





Guidelines for completing 2022 MEDI6100 enrolment

- Documents and forms listed here are available on [MEDI6100 Information page](#)
- Submission deadlines available on [MEDI6100 Student Checklist 2022](#) document

GET STARTED IMMEDIATELY (NOVEMBER 2021)		
Task	Action	
Activate ND student email account	<p>All Notre Dame students have an automatically generated email account. This is the email address that all University staff and the Student Association use to send you important information.</p> <p><u>Students must use their Notre Dame email account to communicate with the University all times.</u></p> <p> your ND account is accessible here</p> <p>Your email account is in the format: ID@my.nd.edu.au (e.g. 32000000@my.nd.edu.au), and you access it using the same credentials as Student Centre.</p> <p>IT support is available here</p> <p>Please ensure you read and abide by the Information Management and Privacy Policies and Guidelines.</p>	
<ul style="list-style-type: none"> • Infection Control Policy • Immunisation pack • Infectious Diseases Declaration 	<p><u>Please read these documents before visiting your GP and start vaccination now.</u></p> <p>Some vaccinations require multiple doses over several months</p> <p><i>NB: placements will not be possible until immunisation requirements are complete</i></p>	
Book GP Visit	<p>At GP visit:</p> <ul style="list-style-type: none"> • Take <i>Infection Control Policy</i> and <i>Immunisation pack</i> to your GP and <u>get it completed to submit at Orientation Week</u> 	
National Police Clearance Certificate <i>(volunteer check)</i>	<ul style="list-style-type: none"> • We accept a National Police Clearance Certificate (NPC) (hard copy) <u>not older than 6 months as at November 2021</u>. If a student has hard copy only, they should submit a certified copy of this document. • We also accept certificates from Australian Criminal Intelligence Commission not older than 6 months as at November 2021. • <i>Applying for a new NPC:</i> Application forms are available at participating Australia Post outlets or online. Students should apply for a volunteer position, which costs \$30 and includes a digital certificate. We accept digital certificates. <p>Students will need to:</p> <ol style="list-style-type: none"> 1) email NPC certificate to fremantle.medicine@nd.edu.au in November 2021; 2) upload NPC certificate onto SONIA by 28th January 2022 	



<p>Manual handling for patient care Certificate (HLTWHS002)</p>	<p>Arrange a course now. Information available at St John Ambulance WA</p> <p>This certificate has to be uploaded onto Sonia by 28th January 2022.</p> <p><i>All students are required to complete the Manual Handling Course regardless of their previous degree and/or current occupation</i></p>	
<p>Provide First Aid Training Certificate (HLTAID011)</p> <p><i>This course supersedes HLTAID003 Provide first aid</i></p>	<p>Arrange a course now. Information available at Red Cross or St John Ambulance WA</p> <p>Certificate must be valid until the end of MEDI6200. If you have done the First Aid Training course prior to Dec 2019, you are required to redo it.</p> <p>This certificate has to be uploaded onto Sonia by 28th January 2022.</p> <p><i>All students are required to complete the First Aid Course regardless of their previous degree and/or current occupation.</i></p>	
<p>Organise funding, accommodation and transport</p>	<p>See Scholarships, MSAND website and Facebook pages for information.</p> <p>There are several scholarships available to support medical students.</p> <p><i>Please ensure your accommodation and transport have been sorted out well ahead of time because you will not have time to organise these matters once the academic year has started.</i></p> <p>Attendance at all orientation sessions are compulsory.</p> <p>The Medical Students Association of Notre Dame (MSAND) offer advice and links to a Facebook community which can help you to connect with other students, past and present, and to accommodation options such as share houses, etc.</p>	

SUBMIT BY ENROLMENT DAY (DECEMBER 2021)			
Document	Format	Where/how	
National Police Clearance (volunteer check)	digital certificate	Documents to be emailed to fremantle.medicine@nd.edu.au from student ND email account.	

READ BEFORE ORIENTATION WEEK		
<p>a) Please read relevant policies to MD students of the School of Medicine, Fremantle (Policies) https://www.notredame.edu.au/about/schools/fremantle/medicine/school-resources</p>		
<ul style="list-style-type: none"> - Professional Practice & Fitness to Practise Policy - Handling Blood Products and Other Biological Material - Guidelines for Infection Control - Infectious Diseases Policy - Infection Control Policy - Confidentiality Policy 		
<p>b) Please read the documents below that will be completed electronically during orientation week:</p>		
<ol style="list-style-type: none"> 1. COVID-19 Declaration MEDI6100 2. Student Health Information 		



<ol style="list-style-type: none"> 3. Confidentiality Policy 4. Employment during the MD program Policy 5. Permission to release contact info and photos 6. Permission to release information to AMA (WA) 7. Permission to release contact information to MSOD 8. Permission to release contact information to MSAND 9. Student Access to On-campus Resources Policy 10. Fitness to Practise Policy declaration 11. MEDI6100 Professionalism Declaration 12. MEDI6100 Wheatbelt Medical Student Immersion Program 13. Infectious Diseases Declaration 14. Consent for Recording of Lectures 	
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TO DO BEFORE ORIENTATION WEEK		
Task	Action	
Student ID	Go to Student Administration (ND7)	
Access to Web portals	ND website https://www.notredame.edu.au/study/getting-started or Student Support Desk - St. Teresa's Library (ND7)	
Mental Health First Aid Course Certificate	<p><i>Get this online course done before orientation week.</i></p> <p>Log onto the Medical Health First Aid website, follow the eLearning menu, and select the eLearning Component of the <i>Blended Mental Health First Aid Course for Tertiary Students</i>. Vouchers will be available to students to cover the cost of this course. Further details will be published here as to when and where they will be available.</p> <p style="background-color: yellow;">This certificate has to be uploaded onto SONIA by Friday 28 January 2022.</p>	

TO DO BEFORE OR DURING ORIENTATION WEEK		
Document	Action	
Immunisation pack/screening docs	These documents have to be uploaded onto SONIA by Friday 28 January 2022	
Working With Children (WWC) Card (For volunteers)	<p>All medical students are required to have a valid WWC card during their MD program. Application forms will be provided to students during enrolment and orientation sessions. Assistance will be available to complete the forms.</p> <ul style="list-style-type: none"> • If you already <u>have a valid WA WWC card</u>, you are NOT required to obtain a new one. • If you already <u>have a WA WWC card close to expiry</u>, you can renew your WWC card online <p><i>Information for online renewal (MEDI6100 students only):</i></p> <p>Part 5: Child-related work details Category of child-related work: 13 Type of employment: <input checked="" type="checkbox"/> volunteer/unpaid student Applicant's job title/role in child-related work: Student doctor</p>	



	<p>Part 6: Education Provider Organisation: The University of Notre Dame Australia Contact: Paul Noakes Email: paul.noakes@nd.edu.au Contact number: 08 9433 0228</p>	
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TO DO BY 11th FEBRUARY 2022		
Task	Action	
<ul style="list-style-type: none"> Hand Hygiene Student Health Practitioners Online Learning Module Principles of infection prevention and control certificate <p><i>(instructions will be provided in Week 1)</i></p>	<p>Courses are available at:</p> <p>Hand Hygiene Australia</p> <p>Australian Commission on Safety and Quality in Health Care</p> <p>These certificates has to be uploaded onto SONIA by Friday 11 February 2022.</p>	
<p>Complete Electronic Forms <i>(read forms on table 3 item b)</i></p>	<p>If you have not completed all forms during the SONIA orientation session, you are required to complete them on SONIA under the <i>Forms tab</i> by Friday 4th February 2022.</p>	