Bachelor of Nursing (Honours) - Pre-enrolment Screening

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. CPR Certificate
5. Manual Handling Certificate

DEADLINES FOR SUBMISSION

You will not be able to undertake certain units until you have submitted your documents.

Domestic students – 12th February 2027

International students – Please see the note at the end of this document

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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 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 Department of Nursing 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 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. Take with you the Infection Control Form, MRSA form and list of the requirements.
2. MRSA: You **must** complete and submit the MRSA form (attached). Discuss with the GP if you have worked or been a patient in a healthcare 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.
3. Upload all documents to Sonia (further details available on how to upload to Sonia included below). **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.
4. You must let us know if you require further testing.

Important notes

- All information supplied by the GP to the University 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 Department of Nursing.
- 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.
- National Police Certificates must have been issued within the last 12 months
- 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. Once you have obtained your NPC (as above), you will then be able to apply for the WA CRS clearance card
2. Send a copy of your NPC that has been issued within the last 12 months to hss.crs@health.wa.gov.au. There will be no fee for this application. The title of the email should be your SURNAME/NPC. If you have disclosable outcomes then you will need to list what course you will studying and where you are studying (e.g – The University of Western Australia)
3. Once you are cleared, you will be issued a Criminal Record Screening Clearance Card.
4. Upload document to Sonia.

Important notes

- You must carry your card with you at all times when on a Department of Health site.

4. Cardiopulmonary Resuscitation (CPR) Certificate

You will be required to provide proof of successfully completing an Australian CPR Course (accreditation number HLTAID009).

Steps required

1. Complete an approved Provide CPR course: HLTAID009. Courses are available through providers such as Intellilearn, Australian Red Cross, St John Ambulance and Surf Life Saving WA.
2. Submit proof of completion by uploading a copy of your certificate / Statement of Attainment, to Sonia.

Important notes

- CPR courses can vary; it is the accreditation number (HLTAID009) that is 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 certificate / Statement of Attainment as soon as it is available.
- Your certificate / Statement of Attainment is valid for 1 year, following which you will need to attend a refresher course.
- If you have already completed an accredited course, your certificate / Statement of Attainment must have been issued within the last 12 months.

5. Manual Handling Certificate

You will be required to provide proof of successfully completing an Australian Manual Handling Course (accreditation no HLTWH5005)

Steps required

1. Complete an approved Manual Handling course (HLTWH5005) Courses are available through providers such as Intellilearn, Australian Red Cross, St John Ambulance and Surf Life Saving WA.
2. Submit proof of completion by uploading a copy of your certificate / Statement of Attainment to Sonia.

Important notes

- Manual Handling courses can vary; it is the accreditation number (HLTWH5005) that is important and the course must include a practical component.
- 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 certificate / Statement of Attainment as soon as it is available.
- Your certificate / Statement of Attainment is valid for 1 year, following which you will need to attend a refresher course.
- If you have already completed an accredited course, your certificate / Statement of Attainment must have been issued within the last 12 months.

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 submitted via this online form.

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 submit the booking details via this online form.

Compulsory Requirements Checklist: Bachelor of Nursing (Honours)

Student Name:			
Course Title		**Mobile Number**	

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

1a	☐	**Infection Control Form (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 a NPC from the WA Police website or visit a participating Australia Post outlet. If you already have one, your NPC must have been issued within the last 12 months.
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.	☐	**Cardiopulmonary Resuscitation (CPR) Certificate** Certificate of completion of the HLTAID009 (Provide CPR) course available through providers such as Intellilearn, St John Ambulance and Surf Life Saving WA. If you already have one, your certificate / Statement of Attainment must have been issued within the last 12 months.
6.	☐	**Manual Handling Certificate** Certificate of completion of the HLTWH5005, Manual Handling course for healthcare workers. If you already have one, your certificate / Statement of Attainment must have been issued within the last 12 months.

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

A Letter to General Practitioners & Students

Infection Control Form Statement of Compliance with Health and Clinical 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, **(Please note : If not completed at the UWA Medical Centre, a copy of all test results and vaccination records** must also be submitted) to the Health & Medical Sciences Pre-enrolment Officer prior by the deadline.

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

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

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

Information supplied to the University will be handled confidentially.

Thank you for your co-operation.

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

Infection Control Requirements for
Bachelor of Nursing (Honours) students

Students enrolled in the Bachelor of Nursing (Honours) must comply with the specific requirements prior to undertaking professional practice placements.

Once a GP has determined that the student has complied with items 1 to 8 below, they are required to complete the Infection Control Form. This must be submitted on Sonia for review by the 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 professional practice 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.

This guideline is in accordance with current WA Health *0388/12 Health Care Worker Immunisation Policy* Students with hepatitis B,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

2. 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*.

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.

3. Diphtheria, Tetanus & Pertussis (DTP)

All students must provide documentary evidence of up-to-date immunisation against DTP.

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.

4. 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 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 Staff Screening for Tuberculosis Policy

5. 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 WA Health MRSA Screening Requirements more information.

6. Influenza (Highly recommended)

It is **highly recommended** that all students receive yearly (seasonal) influenza vaccinations. There may be influenza vaccination requirement imposed by third-party placement hosts, that apply to professional practice placements in the BN (Honours). Discuss concerns with the Course Director or Simulation and Professional Practice Lead (SPPL) as you may not be able to complete professional placement units if you are unable to meet the professional practice placement requirements, which may impact your ability to complete the course.

7. Hepatitis A (compulsory)

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*.

8. COVID 19 (Highly recommended)

Evidence of a primary dose course is highly recommended. There may be COVID-19 vaccination requirement imposed by Government or third-party placement hosts, that apply to professional practice placements in the BN (Honours). Discuss concerns with the Course Director or Simulation and Professional Practice Lead (SPPL) as you may not be able to complete professional placement units if you are unable to meet the professional practice placement requirements, which may impact your ability to complete the course. Formal medical exemptions listed on the Australian Immunisation Register will be accepted

INFECTION CONTROL FORM

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 A

A course of vaccinations has commenced

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

3. 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 ……/……./…….

4. 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) ……./……../…….

5. Tuberculosis

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

☐ Result is Negative ☐ Result is Positive ☐ Student has been referred to the ACC

6. Diphtheria, Tetanus & Pertussis (DTP) (Note: Do not undertake serological testing)

☐ The student received a DTP booster within past 10 Date of booster : ……./……../…….

7. 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 ☐ N/A

8. Influenza Date of vaccination

☐ Seasonal Influenza vaccination is **highly recommended.** ……./……../…….

9. COVID-19 Covid-19 Vaccination is **highly recommended** for all students	Date of completed primary course ……./……../……	Date of Booster Vaccination (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.

Student Declaration:

I understand the Department of Nursing 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 University immediately for further discussion. I will maintain my own records of compliance with these requirements, including copies of my test results and vaccination records.

Date:	**Signature**

Methicillin-resistant Staphylococcus aureus (MRSA) Declaration

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

Name:_____

Student Number:_____

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 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

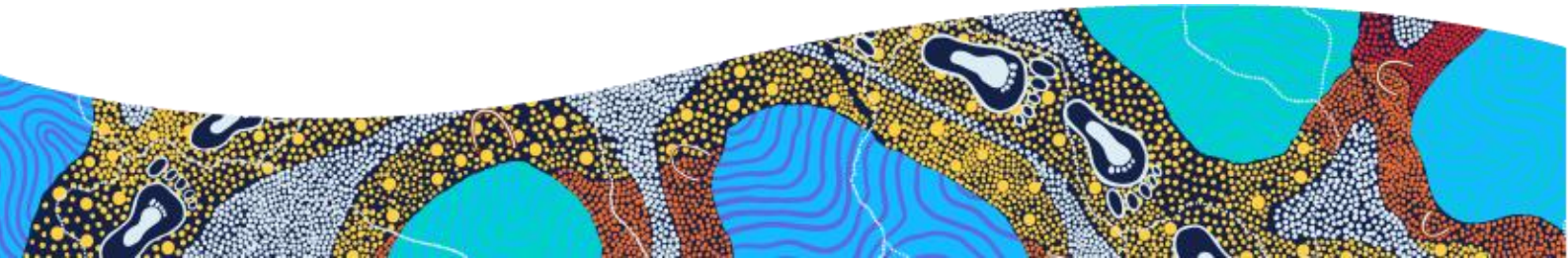
How to apply for a Criminal Record Screening?

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**.

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

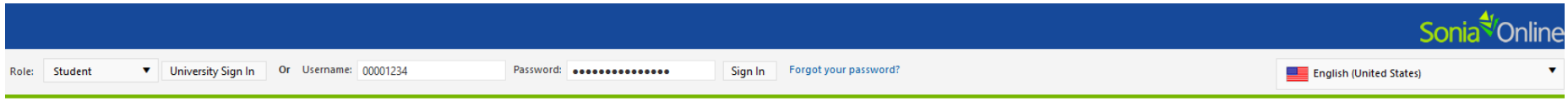
1.1: Logging in for the first time.

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).

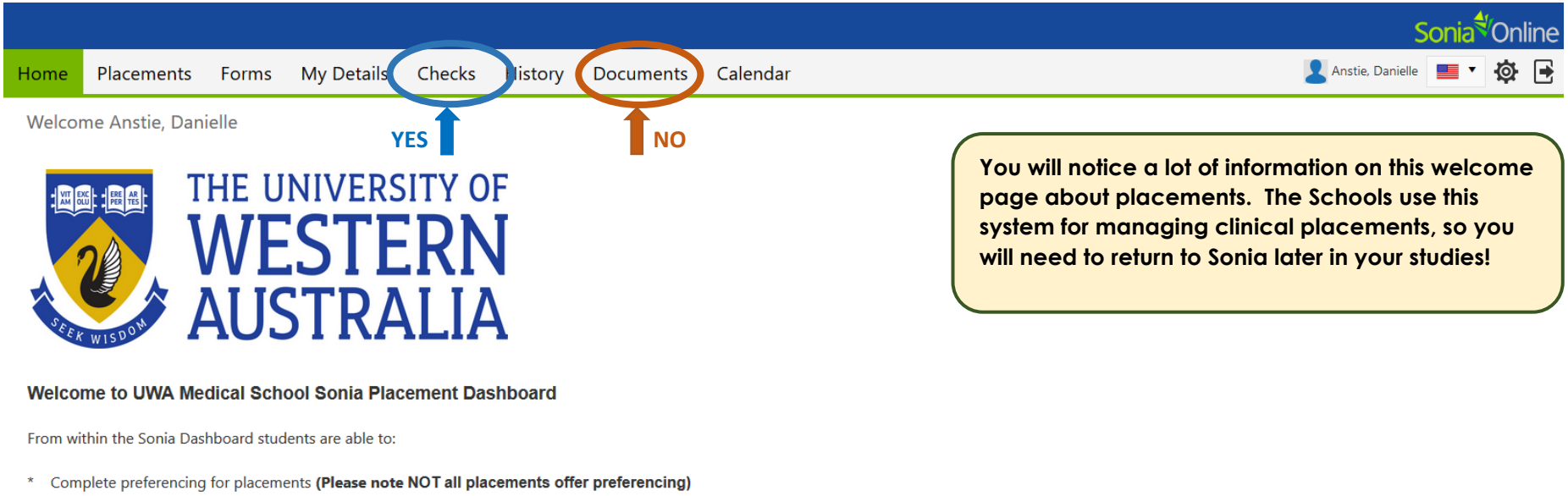
Go to placements.uwa.edu.au and click on the School that is applicable to you (SMED Medicine if you are a MD student). From there, login using your username (student ID) and password.

- 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 vis 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.

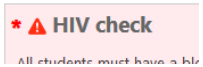
3.3: Click "Submit".

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

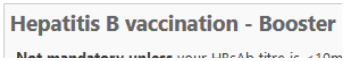
The "Save" button will save your work but not advise the Admissions team that you have started this requirement.

3.4: Continue onto the next requirement.

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



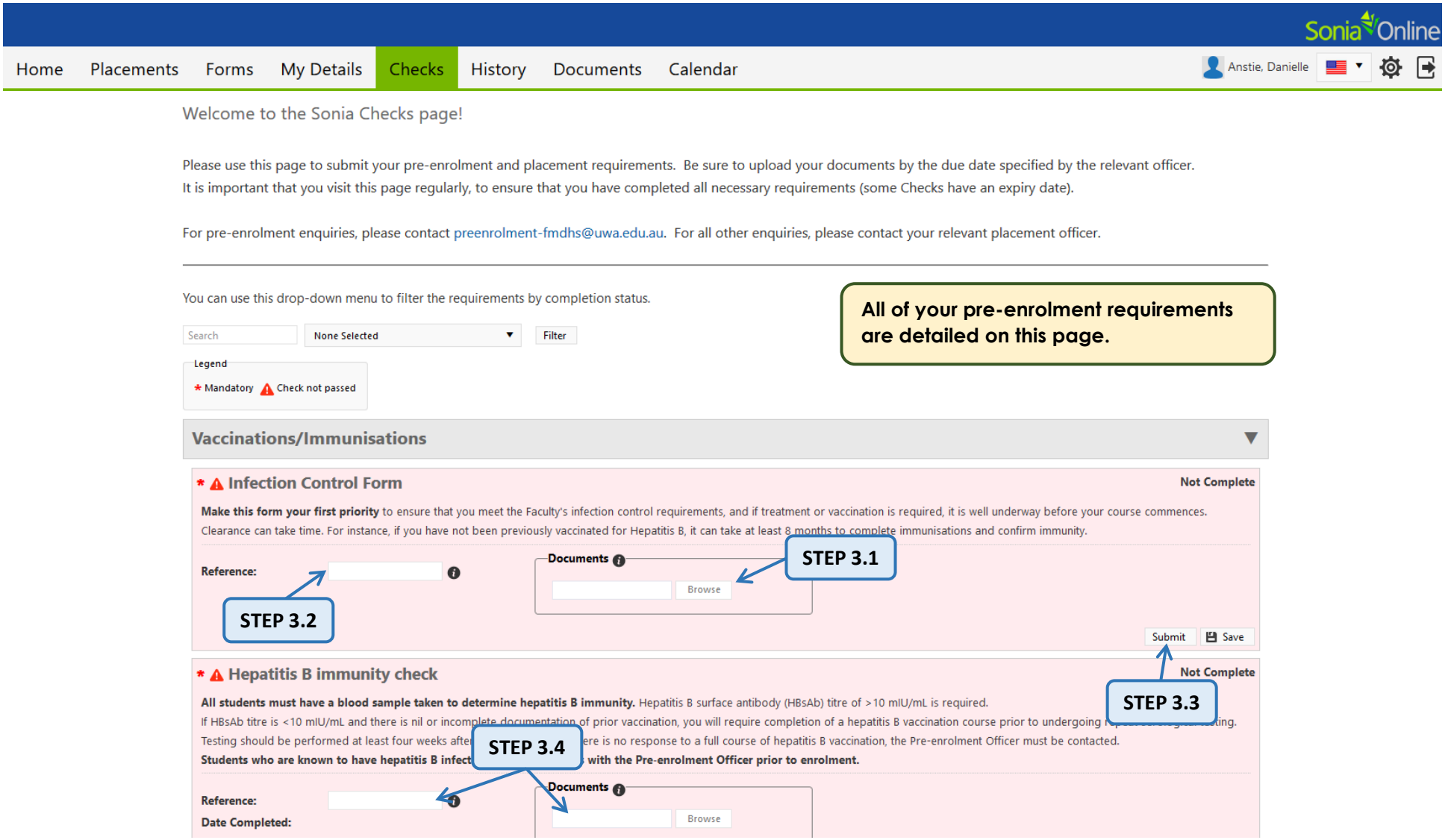
Mandatory



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
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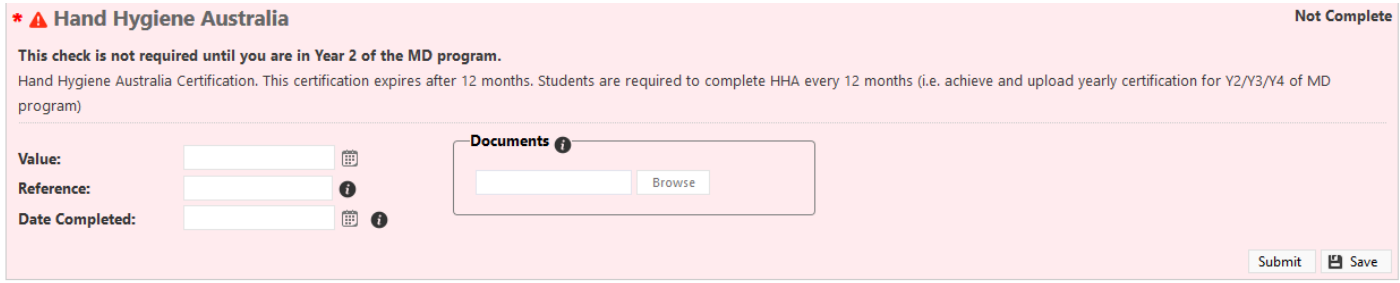
Anstie, Danielle
Welcome to the Sonia Checks page!
Please use this page to submit your pre-enrolment and placement requirements. Be sure to upload your documents by the due date specified by the relevant officer.
It is important that you visit this page regularly, to ensure that you have completed all 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
STEP 3.3
* 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
Testing should be performed at least four weeks afte
ere 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 infect
with the Pre-enrolment Officer prior to enrolment.
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.

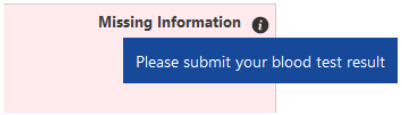
5.1: Ensure that you keep checking your email (UWA student account).

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!

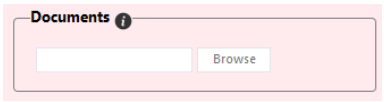
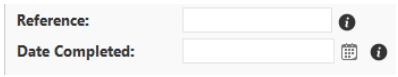
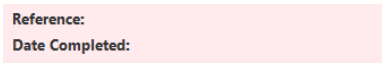
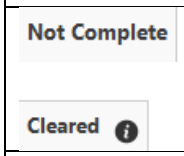
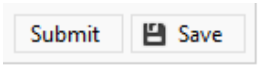
Emails sent from the Sonia system go directly to your UWA student email address. At this stage, you will no longer receive automatic notifications to your personal email address.

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

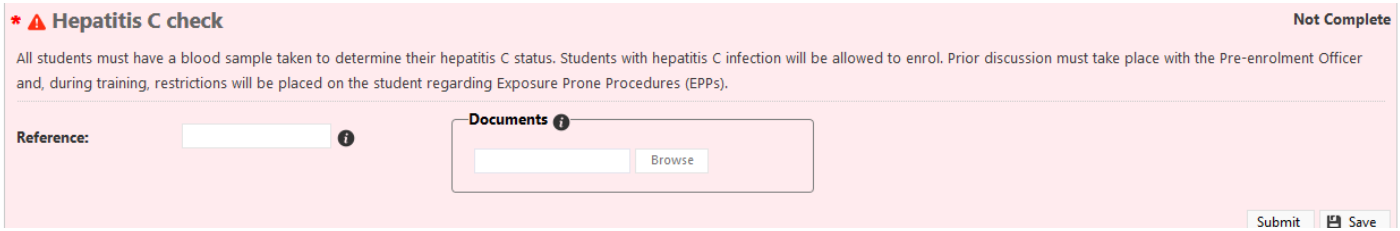
Image	Name	Description
	Documents	Click on "Browse" to select your file to upload. You can submit more than one document if you wish.
	Text field	These fields are for entering additional text and dates. All "Date Completed" fields are mandatory.
	Non-editable text field	This information will be entered 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

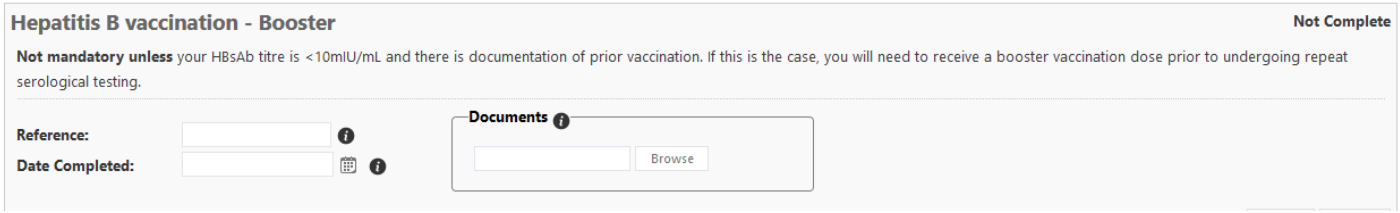
Pink sections means that the item is a mandatory requirement that:

- 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.



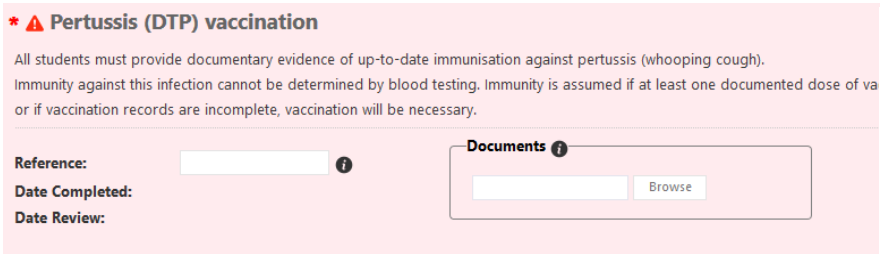
Grey boxes are:

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

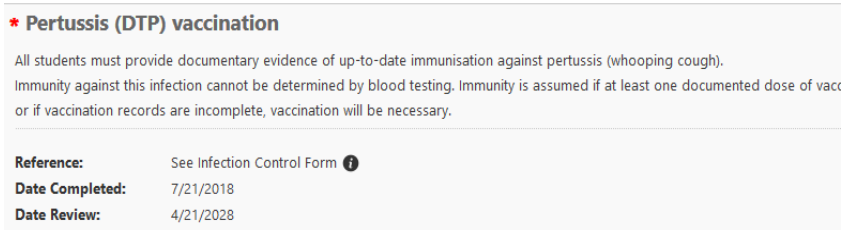


Fields that you cannot edit

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.