for every check. Just upload this form once in the Infection Control Form section.

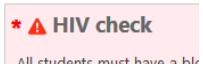
3.3: Click "Submit".

The "Submit" button will tell the Admissions team that your document is ready for review.

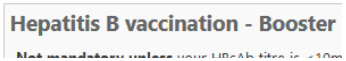
The "Save" button will save your work but not advise the Admissions team that you have started this requirement.

3.4: Continue onto the next requirement.

Mandatory items have a red asterix next to its name, as shown below.



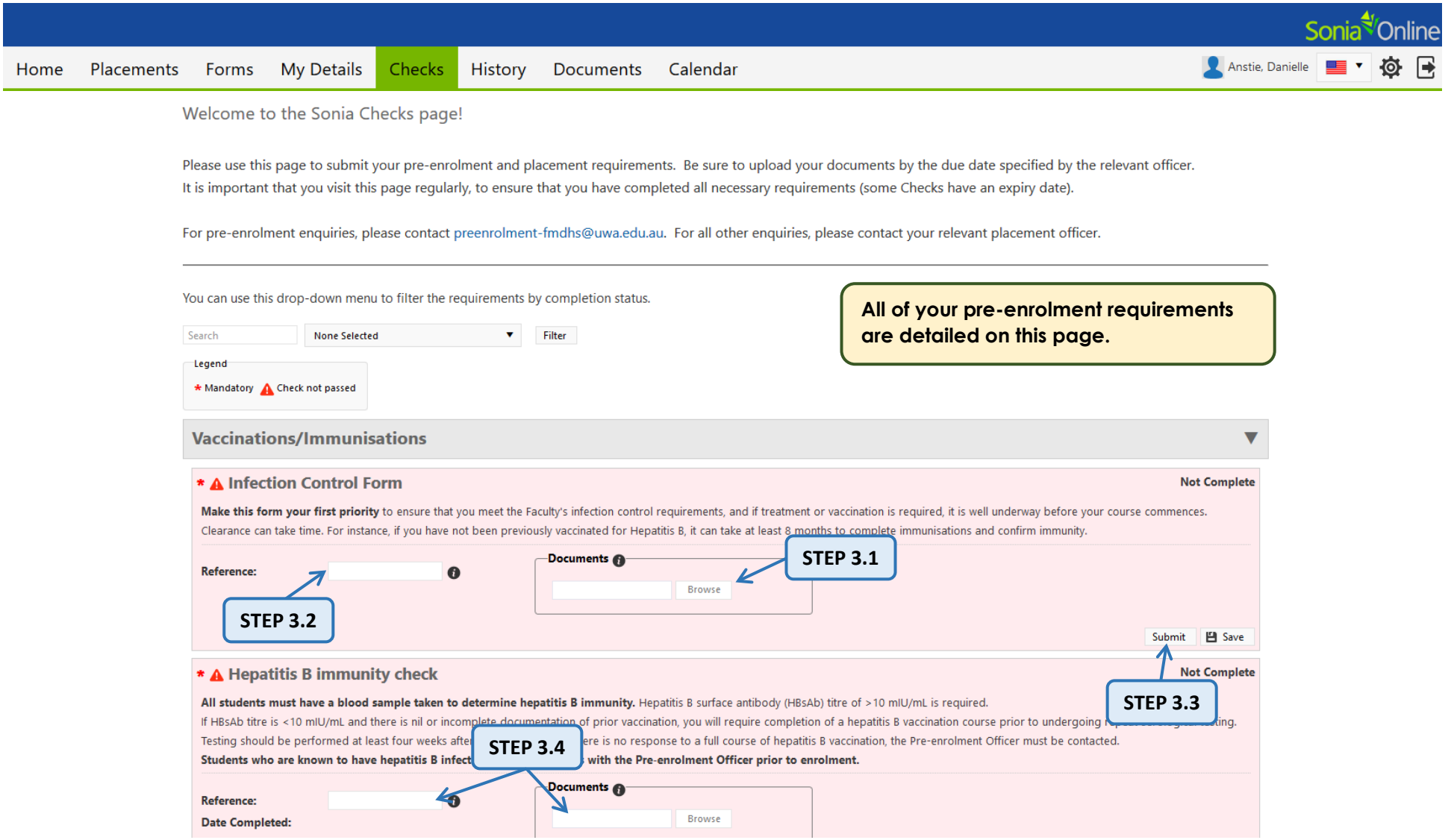
Mandatory



Not mandatory

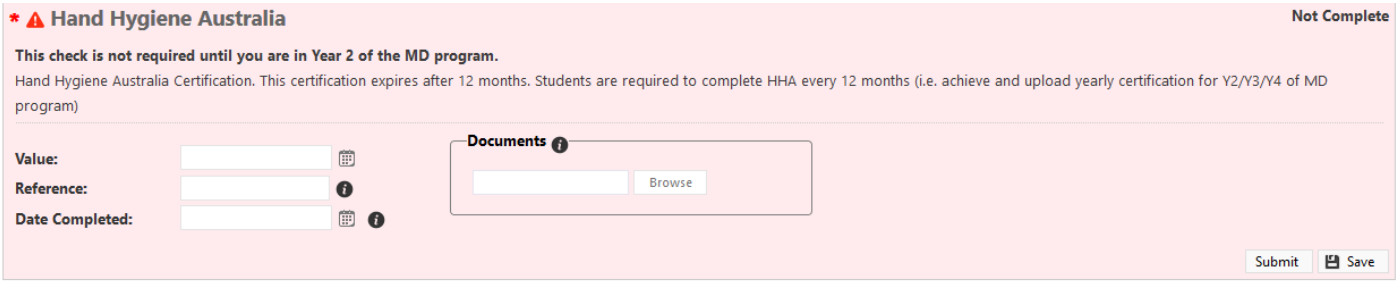
3.5: Repeat steps 3.1 – 3.4 until all requirements have been completed.

You do not need to complete the Hand Hygiene Australia requirement at this stage.


Sonia Online
Home
Placements
Forms
My Details
Checks
History
Documents
Calendar
Anstie, Danielle
Welcome to the Sonia Checks page!
Please use this page to submit your pre-enrolment and placement requirements. Be sure to upload your documents by the due date specified by the relevant officer.
It is important that you visit this page regularly, to ensure that you have completed all necessary requirements (some Checks have an expiry date).
For pre-enrolment enquiries, please contact preenrolment-fmdhs@uwa.edu.au. For all other enquiries, please contact your relevant placement officer.
You can use this drop-down menu to filter the requirements by completion status.
Search
None Selected
Filter
Legend
* Mandatory
Check not passed
All of your pre-enrolment requirements are detailed on this page.
Vaccinations/Immunisations
* Infection Control Form
Not Complete
Make this form your first priority to ensure that you meet the Faculty's infection control requirements, and if treatment or vaccination is required, it is well underway before your course commences.
Clearance can take time. For instance, if you have not been previously vaccinated for Hepatitis B, it can take at least 8 months to complete immunisations and confirm immunity.
Reference:
Documents
Browse
STEP 3.1
STEP 3.2
Submit
Save
* Hepatitis B immunity check
Not Complete
All students must have a blood sample taken to determine hepatitis B immunity. Hepatitis B surface antibody (HBsAb) titre of >10 mIU/mL is required.
STEP 3.3
STEP 3.4
Reference:
Date Completed:
Documents
Browse

Special Note!

The Hand Hygiene Australia Certification is not required until later in your studies. Please ignore this requirement for now – the team will get in touch with you when you need to complete this section.



STEP 4: The Admissions team checks your documents and processes approvals, missing information and rejections.

4.1: If your document has been approved, the status will change to "Cleared" (and the box will turn grey).



STEP 5: Respond to further information requests if required.

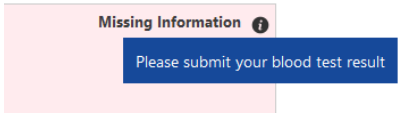
5.1: Ensure that you keep checking your email (UWA student account).

If you need to provide more information, additional documents or similar, you will receive an email advising you of this.

5.2: Provide further information or upload a new document as necessary.

The status on the Checks page for that requirement will change to "Rejected" or "Missing Information"
(and the box will remain pink if it's a mandatory requirement).

Click on the "i" icon for information on what is missing or incorrect, as shown below.



Important Note!

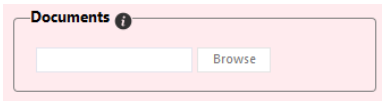
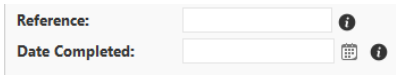
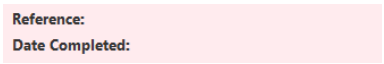
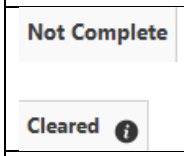
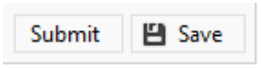
Emails sent from the Sonia system go directly to your UWA student email address. At this stage, you will no longer receive automatic notifications to your personal email address.

STEP 6: The Admissions team will notify you when all requirements have been approved.

Once all documents have been completed and approved, you should have a page of grey boxes, with the exception of any requirements due later in the course.

Additional information to help you along the way

Fields, icons and buttons explained

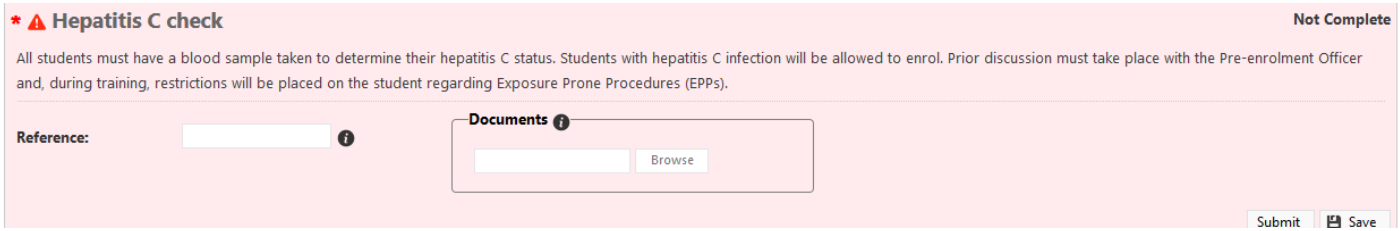
Image	Name	Description
	Documents	Click on "Browse" to select your file to upload. You can submit more than one document if you wish.
	Text field	These fields are for entering additional text and dates. All "Date Completed" fields are mandatory.
	Non-editable text field	This information will be entered by the Admissions team when reviewing your documents. These fields are visible to you for your information only.
	Information	Click on this icon for further details on what is expected.
	Status	Indicates if the check is not complete, submitted, rejected or has missing information.
	Submit / Save	The "Submit" button will send your submission to the Admissions team for review. Use this once you have finished entering the information and want to send it to the Admissions team for review. The "Save" button will save your changes, but not submit them to the Admissions team.
	Mandatory	Indicates a mandatory requirement.

⚠	Check not passed	Indicates a mandatory requirement not passed.

Colour Shading

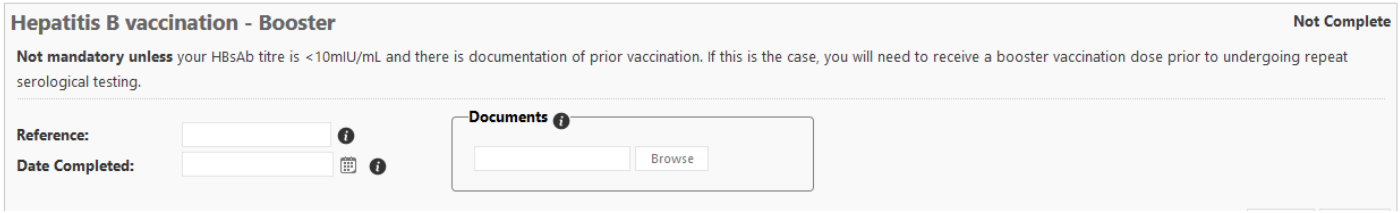
Pink sections means that the item is a mandatory requirement that:

- you have not completed;
- you have completed, but has not been approved by the team ; or
- you previously received approval for, but has since expired or is due for review.



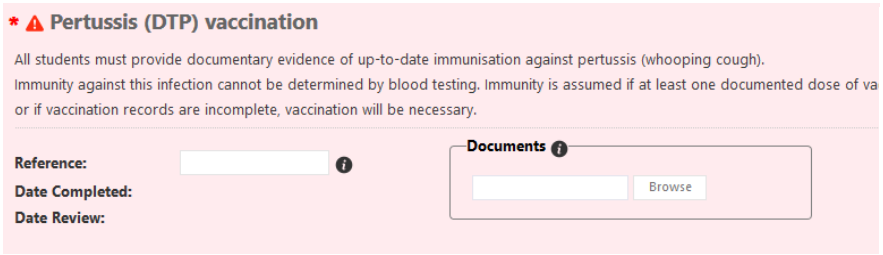
Grey boxes are:

- not mandatory; or
- items that you have completed and are up to date.

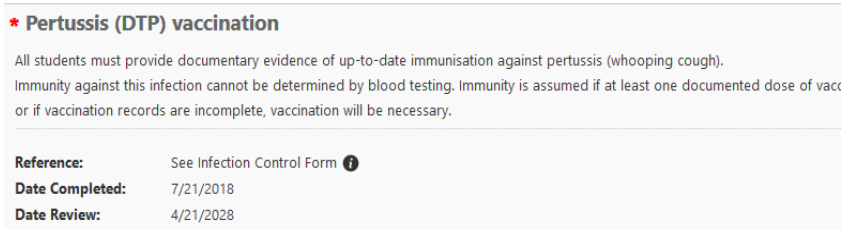


Fields that you cannot edit

Don't worry when you come across fields that you can't enter information into! The Admissions team will enter this information when reviewing your documents, as shown below.



BEFORE



AFTER

Notifications

Important Note!

Emails sent from the Sonia system go directly to your UWA student email address. At this stage, you will no longer receive automatic notifications to your personal email address.

You will receive email notifications at the following stages:

- You have submitted your document and it has been returned with a status of either "missing information" or "rejected".
- You have satisfactorily completed your pre-enrolment screening requirements (this will be sent once your submissions have been checked and approved by FHMS Admissions).
- Three months prior to the expiry of any of your documents or vaccinations (e.g., first aid certificate, pertussis, MRSA declaration, etc). Everything must remain current throughout your studies as each requirement is crucial for your clinical placements.

Note: To avoid sending you too many emails, please note that you will not receive an email when each individual requirement has been approved. You can always log back into Sonia Online to see the status of your submission.