

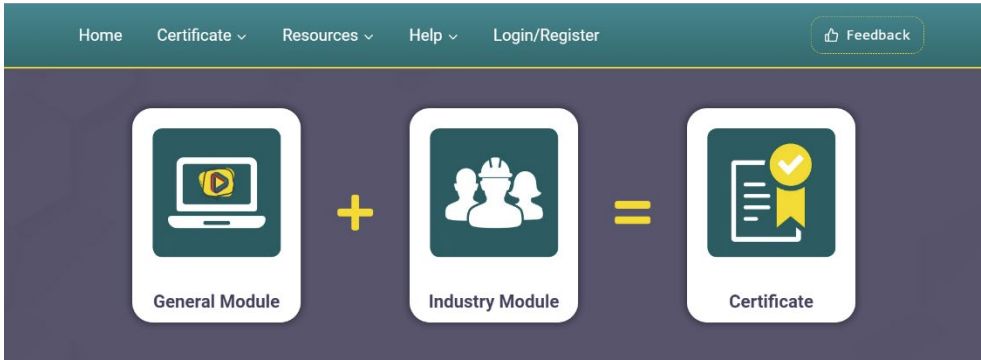


Guidelines for completing 2024 MEDI6100 enrolment

- Documents and forms listed here are available on [MEDI6100 Information page](#)
- Submission deadlines available on **MEDI6100 Student Checklist 2024** document



GET STARTED IMMEDIATELY (NOVEMBER 2023)		✓
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• Infection Control Checklist• 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>	
Book GP Visit NOW	<p>At GP visit:</p> <ul style="list-style-type: none">• Take <i>Infection Control Policy</i> and <i>Infection Control Checklist</i> to your GP• Get <i>Infection Control Checklist</i> completed and signed by GP or registered nurse + attach required evidence.	
National Police Clearance Certificate	<p><u>UPDATE – students need to apply for the standard National Police Clearance Certificate</u></p> <p><u>Apply for NPC now.</u> Processing time may be delayed, especially at the end/ beginning of the year.</p> <ul style="list-style-type: none">• the digital National Police Clearance Certificate (NPC) must be <u>not older than 3 months as at November 2023</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 <u>not older than 3 months as at November 2023</u>.• Apply online for NPC at National Police Certificates Western Australia Police Force <p>Students will need to:</p> <ol style="list-style-type: none">1) email NPC certificate to fremantle.medicine@nd.edu.au in November 20232) upload NPC certificate onto SONIA by 27th January 2024	



<p>Provide First Aid Training Certificate (HLTAID011)</p>	<p>Arrange this course now. <i>St John Ambulance WA provides a 20% discount to each course for Notre Dame students.</i></p> <p>The discount code is NOTREDAME.</p> <p>Information available at St John Ambulance WA.</p> <p>Provide First Aid Training Certificate must be valid until the end of MEDI6200. If your current certificate was issued prior to November 2021, you will be required to redo it. Provide First Aid - 1 day - First Aid Courses Perth - First Aid Training - St John (stjohnwa.com.au)</p> <p>Both certificates must be uploaded onto Sonia by 27th January 2024.</p> <p><i>All students are required to complete the Manual Handling Course and First Aid Training regardless of their previous degree and/or current occupation.</i></p>	
<p><u>UPDATE</u></p> <p>Manual handling (WorkSafe SmartMove) for patient care Certificate</p>	<p>COMPLETE ONE OF THE FOLLOWING COURSES</p> <p><i>This course has limited classes available. Book it ASAP</i> Manual handling for patient care - First Aid Courses Perth - First Aid Training - St John (stjohnwa.com.au)</p> <p>OR</p> <ol style="list-style-type: none"> 1. Register with WorkSafe SmartMove WorkSafe SmartMove – WHS training resource (safetyline.wa.gov.au) 2. Follow link in email 3. Smartmove Certificate <ul style="list-style-type: none"> • Complete General Module, this will unlock • Health and Community Care (Industry Module) 4. Save Certificate and upload to SONIA <div data-bbox="625 1267 686 1330"></div> <div data-bbox="737 1274 888 1317"></div> <div data-bbox="935 1274 1086 1317"></div>  <p><i>All students are required to complete the Manual Handling Course regardless of their previous degree and/or current occupation.</i></p>	



SUBMIT BY ENROLMENT DAY (DECEMBER 2023)			
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 <i>BEFORE</i> ORIENTATION WEEK		
a) Please read relevant policies to MD students of the School of Medicine, Fremantle (<i>Policies</i>) https://www.notredame.edu.au/about/schools/fremantle/medicine/school-resources		
<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		
b) Please read the documents below that will be completed electronically during orientation week:		
<ol style="list-style-type: none">1. COVID-19 Declaration MEDI61002. Student Health Information3. Confidentiality Policy4. Employment during the MD program Policy5. Permission to release contact information and photos6. Permission to release information to AMA (WA)7. Permission to release contact information to MSOD8. Permission to release contact information to MSAND9. Student Access to On-campus Resources Policy10. Fitness to Practise Policy Declaration11. MEDI6100 Professionalism Declaration12. Infectious Diseases Declaration13. Consent for Recording of Lectures14. Anatomy Act Compliance form15. Practical Participation Consent		

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)	

TO DO BEFORE OR DURING ORIENTATION WEEK		
Document	Action	
Infection Control Checklist and screening docs	These documents must be emailed to Fremantle.medicine@nd.edu.au by Friday 27 January 2023	



Working With Children (WWC) Card (For volunteers)	<p>All medical students are required to have a valid WWC card from Western Australia during their MD program. <i>Cards from different states are not accepted.</i></p> <p>Application forms will be provided to students during orientation week. 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>Information for online renewal (MEDI6100 students only):</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 – School of Medicine Email: paul.noakes@nd.edu.au Contact number: 08 9433 0228</p>	
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TO DO BY 9 th FEBRUARY 2024		✓
Task	Action	
<ul style="list-style-type: none"> Hand Hygiene for clinical health care workers module. Health Practitioners Online Learning Module Principles of infection prevention and control certificate 	<p>Courses are available at:</p> <ul style="list-style-type: none"> Hand Hygiene Australia Australian Commission on Safety and Quality in Health Care and complete the Basics for Infection Prevention and Control Orientation module <p>These certificates must be uploaded onto SONIA by Friday 9th February 2024.</p>	
Complete Electronic Forms (read forms on table 3 item b)	If you have not completed all forms during the SONIA orientation session, you are required to complete them on SONIA under the Forms tab by Friday 2nd February 2024.	