

Important information: It is the student's responsibility to ensure that they meet the requirements of NSW Health before their placement begins. There will be no placement without these requirements having been met. Compliance is confirmed by NSW Health.

STUDENT DETAILS

Surname	First Name
Student ID Number:	

Document	Action Required	
National Police Check (NB Valid 3 Years Only) http://australia.gov.au/content/police-checks-criminal-history-records-checks	Provide a scanned copy, <u>certified by a JP</u> . See below:- http://www.jp.nsw.gov.au/justices-of-the-peace/finding-a-jp	<input type="checkbox"/>
Code of Conduct Agreement	Complete Form, Sign and Return last page only	<input type="checkbox"/>
Tuberculosis (TB) Assessment Tool (Form 2)	Complete Form, Sign and Return	<input type="checkbox"/>
Student Undertaking/Declaration (Form 3)	Complete Form, Sign and Return	<input type="checkbox"/>
Letter for Doctor or Immunisation Provider	Take to your Dr or Provider	<input type="checkbox"/>
Checklist Evidence of Vaccination / Serology (Information Sheet 2)	Take to your Dr or Provider	<input type="checkbox"/>
Adult Vaccination Record	Take to your Dr or Provider Complete and return copies	<input type="checkbox"/>
eMR Access form for MLHD and SNSWLHD students only	If applicable sign and return to the hospital on placement commencement	<input type="checkbox"/>
Swipe card Access for Wagga Referral Hospital only.	If applicable sign and return to the hospital on placement commencement	<input type="checkbox"/>

Return all immunisation documentation as **one file** to the Workplace Learning Office at: HumanServices-WPL@csu.edu.au

Links to additional information:
<http://www.health.nsw.gov.au/immunisation/Pages/default.aspx>
<http://student.csu.edu.au/study/placement/immunisation>

A Message from the Secretary

In NSW Health we are committed to providing the best patient-centred health services possible, and to the goals of protecting and improving the health of the people of NSW.

To achieve this, everyone working in NSW Health must promote a positive working environment where everyone's contribution is valued. Teamwork and respectful staff relations are essential.

Everyone working in NSW Health should expect to be treated, and must treat others, with respect, dignity and fairness. High standards of workplace practice and conduct improve staff morale. They also produce more effective working relationships and enhanced patient outcomes. In particular, bullying and / or harassment will not be tolerated.

This Code seeks to provide the basis for developing a positive workplace culture – a culture which reflects our core values of Collaboration, Openness, Respect and Empowerment and builds upon the Government Sector core values of Integrity, Trust, Service and Accountability.

I ask everyone working in NSW Health to make themselves aware of the Code, and to implement and adhere to the Code's provisions and to the NSW Health core values on which it is based.

Dr Mary Foley
Secretary

1 INTRODUCTION

1.1 Why we have a Code

The reason we have a Code of Conduct is so there can be no doubts about the standards of ethical and professional conduct that are required of everyone working in NSW Health, the outcomes we are committed to, and the behaviours which are unacceptable and will not be tolerated.

A Code of Conduct assists with building a positive workplace culture based on our core NSW Health values of collaboration, openness, respect and empowerment.

The intent of the Code is to provide a framework to promote ethical day-to-day conduct and decision making. It does not and cannot cover every situation that can arise in the workplace. The Code does not replace the need for common sense in how staff conduct themselves. If staff are in doubt as to what conduct is appropriate in any particular situation, or how the Code should be applied, they should seek advice and direction from their manager or a more senior member of staff.

Managers have a key role in ensuring staff understand the Code and in enforcing the standards it sets, consistently and fairly. However, the most important responsibility of managers, and their most valuable contribution to ensuring that the standards set out by the Code are implemented, is to lead by example.

The Code also provides guidance on how to raise and report breaches of the standards it sets.

1.2 Definitions

NSW Health – means public health organisations, the NSW Ministry of Health, the Ambulance Service of NSW, and all other organisations under the control and direction of the Minister for Health or the Secretary of Health.

2 APPLYING THE CODE

2.1 Who does the Code apply to?

This Code applies to:

- 2.1.1 Persons who are employed in NSW Health whether on a permanent, casual or temporary basis, and
- 2.1.2 Contractors (including visiting practitioners, agency staff and volunteers) working in NSW Health, and
- 2.1.3 Students, researchers or persons undertaking or delivering training or education in NSW Health,

who will be referred to as 'staff' throughout the Code.

In addition, staff of the NSW Ministry of Health, Health Professional Councils Authority, Mental Health Commission and NSW Institute of Psychiatry are required to comply with

the *Code of Ethics and Conduct for NSW Government Sector Employees*, contained in section 2 of the document issued by the Public Service Commission entitled [Behaving Ethically: A Guide for NSW Government Sector Employees](#).

2.2 Responsibilities under the Code

All staff are responsible for applying and complying with the Code.

Managers are responsible for ensuring that the staff who they supervise are aware of and understand their responsibilities under the Code.

2.3 What happens if there is a breach of the Code

There is a range of consequences for breaches of this Code depending on the nature and seriousness of the matter.

Managers have a responsibility to address alleged breaches of the Code promptly, and in a fair and reasonable manner. They need to assess the seriousness of any alleged breaches, and how they should be dealt with.

Possible outcomes for a staff member who has breached the Code may be:

- Counselling
- Performance improvement plans
- Formal disciplinary action
- Referral to the relevant registration board when the staff member is a registered health practitioner
- Referral to the police in cases of suspected possible criminal activity
- Referral to other Government agencies, such as the Independent Commission Against Corruption, or
- Termination of employment.

Certain sections of the Code reflect the requirements of legislation, and breaches of these conditions may be punishable under law.

2.4 What to do if you are concerned about a breach of the Code

Staff should report any breach or concerns about a breach of the Code to their manager.

If staff are not comfortable about reporting to their manager, they should report the matter to a more senior staff member. In some circumstances, such as allegations of corruption, there is a mandatory requirement to report matters to external agencies.

2.5 Protection for people who raise concerns about a breach of the Code

NSW Health is committed to protecting any person who raises concerns about a breach of the Code from retaliation or reprisals. Any attempt to take detrimental action against a person who raises a legitimate breach of the Code will be treated seriously and may lead to disciplinary action.

Further, it is a criminal offence to take reprisal against a whistleblower under Section 20 of the *Public Interest Disclosures Act 1994* where a disclosure falls within the scope of that Act.

3 NSW HEALTH CORE VALUES

The NSW Health CORE values build upon the public sector core values of integrity, trust, service and accountability.

The NSW Health CORE values are:

- Collaboration
- Openness
- Respect
- Empowerment.

We strive to reflect these CORE values in our workplaces and in our conduct by demonstrating the following characteristics:

Collaboration

- We are an organisation that believes in its people and is people centred.
- Our leaders are role models for our core values and they are accountable.
- We willingly work in teams to provide excellent levels of care.
- Our teams are strong and successful because we all contribute and always seek ways to improve.
- We encourage and recognise outstanding performance.

Openness

- We want our community to have confidence in their local health services.
- We foster greater confidence and cooperation through open communication.
- Our performance is open to public scrutiny through patient and employee surveys.
- We welcome and use feedback as a tool to do better.
- We encourage those around us to speak up and voice their ideas as well as their concerns by making it clear that speaking up is worthwhile and valued.
- We communicate clearly and with integrity.

Respect

- We never lose sight of our patients' fundamental right to be treated with dignity, compassion and respect.
- We listen to patients, the community and each other.
- We welcome new ideas and ways of doing things to improve patient care.

- We treat our colleagues and patients with dignity and respect, and care about those around us.
- Each of us is responsible for workplace culture and performance.
- We have zero tolerance for bullying and no-one, no matter how senior, is exempt.

Empowerment

- We encourage and support local decision making and innovation.
- We accept that with local decision making comes responsibility and accountability.
- We make best use of resources and experience to meet patient and community expectations.
- While we seek direction from our leaders, we believe that everyone is empowered to make a difference in our workplace.
- As individuals, we can improve our workplace culture and performance by addressing issues that hold us back.
- We strive for individual excellence on behalf of our patients and our teams, and to deliver the best possible care and services.

4 THE CODE OF CONDUCT

The Code requires staff to adhere to the standards set out below. The standards in this Code also apply to social activities that take place outside work premises but under agency auspices, and to the making of comments on social media where the status of the person making the comments as a NSW Health staff member is indicated or can be inferred.

4.1 Promote a positive work environment

Staff must:

- 4.1.1 Treat patients and members of the public with courtesy and respect and with due sensitivity to the needs of people with different backgrounds and cultures
- 4.1.2 Treat all other members of staff (irrespective of whether they are at the same level of seniority, or more senior or junior) in a way that promotes harmonious and productive working relationships, and a collaborative teamwork approach
- 4.1.3 Not bully or harass other staff, patients or members of the public, or discriminate against them on the basis of their sex, race, ethnic or ethno-religious background, marital status, pregnancy, disability, age, homosexuality, transgender or carers' responsibilities
- 4.1.4 Not encourage or support other staff in harassing or bullying, or in acting in a way that is contrary to harmonious working relationships between staff members

- 4.1.5 Where appropriate, attempt to settle any complaints, disagreements or grievances involving other staff themselves in the first instance; or pursue such matters through their manager or a more senior member of staff in a way which is proportionate to the issues raised, utilises applicable NSW Health policies, and recognises that in any process to resolve such matters other staff also have perspectives and rights.

4.2 Demonstrate honesty and integrity

Staff must:

- 4.2.1 Avoid situations which may give rise to pecuniary or other conflicts of interest, and should any conflicts or possible perceptions of such conflicts arise declare them immediately to their manager - for further information, refer to the current NSW Health policy on [conflicts of interest and gifts and benefits](#)
- 4.2.2 In general not deal with the finances of patients or clients, but where such dealings occur in the best interests of the patient or client, report the full details to their manager
- 4.2.3 Ensure that their actions and decisions are not influenced by self interest or considerations of personal gain or other improper motives
- 4.2.4 Not accept bribes or inducements that are intended to influence their decisions or actions and
- 4.2.5 Not accept gifts where they are, or could be reasonably interpreted as being, designed to secure influence or preferential treatment in favour of the giver, which means that token or inexpensive gifts offered as an expression of gratitude, such as chocolates from a patient, can be accepted – for further guidance, refer to the current NSW Health policy on [conflict of interest and gifts and benefits](#)
- 4.2.6 Provide honest and accurate comments when giving staff references
- 4.2.7 In dealings with former staff members of NSW Health not give them, or appear to give them, favourable treatment or access to privileged information.

On leaving employment, staff must:

- 4.2.8 Not use or take advantage of confidential information obtained in the course of their previous official duties to seek gain or profit, unless and until this information is publicly available
- 4.2.9 Not take documents that are the property of the Health Service to another position prior to or after resignation without approval.

4.3 Acting professionally and ethically

Staff must:

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- 4.3.1 Not be under the influence of alcohol or drugs when commencing work and while at work
 - 4.3.2 Be in a fit and proper condition to carry out their duties when commencing work and while at work
 - 4.3.3 Dress in a way that is appropriate for the work they do, and complies with any local dress requirements
 - 4.3.4 Carry out their duties diligently and efficiently
 - 4.3.5 Not absent themselves from the workplace without proper notification, when they are meant to be on duty; nor engage in any form of outside practice or employment or other activities when they are meant to be on duty and working for NSW Health
 - 4.3.6 If working as a full time employee, seek approval from the Chief Executive or his/her delegate to undertake secondary employment; and if working as a part-time employee seek such approval if there is potential for a conflict of interest with NSW Health employment, or if the total work being undertaken raises issues about excessive working hours. Such approval for other employment must not be unreasonably withheld
 - 4.3.7 Comply with all lawful and reasonable directions given by their managers or other members of staff authorised to give them
 - 4.3.8 Comply with all applicable NSW Health policies and procedures, and those of the NSW Health agency where they work
 - 4.3.9 Maintain and enhance their professional standards and skills, and keep up to date with best practice
 - 4.3.10 Observe all laws, professional codes of conduct and ethics relating to their profession
 - 4.3.11 If professionally registered, report all changes in professional registration (such as the imposition of conditions on registration) to their manager
 - 4.3.12 Avoid conduct that could bring NSW Health or any of its staff, patients or clients into disrepute, including when using social media
 - 4.3.13 Act in a way which protects and promotes the interests of NSW Health and the particular NSW Health agency where they work
 - 4.3.14 Only provide official comment on matters related to NSW Health if authorised to do so

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- 4.3.15 When making public comment on issues or participating in political or industrial activities, not indicate or imply that their views are those of NSW Health
 - 4.3.16 Carry out their duties in a politically neutral manner
 - 4.3.17 Report criminal charges and convictions against them involving offences punishable by imprisonment for 12 months or more to their Chief Executive within 7 days of the charge being laid or a conviction recorded
 - 4.3.18 Report to the designated person within their Health organisation, upon becoming aware of an allegation, charge or conviction involving an under 18-year-old against another NSW Health staff member
 - 4.3.19 Report immediately any episode or incident of clinical care which raises concerns about standards of clinical care or about possible clinical malpractice, and
 - 4.3.20 Report to a more senior member of staff and / or to the appropriate external statutory body any misconduct by others of which they become aware, such as corruption, fraud, maladministration, and serious or substantial waste.

4.4 Use official resources lawfully, efficiently and only as authorised

Staff must:

- 4.4.1 Use work resources efficiently
- 4.4.2 Use all equipment, goods, resources and materials provided for work-related purposes only, and not for outside clinical or business practice or other purposes: for example staff cannot operate a private business from the workplace, promote religious beliefs, decorate official vehicles with political slogans, or use work tools to make repairs to personal property or carry out home renovations. However, reasonable personal use may be made of equipment (such as phones, computers or photocopiers) provided that work performance is not affected and any instructions about such personal use are followed
- 4.4.3 Not use without approval NSW Health equipment, premises, uniforms or resources to carry out or support political or industrial activities or campaigns
- 4.4.4 Follow any special directions or conditions that apply to the authorised use of official resources such as the use of cars for non-official purposes, and
- 4.4.5 Not use NSW Health internet and email resources for accessing, transmitting, storing or downloading pornographic, sexually explicit or otherwise inappropriate material.

4.5 Maintain the security of confidential and / or sensitive official information.

Staff must:

- 4.5.1 Keep confidential all personal information and records, including not discussing or providing information on social media that could identify patients or divulge patient information
- 4.5.2 Not use or release official information or comment without proper authority
- 4.5.3 Maintain the security of confidential and / or sensitive information, including that stored on communication devices
- 4.5.4 Not disclose, use or take advantage of information obtained in the course of official duties, including when they cease to work in NSW Health.

4.6 Maintain professional relationships with patients or clients.

Staff must:

- 4.6.1 Not take an unfair advantage of, or exploit any relationship with, patients or clients in any way, including not engaging in on-line friendships with patients or clients via social media; staff may accept patients and clients as members of their professional pages that contain information relating to the professional practice of the staff member
- 4.6.2 Not have any sexual relationship with a patient or client during a professional relationship.

I have read and understood the above Code of Conduct, and agree to comply with its provisions at all times while working in NSW Health.

By signing this Code I acknowledge my commitment to achieving the best outcomes for patients and playing my part in ensuring that my working environment is safe and supportive.

..... *Print name*

..... *Signature*

..... *Date*

FORM 2. – Tuberculosis (TB) assessment tool

- A New Recruit/Student will require TST screening if he/she was born in a country with a high incidence of TB, or has resided for a cumulative time of 3 months or longer in a country with a high incidence of TB, as listed at: <http://www.health.nsw.gov.au/Infectious/tuberculosis/Documents/countries-incidence.pdf>
- The **Health Service** will assess this form and decide whether clinical review/testing for TB is required. Indicate if you would prefer to provide this information in private consultation with a clinician.
- **New recruits** will not be permitted to commence duties if they have not submitted this *Form* and *Form 1: New Recruit Undertaking/Declaration* to the employing health facility. Failure to complete outstanding TB requirements within the appropriate timeframe(s) may affect the new recruit's employment status
- **Students** will not be permitted to attend clinical placements if they have not submitted this *Form* and the *Form 3: Student Undertaking/Declaration* to their educational institution's clinical placement coordinator as soon as possible after enrolment. Failure to complete outstanding TB requirements within the appropriate timeframe(s) will result in suspension from further clinical placements. **The educational institution** will forward the original or a copy of these forms to the health service for assessment.

Clinical History

Cough for longer than 2 weeks Yes No

Please provide information below if you have any of the following symptoms:

Haemoptysis (coughing blood) Yes No

Fevers / Chills / Temperatures Yes No

Night Sweats Yes No

Fatigue / Weakness Yes No

Anorexia (loss of appetite) Yes No

Unexplained Weight Loss Yes No

Assessment of risk of TB infection

Were you born outside Australia?

Yes No

If yes, where were you born?

.....

Have you lived or travelled overseas?

Yes No

Country	Amount of time lived/ travelled in country
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.....

.....

.....

Have you ever had:

Contact with a person known to have TB?

If yes, provide details below Yes No

Have you ever had:

TB Screening

Yes No

If yes, provide details below and attach documentation

If you answered **YES** to any of the questions above, please provide details (attach extra pages if required).

I declare that the information I have provided is correct

Name _____

Phone or Email _____

Student ID (or date of birth) _____

Educational institution (student) _____

Health Service/Facility (new recruit) _____

Signature _____ Date _____

FORM 3. – Student Undertaking/Declaration

All students must complete each part of this *Form 3: Student Undertaking/Declaration Form* and the *Form 2: Tuberculosis (TB) Screening Assessment Tool* and return these forms to their educational institution's clinical placement coordinator as soon as possible after enrolment. (Parent/guardian to sign if student is under 18 years of age.)

Students will not be permitted to attend clinical placements if they have not submitted *Form 3: Student Undertaking/Declaration Form* and *Form 2: Tuberculosis Assessment Tool*.

Failure to complete outstanding hepatitis B or TB requirements within the appropriate timeframe(s) will result in suspension from further clinical placements and may jeopardise the student's course of study.

The educational institution will:

- ensure that all students whom they refer to a health service for clinical placement have submitted these forms, and
- forward the original or a copy of these forms to the health service for assessment.

The health service will:

- assess these forms along with evidence of protection against the infectious diseases specified in this policy directive.

Part 1 I have read and understand the requirements of the NSW Health Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases Policy Directive.

Part 2 I undertake to participate in the assessment, screening and vaccination process and I am not aware of any personal circumstances that would prevent me from completing these requirements.

OR

I undertake to participate in the assessment, screening and vaccination process, however I am aware of medical contraindications that may prevent me from fully completing these requirements and am able to provide documentation of these medical contraindications. I request consideration of my circumstances.

Part 3 I have evidence of protection for: pertussis diphtheria tetanus
 varicella measles mumps rubella

Part 4 I have evidence of protection for hepatitis B.

OR

I have received at least the first dose of hepatitis B vaccine (documentation provided) and undertake to complete the hepatitis B vaccine course (as recommended in the *Australian Immunisation Handbook*, current edition) and provide a post-vaccination serology result within six months of commencement of enrolment.

Part 5 I have been informed of, and understand, the risks of infection, the consequences of infection and management in the event of exposure (refer *Information Sheet 3: Specified Infectious Diseases: Risks, consequences of exposure and protective measures*) and agree to comply with the protective measures required by the health service.

I declare that the information I have provided is correct

Name _____

Phone or Email _____

Date of Birth or Student ID _____

Educational institution _____

Signature _____ Date _____

July 2016

Dear Doctor/Immunisation Provider

Charles Sturt University students undertaking clinical placements within the health care setting are required to provide immunisation and health screening records to:

- Ensure the University meets State and Territory legislative requirements and contractual obligations to health care facilities
- Protect the students from acquiring vaccine preventable diseases and from transmitting infections to vulnerable contacts.

The NSW Health *Information Sheet 2 Checklist* outlines the necessary immunisation and health screening requirements for Charles Sturt University students.

If a student is a Non Responder to Hepatitis B, please provide a medical certificate outlining the dates of vaccinations and that implications have been explained to the student.

Charles Sturt University and NSW Health requires evidence in the form of the following:

- A copy of the NSW Health Adult Vaccination Record signed by the medical practitioner/immunisation provider, including date, batch number (if possible), designation/official stamp
- Copies of serology results proving immunity signed by a GP

All records must be clear, able to be understood and easily read.

Your assistance is greatly appreciated

Therese Jones-Mutton
Field Education Coordinator
Workplace Learning

INFORMATION SHEET 2. – Checklist: Evidence required from Category A applicants

Evidence required to demonstrate protection against the specified infectious diseases

- Acceptable evidence of protection against specified infectious diseases includes:
 - a written record of vaccination signed by the medical practitioner, and/or
 - serological confirmation of protection, and/or
 - other evidence, as specified in the table below.
 - NB:** the health facility may require further evidence of protection, eg serology, if the vaccination record does not contain vaccine brand and batch or official certification from vaccination provider (eg clinic/practice stamp)
- TST screening is required if the person was born in a country with a high incidence of TB, or has resided for a cumulative time of 3 months or longer in a country with a high incidence of TB, as listed at: <http://www.health.nsw.gov.au/Infectious/tuberculosis/Documents/countries-incidence.pdf>**
- In certain specialised clinical settings, for example, in transplant, oncology or neonatal wards, the health facility *may* require serological evidence of protection (in addition to evidence of vaccination or other evidence) to ensure that the risk to vulnerable patients is minimised.

Disease	Evidence of vaccination	Documented serology results	Other acceptable evidence
Diphtheria, tetanus, pertussis (whooping cough)	<input type="checkbox"/> One adult dose of diphtheria/ tetanus/ pertussis vaccine (dTpa). Not ADT.	Serology will not be accepted	Not applicable
Hepatitis B	<input type="checkbox"/> History of completed age-appropriate course of hepatitis B vaccine. Not “accelerated” course.	<input type="checkbox"/> Anti-HBs greater than or equal to 10mIU/mL	<input type="checkbox"/> Documented evidence of anti-HBc, indicating past hepatitis B infection
Measles, mumps, rubella (MMR)	<input type="checkbox"/> 2 doses of MMR vaccine at least one month apart	<input type="checkbox"/> Positive IgG for measles, mumps and rubella	<input type="checkbox"/> Birth date before 1966
Varicella (chickenpox)	<input type="checkbox"/> 2 doses of varicella vaccine at least one month apart (evidence of one dose is sufficient if the person was vaccinated before 14 years of age)	<input type="checkbox"/> Positive IgG for varicella	<input type="checkbox"/> History of chickenpox or physician-diagnosed shingles (serotest if uncertain)
Tuberculosis (TB)		Not applicable	<input type="checkbox"/> Tuberculin skin test (TST)
See note 2 above for list of persons requiring TST screening	Not applicable	Note: interferon-gamma release immunoassay (IGRA) is not generally accepted. In the event that an IGRA has been performed, screening by TST will be required if the IGRA result is negative or equivocal. Persons with positive TST/IGRA must be fully assessed by a TB service within 3 months of commencement of clinical duties or clinical placement and must be asymptomatic when commencing clinical duties or clinical placement.	
Influenza	Annual influenza vaccination is not a requirement, but is strongly recommended		

Vaccine administration record for adults

Patient Name:
Birthdate:
Medicare No:

Vaccine	Vaccine/Brand Name	Batch Number	Date vaccine given (day/mo/yr)	Signature of vaccinator	Comments (eg date next dose due)
Tetanus, Diphtheria, and Pertussis (whooping cough) (Adult formulation - dTpa)					
Tetanus, Diphtheria (Adult formulation - dT)					
Hepatitis A					
Hepatitis B					
Human Papillomavirus (HPV)					
Measles, Mumps, Rubella (MMR)					
Varicella (chicken pox)					
Meningococcal					
Zoster (shingles)					
Pneumococcal					
Influenza					
Other					

Note: This is a general resource for recording of adult vaccinations

1. Health care workers/health students undertaking work or clinical placements in NSW health facilities must use the health care worker/student vaccination record card available from the Better Health Centre on (02) 9887 5450.
2. Not all vaccines listed here are required or recommended for each individual. Please consult your doctor.
3. Not all vaccines listed here are free under the Australian National Immunisation Program.
4. Travel vaccinations may be recorded under "other", but Yellow Fever vaccinations must only be recorded on the International Certificate of Vaccination or Prophylaxis.
5. This form is only available as a download from:
www.health.nsw.gov.au/immunisation/documents/adult_vaccination_record.pdf



eMR ACCESS Form

MLHD & SNSWLHD - Information Services Unit
Service Desk - Phone: 1800 285 533

Completed forms **MUST** be faxed to **SERVICE DESK Fax: 8797 6969**
Mandatory fields are indicated with an ***asterisk*** Incomplete forms will not be accepted

Applicant Information

*Surname:	*First name:	*Phone No:
*Employee / Pay Roll No:	*Department:	*Start Date:
Email: gsahs.health.nsw.gov.au		End Date: (if known)
*Role:	*Practitioner Registration Number:	
Provider Type/s:		
*Facility Name (1):	Facility Name (2):	
*Facility Provider Number (1):	*Facility Provider Number (2):	
Employment Basis: <input type="checkbox"/> Permanent <input type="checkbox"/> Casual <input type="checkbox"/> Temporary <input type="checkbox"/> Relieving		

New Cerner Millennium eMR User Account – Additional Information

FirstNET
 SurgiNET
 Powerchart
 CHOC (For Community Health staff ONLY)

Match Account with Colleague – Name:

Password Security Agreement & Privacy and Confidentiality Compliance Agreement

When supplied with a password for Network, Application, Internet or Remote access:

1. I understand that these passwords are **CONFIDENTIAL** and are not to be disclosed to any other person and that I am responsible for maintaining the confidentiality of my password(s).
2. I further understand that I am responsible for any access gained to the MLHD/SNSWLHD Network and information via my password(s), and abuse of the privilege may result in services being withdrawn without any reimbursement of service fees and with associated costs being debited from my cost centre.
3. Also, I will not install unauthorised software to the MLHD/SNSWLHD network nor will I copy software to the local device for which I am not authorized and I understand that use of the area network services is only for carrying out my duties whilst employed at MLHD/SNSWLHD. I understand that disciplinary action may follow breaches of this agreement.
4. I understand that, whilst I am employed by MLHD/SNSWLHD, I may have access to confidential data or information collected for purposes of client/patient care or for administrative, statistical or other purposes. Such confidential information includes the identity of, and personal and health information about individual persons. I undertake not to access knowingly any personal health information unless such information is essential for me to properly and efficiently perform my duties. I undertake to preserve strictly the confidentiality of this information and I understand that a breach of this undertaking will result in disciplinary action. In order to fulfill this undertaking, I will not divulge any identifying, personal or health information regarding individual persons, except to authorised staff of MLHD/SNSWLHD who require such information to carry out their duties. In order to fulfill this undertaking I will ensure that, so far as is within my control, such information, whether in the form of paper documents, computerised data or in any other form, cannot be viewed by unauthorised persons, and that the information is stored in a secure and orderly manner which prevents unauthorised access. I acknowledge that it is a criminal offence to obtain access to data without authority (Penalty - up to 2 years imprisonment) and to damage, delete, alter or insert data without authority (Penalty - up to 10 years Imprisonment). I further undertake to inform my supervisor immediately if I become aware of any breach of privacy or security relating to the information, which I access in the course of my duties. I understand that MLHD/SNSWLHD applications are regularly audited and any unreasonable access of patient information will be investigated. Inappropriate viewing of data may result in disciplinary action.
5. I understand that I must not reveal patient, visitor or other user information- including but not limited to personal information such as name, address, phone numbers, credit card information etc, whilst on the network or internet.
6. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the MLHD/SNSWLHD network or internet.

I, _____ (Please print name), declare that I have read the following policies, **PD2012_18 - Code of Conduct**, the above **Password Security Agreement and Privacy and Confidentiality Agreement**, the **PD2009_076 Communications- Use & Management of Misuse of NSW Health Communications Systems**, and **PD2013_033 Electronic Information Security Policy** and agree that I will abide by the requirements of such policies and statements, and such variations as may be notified to me from time to time

Signature of Applicant

Date:

Departmental Manager Authorisation

I hereby authorise _____ (print employee's name) to be granted the Requested Application/Access as per the details completed in this request form. I acknowledge that I have delegation for costs identified and agree to pay the service fees.

*Department Manager Name:

*Signature:

Date:

*Department Manager's Email Address:

*Department Manager's Phone Number:

Copy eMR Account details to:

20 June, 2016

Grant Carey- Ide
Director of Nursing & Midwifery
Wagga Wagga Health Service
PO Box 159
WAGGA WAGGA NSW 2650
Tel: 02 5943-3413
Email: grant.carey-ide@gsahs.health.nsw.gov.au

Dear Education Providers

Re: SWIPE CARD ACCESS FOR UNDERGRADUATE NURSES AT WAGGA WAGGA RURAL REFERRAL HOSPITAL

Reference is made to the above matter and it is advised that access to all clinical areas at Wagga Wagga Rural Referral Hospital (WRRRH) is via swipe card. All students on placement at WRRRH will be required to make declaration regarding acceptance of the conditions of the swipe card and to pay a refundable deposit prior to its issue. The declaration will take the following form:

Declaration by access swipe card user.

I acknowledge that I am responsible for the safe keeping of all access cards issued to me by the health service and that I will notify the Security Department immediately if access cards issued to me are lost or stolen.

I acknowledge that I will be required to give a deposit of \$20.00 to acquire the use of an access card for the duration of the clinical placement at WRRRH.

I acknowledge that the deposit for the access card when not returned will be utilised by the health service.

No access card is to be passed onto any other person.

Signature:	Date:
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This signed form will be taken to the Cashier located in the main reception area in the WRRRH prior to commencement of clinical placement and a deposit of \$20.00 will be given to the cashier by the undergraduate nurse for the duration of their clinical placement. The undergraduate will be given a receipt for the deposited money. On completion of the clinical placement, it is the responsibility of the undergraduate to return the swipe card and receipt to the cashier to receive their deposit.

Should you have any enquiries regarding the above, please do not hesitate to contact the Nurse Educator on 0457604051.

Yours faithfully



Grant Carey-Ide
Director of Nursing and Midwifery
Wagga Wagga Health Service