

**2025 Bachelor of Paramedicine:
Get Ready 4 PEP! Pack**

Welcome to the Bachelor of Paramedicine (BP) Program.

During your paramedicine studies, you will undertake Professional Experience Placement (PEP). PEP is usually the highlight of the program as it is where you put your theoretical knowledge into practice. To undertake placement, you must be both safe to enter practice (protecting you) and safe in practice (protecting patients and staff).

This PEP pack contains information to assist you to complete the compliance process. You cannot undertake PEP unless your compliance is completed.

2025 NSW Professional Experience Calendar - New students		
Health Study Period 1: 01/03/2025 to 01/06/2025		
In HSP1 you prepare for placement by completing your compliance requirements		
Commence	By enrolment	
All requirements in progress e.g. appointments made, applications completed and vaccination requirements in progress	Due 17 March 2025	
Hepatitis B in progress, all other vaccination requirements completed SIP, NPC, WWCC and NSW Health forms completed and verified	Due 30 May 2025	
Health Study Period 2: 07/07/2025 to 05/10/2025		
Partner requirements will be run on campus in semester 2 – dates to be confirmed		
Metro/Regional preferences	NSP2 TBA	
Health Study Period 3: 03/11/2025 to 01/02/2026		
Unit Code	Unit Name	Professional Experience Dates
CAA112	Aged Care	17 - 21/11/2025 or 24 - 28/11/2025 (compliant students only)
CAA112	Paramedicine in Clinical Context 1	20/12/2025 - 16/01/2026 (compliant students only)

NB: There are three emergency ambulance placements during your studies. NSW Ambulance require that students be placed evenly across the Metropolitan Division (bounded by Menai, Katoomba and the Central Coast) and the Regional Division (remainder of NSW). Due to this NSW operational requirement, only one Metropolitan Placement is guaranteed for each student.

Placement attendance requirements, dates and timing.

Students will undertake four placements across their BP studies. Placements vary in length

from one to four weeks. Placement dates are set in line with curriculum requirements and cannot be changed.

Students will undertake a one week aged care placement, then three emergency ambulance placements of four week periods.

Students must be prepared to attend placement by following their preceptor's roster of day and night shifts on any day of the week, including weekends. Students must be compliant to attend PEP.

Placement Location

Aged care placements are across the Greater Sydney Metropolitan Area. Emergency Ambulance placements are with NSW Ambulance. Students must be prepared to undertake placement anywhere in NSW during their NSW placement. Compliant students will be able to submit a preference for a metropolitan placement in HSP2.

There will also be the opportunity to undertake an international or interstate placement in second year.

Compliance Explained

What is compliance

The first step in becoming a health care professional is making sure you can practise safely. This is the compliance process.

Compliance is complicated, takes time, and will involve personal expense. Therefore, it is important you read the following information carefully and start the process now before you commence studying.

The University of Tasmania takes student safety seriously, as do our partners. In line with legislative and policy requirements, strict criteria have been set that must be met prior to students attending placement.

There are several parts to the compliance process, and some of the items e.g. police check and vaccination requirements are mandated by multiple organisations:

There are two parts to the compliance process:

- **University of Tasmania compliance requirements**
- **NSW Health ClinConnect compliance requirements**

University of Tasmania Compliance

University of Tasmania Safety in Practice Agreement (SIP)

The SIP is an agreement between you and UTas and must be completed annually. As you may be aware, to practise as a registered paramedic, you must have the medical, physical, and psychological capacity to practice safely.

Please consider this form carefully. If you answer yes to any of the questions in the Safety in Practice Disclosure, a Health Assessment Form must be completed by your treating healthcare practitioner. This will allow the university to make any reasonable adjustments necessary where possible to assist you to undertake your placement.

Working With Children Check

NSW students who already have a NSW WWCC can submit their current clearance. For students who need to apply or renew their WWCC, this can be done through [Service NSW](#) website.

Police Check If you don't have a police certificate issued since **1 September 2024** from an Australian police service, the University of Tasmania will accept a Fit2work certificate. You should visit the [College Compliance](#) website, and scroll down to the Fit2work link. This is the

only online police check provider the University will accept, and therefore provides a discounted price to students. Due to the Privacy Act, the document can't be uploaded to the InPlace page. You should instead enter your reference number into InPlace.

Students who since turning 16 years old, have lived in a country other than Australia for six months or longer, must also complete a NSW Health Appendix 5 Statutory Declaration stating whether or not they have a police record in that other country. The NSW PEP Team can witness that document for you if presented to them in person.

NSW Health/ClinConnect Requirements

NSW Health Code of Conduct: Confidentiality and conduct agreement with NSW Health.

NSW Health Undertaking/Declaration Form: Agreement with NSW Health to complete all required vaccinations.

Attachment 1: Blood Borne Virus (BBV) Student Declaration Form: As paramedic students undertake exposure prone procedures (EPPs), you are required to know your BBV status. Testing is required every three years.

NSW Health Vaccination/Screening Record: This is a student's record of their required vaccination and screening status and will be part of your future professional paramedic life. As some vaccination programs can take up to eight (8) months to complete, please ensure you get this aspect started promptly.

STEP 1 – upload a copy of your complete Medicare Immunisation History Statement to InPlace

STEP 2 – upload a copy of your completed **NSW Health Tuberculosis (TB) Assessment Tool** to InPlace

The NSW Senior Immunisation Advisor will review both documents and provide comments on InPlace including detailed information regarding any further vaccination or screening requirements that may be needed. You can then take this list to your GP to complete as needed. If you require any further advice about this requirement, please contact the Senior Immunisation Advisor directly (contact details are listed at the end of this document)

More information can be found [here](#). Please upload a pdf scanned copy of your records into InPlace as each vaccination is received/serology result available. A hard copy NSW Vaccination Record Card is available from the NSW PEP Team if needed.

All forms are available via InPlace or through the hyperlinks at the end of this pack as well as InPlace

School of Paramedicine Mandatory Requirements:

1. First Aid Certificate
2. Cardio-Pulmonary Resuscitation Certificate

The School of Paramedicine [NSW First Aid Requirements](#) requires first year undergraduate paramedic students* to have undertaken a one or two day Provide First Aid Certificate course with a Recognised Training Organisation (RTO). A current Provide First Aid Certificate statement of attainment/competency, which includes cardiopulmonary resuscitation (CPR) via a Registered Training Organisation (RTO) should be uploaded to InPlace.

Industry Partner Requirements

All industry partners require students to have been Mask Fit Tested (MFT) per the [Clinical Excellence Commission](#) guideline. On campus testing will be organised by the School of Paramedicine at the beginning of Health Study Period two.

InPlace

InPlace is the software program used by the University of Tasmania to manage all aspects of PEP including compliance and placements.

To start familiarising yourself with InPlace, there is a quick reference guide on the [InPlace](#) home page. You log in to InPlace with your University of Tasmania email and password. All compliance documents can be uploaded there with the exception of the police certificate. Due to the Privacy Act, the document can't be uploaded to the InPlace page. You should instead enter your reference number into InPlace.

You are encouraged to upload all your documents and information into InPlace as soon as possible. The NSW PEP Team are available on campus regularly during the study periods to assist you. We are also contactable via sydney.placements@utas.edu.au

To assist with managing your compliance, please see the compliance checklist below:

University of Tasmania Compliance Links

Please follow the hyperlinks below to download your compliance documents:

- [College of Health and Medicine Compliance information page:](#)
 - Safety in Practice Agreement
 - NSW Working with Children Check
 - National Police Certificate
 - Safety in Practice Pregnancy Guidelines

NSW Health/ClinConnect Compliance Links

- National Police Check – information available as above
- [NSW Health Code of Conduct](#)
- [NSW Health Undertaking/Declaration](#)
- [NSW Health Tuberculosis \(TB\) Assessment Tool](#)
- [Attachment 1: Blood Borne Virus Student Declaration Form](#)
- [NSW Health Vaccination Record Card for Category A Workers and Students](#) (if needed)
- [NSW Health Appendix 5: Statutory Declaration](#)

Students will be advised when they have met the criteria for CC compliance

ITEM	REQUIREMENTS TO ACHIEVE VERIFICATION	DUE DATE
2025 Safety in Practice Agreement	Complete, then scan all required pages into one PDF in a clearly readable format and upload into InPlace	17/03/2025
NSW Working with Children Check (Valid 5 years)	Scan in a clearly readable format as a PDF and upload into InPlace	17/03/2025
National Police Certificate (Valid 3 years)	Present in person to the NSW PEP Team	17/03/2025
NSW Health Code of Conduct	Complete, then scan in a clearly readable format as a PDF and upload into InPlace	17/03/2025
NSW Health Tuberculosis (TB) Assessment Tool:	Complete, then scan all pages in a clearly readable format as a single PDF and upload into InPlace	17/03/2025
NSW Health Undertaking/Declaration Form	Complete, then scan in a clearly readable format as a PDF and upload into InPlace	17/03/2025
NSW Health Attachment 1: Blood Borne Virus Declaration	Once testing is completed, complete the form, then scan in a clearly readable format as a PDF and upload into InPlace	17/03/2025
NSW Health Vaccination/Screening in progress	Hepatitis B in progress, NSW Health Forms completed, and all other vaccination requirements completed Evidence of vaccinations uploaded into InPlace after each update	30/05/2025
First Aid Certificate (Valid 3 years)	EITHER a Certificate or a booking receipt to be scanned in a clearly readable format as a PDF and uploaded into InPlace	30/05/2025
CPR (Valid 1 year)	EITHER a Certificate or a booking receipt to be scanned in a clearly readable format as a PDF and uploaded into InPlace	30/05/2025
Mask Fit Testing	Upload your Mask Fit Test results into InPlace in a clearly readable format	HSP2 - tba
Health Assessment Form	Only required if you declare a medical condition or impairment that may affect your mandatory functional requirements or as advised by University of Tasmania staff	As advised
NSW Health Appendix 5: Statutory Declaration	Declare this on InPlace – written document is only required if you have lived overseas for six months or more since turning 16 years of age. Please see the NSW PEP Team to complete it	As advised
NSW Health Vaccination/Screening Finalised	Vaccination/screening completed. All pages scanned including supporting documentation, in a clearly readable format as a single PDF and uploaded into InPlace	31 October 2025

The Sydney PEP Team acknowledges the compliance process and placement preparation may be difficult and time consuming to complete. To assist students to understand the compliance process, there will be dedicated PEP workshops during Orientation week (17 – 21 February 2025).

However, we would strongly urge that students commence the compliance process as soon as possible as it does take time. If not completed on time, this will lead to delays in placement commencement.

Please also feel free to contact the Sydney PEP Team as below.

NSW PEP Team

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