

## Master of Clinical Exercise Physiology Pre-Enrolment Requirements

Congratulations on receiving an offer for a place in the Master of Clinical Exercise Physiology. There are important compulsory health and legal screening requirements that you must now commence.

In order of priority:

1. Infection Control Form & MRSA Declaration
2. National Police Certificate (NPC)
3. Valid Australian First Aid and CPR certificate
4. Working with Children Check

---

**DEADLINE FOR SUBMISSION: Course start date**

### 1 – Infection Control & MRSA Declaration

**Medical screening must commence as soon as possible.** Your submission of the Infection Control Form (Signed by both you and your GP in Australia) on Sonia online is required and must be received prior to the commencement of your course. It is of the utmost importance that you meet the Health & Medical Sciences 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 or call +61 8 6488 2118.

**If you attend another GP, you must submit all your test results and vaccination records, in addition to your Infection Control Form.**

#### Steps Required

1. Make an appointment with a GP (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. Upload the Infection Control form to Sonia Online.
4. Note: If your form has been completed by a GP outside of the UWA Medical Centre, you will 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 GP's familiar with the infection control requirements.
- All information supplied by the GP to the Pre-Enrolment Officer will be handled confidentially.
- It is your responsibility to follow up outstanding requirements and submit proof on 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 late 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 within 12 months prior to the application date.
- We are unable to accept “Volunteer” National Police Certificates.

## 3. Australian First Aid and CPR Certificate

All students are required to hold a current Provide First Aid (HLTAID011) and Cardiopulmonary Resuscitation (HLTAID009) certification. Training can be completed through nationally recognised training organisations.

### Steps Required

1. Complete an accredited First Aid and CPR Training course.
2. Submit a copy of your certification to Sonia Online.

### Important Notes

- CPR must be renewed annually, whilst First Aid must be kept current with national training requirements.
- Certificates must be issued by a nationally recognised training provider.
- Students are responsible for ensuring their certifications remain valid for the duration of their degree.
- International students please note First Aid and CPR completed overseas is no longer accepted, please make sure you register for an Australian Course

## 4. Working With Children Check (WWCC)

Students must obtain a valid Working With Children (WWC) Check to participate in child-related placement activities in Western Australia. Applications can be completed online or in person at an authorised Australia Post outlet.

### Steps Required

1. Complete a WWC Check form and finalise your application at Australia Post with the required identification. For more details: <https://www.wa.gov.au/organisation/department-of-communities/working-children-check>
2. Before submitting your form, please ensure it has been signed by your placement coordinator. To schedule an appointment for the required signature, email [clinical-prac-sseh@uwa.edu.au](mailto:clinical-prac-sseh@uwa.edu.au)
  - a. If you currently hold a WWCC and it is near expiry, you can renew online, if eligible.
  - b. Online applications are not available for new applications
3. When lodging your application make sure to pay the fee for volunteers/unpaid people/students

on unpaid placement.

4. Submit a copy of your WWC card to Sonia Online.

### Important Notes

- Students must not commence child-related placement activities until a valid WWC has been issued.
- If you have previously held a WWCC interstate, you will need to apply for one in Western Australia.
- It is the student's responsibility to ensure their WWC remains valid throughout the placement period.
- Any changes in WWC status must be reported to the placement coordinator immediately.

---

## SUBMITTING YOUR DOCUMENTS

Documents are to be submitted via Sonia in **PDF format only**. 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 [preenrolment-fmdhs@uwa.edu.au](mailto:preenrolment-fmdhs@uwa.edu.au)

## **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 the UWA Specialist Admissions Team, commencing students must provide evidence of compliance with the 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 Pre-enrolment Officer prior to enrolment.

GPs are welcome to communicate directly with the Pre-enrolment Officer if required (e.g. if the student has an underlying medical condition which precludes the use of live vaccination).

The Pre-enrolment Officer 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 the Pre-Enrolment Officer will be handled confidentially.

**Thank you for your co-operation.**

Specialist Admission Team  
University of Western Australia  
email: [preenrolment-fmdhs@uwa.edu.au](mailto:preenrolment-fmdhs@uwa.edu.au)

**INFECTION CONTROL REQUIREMENTS**

**MASTER OF CLINICAL EXERCISE PHYSIOLOGY STUDENTS ONLY**

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

<b>Student Name:</b>	<b>Student Number:</b>	<b>DoB:</b>
----------------------	------------------------	-------------

I, Dr \_\_\_\_\_, report that the student's immunisation status is now as follows:

**1. Hepatitis B**

The student has HBsAB antibody titres  $\geq 10$  mIU/mL Date of Blood Test  
...../...../.....

**or**, a course of immunisation has been commenced • Note: A HBsAB titre must be performed (at  
Date 1<sup>st</sup> dose ...../...../..... least 4 weeks after final vaccination) and  
Date 2<sup>nd</sup> dose ...../...../..... the result sent to the Pre-Enrolment Officer.  
Date 3<sup>rd</sup> dose ...../...../.....

**2. Measles, Mumps and Rubella**

The student has documented immunity to measles,  
mumps and rubella.  
Measle serology date ...../...../.....  
Mumps serology date ...../...../.....  
Rubella serology date ...../...../.....

**or**, documented immunisation with 2 doses of MMR Date of 2<sup>nd</sup> Dose:  
Date of 1<sup>st</sup> Dose: ...../...../.....  
...../...../.....

**or**, a booster dose of MMR vaccination was administered Date of MMR given  
...../...../.....

**3. Varicella**

The student has documented immunity to Varicella Date checked:  
...../...../.....

**or**, varicella vaccination (2 doses) was administered Date of 2<sup>nd</sup> Dose:  
Date of 1<sup>st</sup> Dose: ...../...../.....  
...../...../.....

**4. Tuberculosis**

Quantiferon blood test or Tuberculin skin test must be performed Date QFN/TST:  
...../...../.....

Result is Negative  Result is Positive

- Please attach documentation of results

**5. Pertussis (Note: Do not undertake serological testing)**

The student received a DTP course as a child and has received a Pertussis booster within 10 years. Date of DTP: ...../...../.....

**or,** a Pertussis booster vaccination was administered Date of booster: ...../...../.....

**6. MRSA Screening**

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. *Please indicate if N/A* Date swabs: ...../...../.....

**7. COVID-19 (for Hospital & Rural placements ONLY) (Strongly Recommended)**

The student has documented vaccinations with 2 doses and booster. Date 1<sup>st</sup> Dose: ...../...../.....  
Date 2<sup>nd</sup> Dose: ...../...../.....  
Date Booster: ...../...../.....

**8. Influenza**

Yearly influenza vaccination has been recommended Date recommended ...../...../.....

**Additional information as required:**

**GP Practice Stamp**

**GP Signature**

**Date**

**Student Declaration**

I understand the School of Human Sciences Infection Control requirements and agree to submit this health screening information as a true and correct record of my compliance. I attach all 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:** \_\_\_\_\_



THE UNIVERSITY OF  
**WESTERN  
AUSTRALIA**

## 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 if 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)**



# Sonia Online: Submitting Your Pre-enrolment Documents

## Student User Guide

Specialist Admissions  
[preenrolment-fmdhs@uwa.edu.au](mailto:preenrolment-fmdhs@uwa.edu.au)

## What is Sonia?

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

## Submitting your Pre-enrolment documents

### STEP 1: Log into Sonia Online

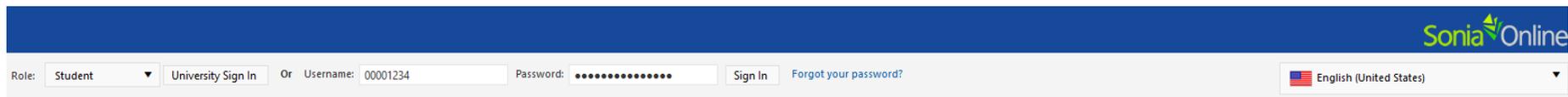
#### 1.1: Logging in for the first time.

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

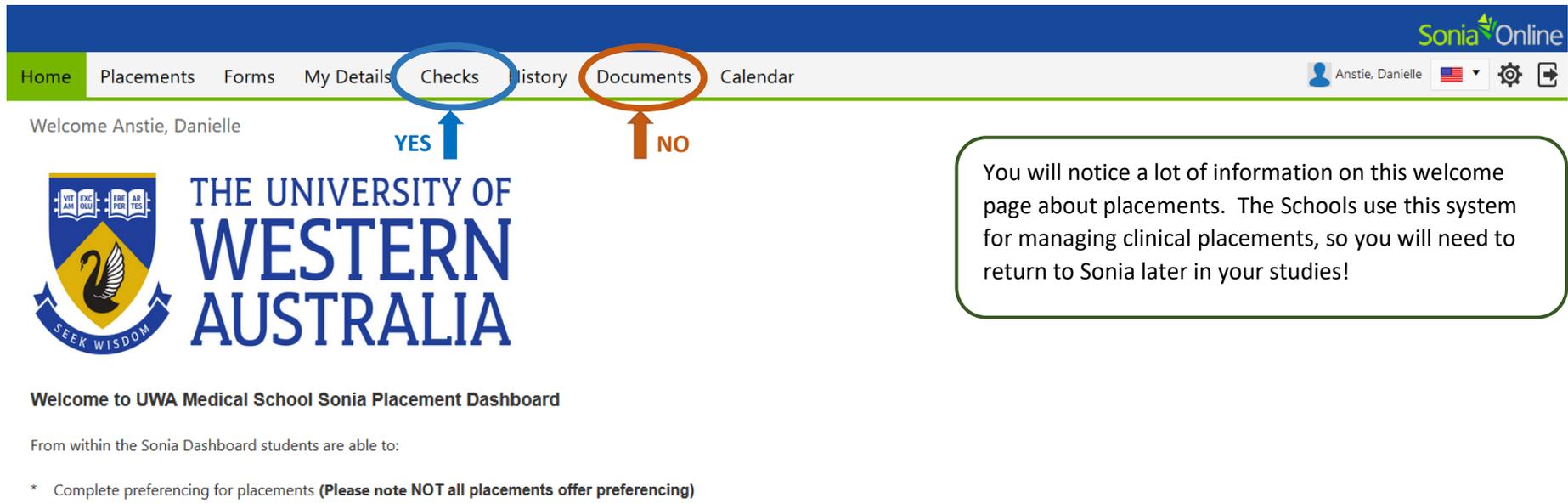
- Make sure that the "Role" is "Student"



The screenshot shows the top navigation bar of the Sonia Online system. On the right side, the logo "Sonia Online" is displayed. Below the logo, there is a login form with the following elements: a "Role" dropdown menu set to "Student", a "University Sign In" button, an "Or" separator, a "Username" input field containing "00001234", a "Password" input field with masked characters, a "Sign In" button, and a "Forgot your password?" link. On the far right, there is a language selection dropdown menu showing "English (United States)".

## STEP 2: Access the “Checks” page

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



Home Placements Forms My Details Checks History Documents Calendar

Welcome Anstie, Danielle

YES ↑ NO ↑

 THE UNIVERSITY OF WESTERN AUSTRALIA

SEEK WISDOM

Welcome to UWA Medical School Sonia Placement Dashboard

From within the Sonia Dashboard students are able to:

- \* Complete preferencing for placements (**Please note NOT all placements offer preferencing**)

You will notice a lot of information on this welcome page about placements. The Schools use this system for managing clinical placements, so you will need to return to Sonia later in your studies!

2.2: You will now see a list of all required pre-enrolment 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 email [preenrolment-fmdhs@uwa.edu.au](mailto:preenrolment-fmdhs@uwa.edu.au).

**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.

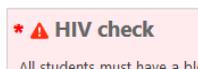
**3.3:** Click “Submit”.

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

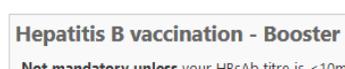
The “Save” button will save your work, but not advise the Admissions team that you have started this requirement.

**3.4:** Continue onto the next requirement.

Mandatory items have a red asterisk 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.

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](mailto: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

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 

**STEP 3.2** **STEP 3.1**

**\*  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. If HBsAb titre is <10 mIU/mL and there is nil or incomplete documentation of prior vaccination, you will require completion of a hepatitis B vaccination course prior to undergoing placement. Testing should be performed at least four weeks after completion of a full course of hepatitis B vaccination. If there is no response to a full course of hepatitis B vaccination, the Pre-enrolment Officer must be contacted. **Students who are known to have hepatitis B infection must consult with the Pre-enrolment Officer prior to enrolment.**

Reference:   Documents    **STEP 3.3**

Date Completed:

**STEP 3.4**

## Special Note!

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

**\* ⚠ Hand Hygiene Australia** Not Complete

**This check is not required until you are in Year 2 of the MD program.**  
Hand Hygiene Australia Certification. This certification expires after 12 months. Students are required to complete HHA every 12 months (i.e. achieve and upload yearly certification for Y2/Y3/Y4 of MD program)

Value:	<input type="text"/>		<b>Documents</b>	<input type="text"/>	<input type="button" value="Browse"/>
Reference:	<input type="text"/>				
Date Completed:	<input type="text"/>				

**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).

Cleared

## STEP 5: Respond to further information requests if required.

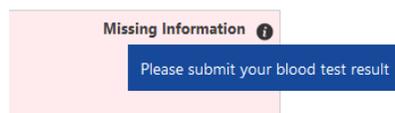
### 5.1: Ensure that you keep checking your email (both your personal and UWA student account).

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!

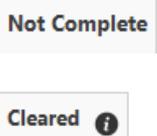
Emails sent directly from the Sonia system directly will likely go to your UWA student email address once you have enrolled in your. At this stage, you will no longer receive automatic notifications to your personal email address.

## 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 such as the Hand Hygiene Australia and Working With Children Check.

## 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 Admissions team ; or
- you previously received approval for, but has since expired or is due for review.

**\* ⚠ Hepatitis C check** Not Complete

All students must have a blood sample taken to determine their hepatitis C status. Students with hepatitis C infection will be allowed to enrol. Prior discussion must take place with the Pre-enrolment Officer and, during training, restrictions will be placed on the student regarding Exposure Prone Procedures (EPPs).

Reference:  ⓘ

Documents ⓘ  Browse

**Grey** boxes are:

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

**Hepatitis B vaccination - Booster** Not Complete

**Not mandatory unless** your HBsAb titre is <10mIU/mL and there is documentation of prior vaccination. If this is the case, you will need to receive a booster vaccination dose prior to undergoing repeat serological testing.

Reference:  ⓘ

Date Completed:  ⓘ

Documents ⓘ  Browse

## 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.

**\* ⚠ Pertussis (DTP) vaccination**

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 or if vaccination records are incomplete, vaccination will be necessary.

Reference:  ⓘ

Date Completed:

Date Review:

Documents ⓘ

Browse

BEFORE

**\* Pertussis (DTP) vaccination**

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 or if vaccination records are incomplete, vaccination will be necessary.

Reference: See Infection Control Form ⓘ

Date Completed: 7/21/2018

Date Review: 4/21/2028

AFTER

## Notifications

### Important Note!

Emails sent by the Sonia system directly will likely go to your UWA student email address once you have enrolled in your course (or if you were a UWA student in 2019). 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 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.