



Nursing Pre-enrolment Requirements – BN Hons

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 enrol in your course until you have submitted your documents.

Domestic students – 23rd February 2026

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

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 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 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 be 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 sent directly to prenrolment-fmdhs@uwa.edu.au

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 prenrolment-fmdhs@uwa.edu.au.

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	<input type="checkbox"/>	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	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.
Pre-enrolment Officer Specialist Admissions (M353) The University of Western Australia 35 Stirling Highway CRAWLEY WA 6009 Email: preenrolment-fmdhs@uwa.edu.au		

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 HMS Pre-enrolment Officer 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 Health and Clinical Sciences Admissions team.

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

Thank you for your co-operation.

Pre-enrolment Officer
Specialist Admissions Team (M353)
University of Western Australia
35 Stirling Highway CRAWLEY WA 6009
email: preenrolment-fmdhs@uwa.edu.au

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 Health and Clinical 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 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:
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I, Dr _____, report that the student's immunisation status is now as follows:

1. Hepatitis B (HBsAb)

The student has HBsAb titres $\geq 10\text{mIU/mL}$.

Date of Blood Test (only if titre $\geq 10\text{mIU/mL}$)

...../...../.....

or a course of vaccinations has commenced:

1 st dose (date)/...../.....

2 nd dose (date)/...../.....

3 rd 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)	
<input type="checkbox"/> 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)/...../.....	
<input type="checkbox"/> Result is Negative	<input type="checkbox"/> Result is Positive
<input type="checkbox"/> N/A	
8. Influenza	
Date of vaccination	
<input type="checkbox"/> 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 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.	
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)

Basic Life Support (CPR) & Manual Handling

Train with UWA Department of Nursing Approved Provider

IntelliLearn delivers Basic Life Support (CPR) & Manual Handling training as Approved Provider for UWA Department of Nursing



IntelliLearn offer training:

- At IntelliLearn's Leederville training room (Level 1, 228 Carr Place, Leederville)
- For the total price of \$155 (for both courses) in one 3 hour practical session plus online theory
- As approved provider for UWA Department of Nursing and is endorsed by the Australian College of Nursing (6 CPD hours)
- Max class size of 10 attendees per trainer to ensure optimal learning
- Trainers are experienced Nurses, Midwives and/or Paramedics qualified in BLS and Manual Handling
- Certificates provided to you on the day of your training so that you can meet program requirements to attend clinical placements!

Training endorsed by



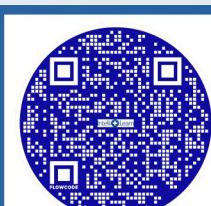
Australian
College of
Nursing



www.studentsafe.com.au



Early bookings are
essential to secure your
preferred date. Sessions
sell out very fast!





THE UNIVERSITY OF
WESTERN
AUSTRALIA

Sonia Online: Submitting Your Pre-enrolment Documents

Student User Guide

Specialist Admissions
preenrolment-fmdhs@uwa.edu.au
(08) 6488 1426

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 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”

STEP 2: Access the “Checks” page

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

YES

NO

Welcome Anstie, Danielle

THE UNIVERSITY OF
WESTERN
AUSTRALIA

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.

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.

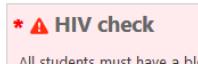
3.3: Click “Submit”.

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

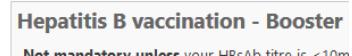
The “Save” button will save your work, but not advise the Admissions team that you have started this requirement.

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.

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

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:

STEP 3.2

Documents 

STEP 3.1

Not Complete

STEP 3.3

* Hepatitis B immunity check

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 clinical placement.

Testing should be performed at least four weeks after completion of 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 should [consult with the Pre-enrolment Officer prior to enrolment](#).

Reference:

Date Completed:

STEP 3.4

Documents 

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: 

Reference: 

Date Completed:  

Documents 

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.

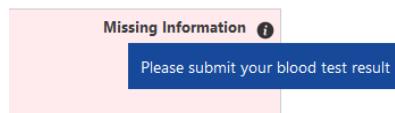
5.1: Ensure that you keep checking your email (both your personal and UWA student account).

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!

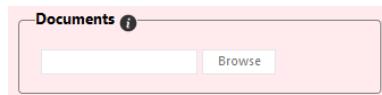
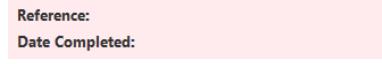
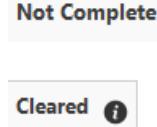
Emails sent directly from the Sonia system directly will likely go to your UWA student email address once you have enrolled in your course. At this stage, you will no longer receive automatic notifications to your personal email address.

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 



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 

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

Reference: ⓘ

Date Completed:

Date Review:

Documents ⓘ

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 vaccination is present 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). 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.