

Information for Applicants

NSW Health offers a world class health system providing a comprehensive range of health and health-related services across NSW. More than 100,000 people work in or directly with NSW Health, across 15 Local Health Districts, Sydney Children's Hospital Network, the Ambulance Service of NSW, Justice and Forensic Mental Health, Clinical Excellence Commission, Agency for Clinical Innovation, Bureau of Health Information, the Health Education and Training Institute, the Cancer Institute, NSW Kids and Families and other NSW Health Organisations.

The recruitment and selection process commences when a vacancy is identified and a decision is made to fill the vacancy. The recruitment process includes: advertising the vacancy, short listing applicants, interview/assessment, conducting referee checks, undertaking employment screening (criminal record check, NSW Health Service Check Register and employment health assessment) and offering the position to the preferred applicant(s).

NSW Health has implemented an online recruitment system where all applications are to be submitted electronically. By applying online you ensure that your application is received, as you are notified of its receipt. You may also track the progress of your application throughout the recruitment process and can elect to be notified when certain positions become available in the future. A further benefit to applying online is that you can build your profile with your resume / Curriculum Vitae (CV), copies of your qualifications and credentialing that can be used when applying for positions in the future.

You should read this document before submitting your application to ensure you are aware of the requirements.

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Merit Selection

All appointments within NSW Health are based on merit, that is the most suitable applicant is offered the position. Recruitment decisions are based on the abilities, qualifications, experience, standard of work, performance and capabilities of an applicant as they are relevant to the position.

Selection committees will be formed to ensure the selection process can be properly performed. Confidentiality will be maintained and the privacy of all applicants respected.

General Responsibilities

Redundancy, retrenchment or termination

Employees who have accepted a redundancy from a NSW Public Sector employer are required to include information relating to the redundancy / retrenchment in their application. The information will not disqualify an applicant from being selected for interview or offered the position.

If an applicant who has taken a redundancy is re-employed in the public sector within the period covered by the severance payment, they may be required to refund that proportion of the severance payment applying to the period of re-employment.

Verification of qualifications and credentials

All relevant information about an applicant's qualifications, experience, registration status and past performance will be appropriately and independently verified prior to a recommendation being made. If you are called for interview (or it may be part of your application), you will be required to sign a form giving NSW Health permission to contact the relevant educational institutions and/or other employers for verification purposes.

Misleading information

Any statement in your application which is found to be deliberately misleading, including falsely claiming qualifications may lead to dismissal and/or prosecution for any relevant offence.

Applying for the Position

Your application

A separate application must be submitted for each position you wish to apply for.

It is important to prepare a succinct application demonstrating why you are the best person for the position. Your application should include your claims against the selection criteria, your resume / CV and any additional information requested (including forms). You should read the advertisement and the position description so that you are fully informed of the requirements of the position before submitting your application.

Before preparing your application, you may wish to telephone the contact person to discuss anything you don't understand or wish to clarify.

Your other preparation may include

- Meeting with the contact person to gain an overview of the work environment
- Talking to people in similar positions
- Reading any available relevant information eg: annual reports, strategic plans etc

- Visiting the NSW Health website www.health.nsw.gov.au
- Visiting the Pillars websites, assessable from <http://www.health.nsw.gov.au/about/nswhealth/Pages/structure.aspx#>

Addressing the selection criteria

Your claims against the selection criteria are the most important part of your application. The selection criteria is a set of measurable standards against which employers can assess whether you have the right mix of skills, knowledge, qualifications and experience required for the position. Make a separate heading for each criterion and provide examples that demonstrate your ability to meet that selection criterion. The selection criteria is to be completed online (do not add a separate document). If your application does not address each criterion, you reduce your chance of being short listed for interview.

Key words you may find in Selection Criteria

Demonstrated knowledge: you need to give examples that prove you have this area of knowledge.

Demonstrated ability to: you do not need to have done this type of work but your skills, knowledge and experience must show that you are capable of doing the work.

Previous experience in: you need to provide examples of where you have done this work before.

Effective, Proven, Highly Developed, Superior: These are all asking you to show your level of achievement. Provide relevant detail, using examples of your achievements to illustrate your skills, knowledge and experience.

Writing your resume / Curriculum Vitae (CV)

You are required to submit an up to date resume / CV as part of your application outlining details of your education and employment history.

Your resume / CV should be in chronological order, identifying the type of work you have performed and your responsibilities. Details of the organisations you have worked for and the period of your employment should also be included.

Personal information such as age, marital status, number of dependents, etc are not relevant to the requirements of the position and should not be included in your resume / CV.

Referee information

Your application must include the names and contact numbers of at least two current referees. One of your referees should be a current supervisor/manager.

It is important that your referees are aware that you are applying for the job as the selection committee may contact your referees to obtain details of your performance and will seek information related to the selection criteria. Comments related to your demonstrated ability or potential to fulfil the selection criteria may also be sought from your nominated referees. Referees will be required to confine their comments to their direct knowledge of you. It is therefore important that you nominate referees who are able to discuss your suitability in relation to the selection criteria.

Consider providing your referees with a copy of the position description so that they are prepared to provide relevant information to the selection committee. Written referee reports are not required.

Submitting your application

Your application should be submitted online by the closing date. It is important that your application is received prior to the time and date advised in the advertisement. Your application should include:

- a statement addressing the selection criteria – to be completed online
- your resume / CV
- all relevant consent forms and right of private practice and election form and indemnity agreements, as relevant
- copies of your licences, qualifications and Indemnity cover (if applicable)

Late Applications

NSW Health has introduced an online recruitment system. It is expected that all applications will be submitted online. A grace period of 24 hours is allowed for applications to be submitted after the closing date to allow for any unforeseen delays eg. server down. In certain circumstances, late applications beyond this time may be accepted but it is at the discretion of the convenor. Should you wish to submit a late application, please discuss with the contact person for the position.

Late applications will not be accepted once the interview process has commenced.

The role of the selection committee

The selection process will be undertaken by a committee of at least two people. There must be one male and one female and one panel member must be 'independent'. The composition of the committee may vary depending on the scope and nature of the position to be filled. The role of the selection committee is to:

- assess each applicants' suitability , including through an interview process
- ensure all necessary verifications occur; and
- make a recommendation to the delegated officer of the applicant(s) judged to have the greatest merit.

The members of the selection committee will be knowledgeable and experienced.

The interview

Applicants who are invited to attend an interview will be asked a series of questions to determine their strengths and weaknesses in relation to the selection criteria and the requirements of the position. The purpose of the interview is to provide the applicant with the opportunity to expand on information presented in their application and to enable the selection committee to gather further information for the assessment process.

Interview questions will be clear, unambiguous and directly related to the position. The interview will be structured so that each applicant is asked the same series of questions. Follow-up questions exploring issues raised by the applicant or eliciting further information may be asked.

At the conclusion of the interview, you may be provided with the opportunity to ask questions of the selection committee. This provides the opportunity for applicants to demonstrate their

interest in, and understanding of, the position and its responsibilities. You can take this opportunity to reiterate your major strengths, adding anything that may not have been covered during the interview.

If you are offered an interview and you have special needs please contact the convenor to discuss any appropriate arrangements.

It is expected that the assessment process will include an interview involving direct contact with the applicant. It is preferable that the interview be conducted in person.

What do I bring to the interview

When attending the interview you should bring the following documents with you:

- Resume / CV
- Original qualifications (as relevant to the selection criteria)
- Original proof of identification totalling 100 points. This must include a primary document (passport or birth certificate, citizenship certificate)
http://internal.health.nsw.gov.au/cgrm/esr/images/7_11_100_pt_identification_check.pdf
- Evidence of work rights in Australia eg. birth certificate, citizenship, current working visa
- Documents stating name change (such a marriage certificate, deed poll)
- Original registration and licence documents (as appropriate)
- Applicant declaration and consent form for the working with children check
www.kids.nsw.gov.au
- National Criminal Record consent Form (for aged care and non child related employment)
- Statement/s of service from another public sector employer (if appropriate)
- Evidence of appropriate vaccination status.

All documents, if not in English, must be officially translated to English. The point score of proof of identity documents must total at least 100 points, and for applicants 18 years or over, must include at least one form of photo identification. **Do not** send original documents with your application.

Proof of Identify

Please bring relevant proof of identity original documents to the interview with you.

It is expected that all relevant documentation will be provided at the time of interview. Applicants who are not currently in Australia, will be requested to fax certified copies of all documentation to the convenor of the Selection Committee within 24 hours of interview. An offer of employment would be conditional on production of the original documents.

Work Entitlements

To be eligible for permanent appointment to a position in NSW Health, you must have Australian citizenship or have permanent Australian residency. New Zealand citizens are considered to have a permanent resident status for the purposes of employment with NSW Health.

A person who is not an Australian citizen or a permanent resident is only eligible for temporary employment for a period not longer than the duration of their current visa. Residency status will be checked and confirmed prior to the person commencing employment.

Employment Checking – Criminal Record Checks and Working with Children Checks ('WWCC')

All applicants, including existing NSW Health staff, must complete the NSW Health National Criminal Record Check ('NCRC') consent form and provide 100 points of Identification as detailed in NSW Health's 100 Point Identification Checklist.

For additional information, about NSW Health's requirements around criminal record checking, refer to the NSW Health Policy Directive Employment Checking – Criminal Record Checks and Working with Children Checks available at <http://www.health.nsw.gov.au/policies/pages/default.aspx>

- **Existing staff**

If you are an existing NSW Health staff member in child related work, you are not required to obtain a WWCC, unless directed and in accordance with the Transition Schedule for existing workers being phased in to the WWCC. Refer to the NSW Health Policy Directive for further information.

Visiting Medical Officers are required to obtain a WWCC on renewal of their contract.

All applicants, including existing NSW Health staff members, must complete the NSW Health NCRC consent form and provide 100 Points of Identification.

A decision about whether a NCRC is required will only be determined if you become a preferred applicant for this position. At that stage, the details provided in your NCRC consent form will be used to determine whether previous criminal record checks have been undertaken and whether there are any further criminal record checking requirements for the position.

If you are an existing NSW Health staff member, you are not required to complete the Criminal History Declaration.

- **New appointments**

A satisfactory NCRC is required for all new appointments to NSW Health.

NCRCs are only undertaken if you become a 'preferred applicant' for the position. Please note, the identification of criminal history does not mean that you will be automatically assessed as being unsuitable. If you have criminal history that is considered relevant to the position for which you have applied, you may be asked to provide additional supporting information, and each case will be assessed on its merits.

In addition to a NCRC, if you are applying for child related work, you must have a valid NSW WWCC clearance obtained from the NSW Children's Guardian.

- **Obtaining a WWCC**

The WWCC number must be provided to NSW Health after you have completed the following two steps:

Step 1: Fill in an application form online

Go to www.newcheck.kids.nsw.gov.au and fill in the online application form.

When applying for your WWCC, you are encouraged to give consent to the Children's Guardian to provide information to NSW Health about your criminal history status. This may assist in expediting the recruitment process if you are selected as a preferred applicant.

NSW Health only uses the information to assist in determining whether additional information is required. Identification of criminal history does not necessarily preclude employment in NSW Health.

Once you have submitted the form, you will receive an application number.

Step 2: Present proof of your identity

Go to a [NSW Motor Registry](#) or NSW Council Agency that offers Road and Maritime Services. (Refer to the “Fact Sheet: How to Apply” available at <http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/Publications-and-resources>) with :

- your WWCC application number and
- proof of your identity. Please see http://www.rta.nsw.gov.au/licensing/proofidentity/proof_list12.html.

If you are applying for a WWCC for paid work, you will be required to pay an \$80 fee for a five year clearance that is portable between workplaces. The WWCC is free for volunteers. A volunteer WWCC cannot be used for paid employment.

The WWCC Application or Clearance number must be added to your application, provided at interview or otherwise provided, when requested.

- **The Criminal History Declaration**

If you are applying for child related work you may also be required to sign a NSW Health Criminal History Declaration Form. The information you provide in this Declaration may be used to determine if NSW Health may appoint you without undertaking a separate NCRC. The information in the Declaration is maintained securely and confidentially by NSW Health, it is not accessible to the selection panel and is not used as part of the process for selecting the preferred applicant.

A Declaration of criminal history or pending charges does not necessarily preclude employment in NSW Health; applicants with criminal history may be asked to provide additional information in support of their application and each case will be considered on its merits.

If you are found to have deliberately withheld or provided false information in the Declaration about convictions or pending charges your application may be rejected or if you have been appointed, it may be grounds for dismissal.

If you are an existing staff member or you are not applying for child related work, you are not required to complete the Criminal History Declaration.

- **Overseas applicants (including from New Zealand)**

Overseas applicants are still required to have an Australian NCRC, and if applying for child related work, a NSW WWCC.

If you are an overseas applicant, you must complete the NSW Health NCRC consent form and submit it with your application with verified copies of your 100 Points of Identification. Once in NSW, the original identification documents must be sighted by NSW Health.

To obtain a NSW WWCC, you should complete Step 1 of 'Obtaining a WWCC', as described above, noting that an Australian address is required in the online application. If you do not know your Australian residential address, you should use the address of the hospital or NSW Health facility where you will be based.

To complete Step 2 of 'Obtaining a WWCC', you must attend a NSW Motor Registry Office or NSW Council Agency as soon as possible after your arrival in NSW.

You should advise NSW Health if you are unable to complete Step 2 of 'Obtaining a WWCC' before commencing in the role. Special arrangements may be made for you to commence work without a WWCC number. In these circumstances, you will be required to obtain a WWCC number within five days of commencing work.

Any offer of employment in these circumstances will be conditional on a WWCC clearance.

Additional requirements for overseas applicants

If you are an "overseas applicant", in addition to the above requirements, you must provide a Police Clearance from your home country and any country they you have been a citizen or permanent resident of since turning 16 years of age (incorporating any pending charges you may have against your name).

If you are unable to provide Police Clearances, you must complete a Statutory Declaration stating you have no convictions or pending criminal charges from any country you have been a citizen or permanent resident of since turning 16. If you do have such records, you must list them.

Any criminal record check in a language other than English must be accompanied by a 'certified copy' of an English translation of the criminal record.

Certified copies are copies authorised, or stamped as being true copies of originals, by a person or agency recognised by the law of the country in which you are currently residing as having the authority to authorise or stamp such documents.

Department of Immigration and Citizenship ('DIAC') offices outside Australia may have the facility to certify or witness documents. A 'Service Delivery Partner' may be able to provide this service on behalf of the department if there is an agreement in place with the Australian Office. Applicants can visit the DIAC website for more information on offices outside Australia: www.immi.gov.au/contacts/overseas/.

- **Interstate applicants**

If you are an interstate applicant seeking child related work, you are required to have a valid NCRC and a NSW WWCC if you are seeking to be engaged by NSW Health for an appointment of more than thirty days in a calendar year.

You should advise NSW Health if you are unable to complete Step 2 of 'Obtaining a WWCC', as described above, before commencing in the role. Special arrangements may be available for you to commence work without a WWCC number. In these circumstances, you will be required to obtain a NSW WWCC number within five days of commencing work.

Any offer of employment in these circumstances will be conditional on a WWCC clearance.

The following exemptions from the NSW WWCC relate to short term interstate workers:

- Interstate health practitioners engaged by a NSW Health agency for fewer than five days in any three month period do not require a NSW WWCC.

- If you will be working in NSW for more than five days in a three month period but fewer than 30 days in a calendar year, you are exempt from the NSW WWCC if you have an interstate WWCC number or you are exempt from the WWCC in your home State or Territory.

For short term appointments, the requirement for a NCRC will be as advised by the NSW Health agency.

Additional requirements for applicants for aged care work

If you are applying for aged care work, in addition to other criminal record check requirements, you must sign a Statutory Declaration stating if you have been a citizen or permanent resident of a country other than Australia since turning 16 years of age and stating that you have never been convicted of murder or sexual assault, or been convicted of, and sentenced to imprisonment for, any other form of assault.

Service Check Register

An internal service check via the NSW Health Service Check Register will be undertaken on all preferred applicants, whether existing staff or new appointments, in accordance with the NSW Health Service Check Register Policy Directive, which can be found at <http://www0.health.nsw.gov.au/policies>.

Offer of employment

If you are selected as the preferred applicant, you will usually be advised by phone. We would like to know your decision as quickly as possible. If you accept the position, a formal letter of offer including an employment contract will be sent to you as confirmation of the verbal offer.

If you are not offered the position, but are deemed suitable for the position, your name may be placed on an eligibility list. Where an eligibility list is created, suitable applicants must be ranked in order of merit. The eligibility list does not need to include all eligible people, only those with the greatest merit. In the event that the position you applied for, or a similar position, becomes available within the period specific in the relevant Award (usually 6 or 12 months), you may be offered that position.

Unsuccessful applicants

You may wish to seek feedback from the selection panel. You can do this by contacting the convenor after you receive formal advice that your application was unsuccessful. This can help you to understand the selection panel's decision and to discuss ways in which you may improve future applications or interview performance.

Further information regarding Security Positions can be found at http://www0.health.nsw.gov.au/policies/pd/2012/pdf/PD2012_028.pdf - Module 3.

Further information regarding Nursing Positions can be found at <http://www.health.nsw.gov.au/nursing/employment/Pages/default.aspx>

Further information regarding the NSW Health can be found at www.health.nsw.gov.au.

To obtain further information about the Health Service you may be interested in working with, click on the link below.

www.ambulance.nsw.gov.au
www.health.nsw.gov.au/cclhd

Ambulance Service of NSW
Central Coast Local Health District

www.fwlhd.health.nsw.gov.au
www.liveandworkhnehealth.com.au
www.islhd.health.nsw.gov.au
www.justicehealth.nsw.gov.au

www.mnclhd.health.nsw.gov.au
www2.gsahs.nsw.gov.au/lifestyle/
www.nbmlhd.health.nsw.gov.au
www.nnswlhd.health.nsw.gov.au
www.health.nsw.gov.au/nslhd
www.health.nsw.gov.au/snswlhd
www.seslhd.health.nsw.gov.au
www.swslhd.nsw.gov.au
www.schn.health.nsw.gov.au

www.slhd.nsw.gov.au
www.wnswlhd.health.nsw.gov.au
www.wslhd.health.nsw.gov.au

Far West Local Health District
Hunter New England Local Health District
Illawarra Shoalhaven Local Health District
Justice Health & Forensic Mental Health
Network
Mid North Coast Local Health District
Murrumbidgee Local Health District
Nepean Blue Mountains Local Health District
Northern NSW Local Health District
Northern Sydney Local Health District
Southern NSW Local Health District
South Eastern Sydney Local Health District
South Western Sydney Local Health District
Sydney Children's Hospital Network (Randwick
and Westmead)
Sydney Local Health District
Western NSW Local Health District
Western Sydney Local Health District

Appendix 1. Equal Employment Opportunity (EEO)

Equal Employment Opportunity (EEO) is making sure that everyone has equal access to available employment for which they are suitable by:

- ensuring that workplaces are free from discrimination and harassment, and
- providing programs to assist people to overcome disadvantage.

This means having workplace rules, policies, practices and behaviours that are fair and do not disadvantage people. In this environment, people are valued and respected and have opportunities to develop their full potential and pursue a career path of their choice.

More information on EEO in the public sector can be found at www.eeo.nsw.gov.au

Managers and supervisors have the same responsibilities as employers.

Managers and supervisors have the responsibility to:

- take steps to ensure that all work practices and behaviours are fair in your workplace, including fair allocation of workloads
- ensure the work environment is free from bullying and from all forms of unlawful discrimination and harassment
- provide employees with information and resources to enable them to carry out their work
- consult employees about decisions that affect them
- provide all employees with equal opportunity to apply for available jobs, higher duties, job rotation schemes and flexible working arrangements
- ensure selection processes are transparent and the methods used are consistent
- provide all employees with equal access to fair, prompt and confidential processes to deal with complaints and grievances
- give your employees equal access to relevant training and development opportunities
- identify special training and development needs of EEO group members in your team and help them gain access to training and development opportunities
- participate in learning opportunities and seek feedback to help you manage staff effectively.

This is an extract from the NSW Public Service Commission website www.psc.nsw.gov.au

Appendix 2. Work Health and Safety (WH&S)

For more information contact WorkCover at www.workcover.nsw.gov.au

Appendix 3. Multicultural Policies and Services Program (MPSP)

For more information contact the Community Relations Commission at www.crc.nsw.gov.au

Appendix 4. Overseas Applicants

Overseas applicants must provide the following as part of their application:-

If unable to provide a police clearance, they must complete a Statutory Declaration stating they have no pending criminal charges or convictions from any country they have resided in or been employed in. If they have pending criminal charges or convictions, they must list date of offence, type of offence and court outcome.

The Statutory Declaration can be found at:

http://internal.health.nsw.gov.au/cgrm/esr/images/7_9_stat_dec_overseas_applicant.pdf

Appendix 5. Occupational Assessment, Screening & Vaccination Against Specified Infectious Diseases

IMPORTANT REQUIREMENTS FOR POTENTIAL EMPLOYMENT WITHIN NSW HEALTH FACILITIES

Further information about the NSW Immunisation program is available at: <http://www.health.nsw.gov.au/publichealth/immunisation/index.asp>

NSW Health is committed to ensuring the health and safety of all clients in health care settings and providing a safe and healthy working environment for all staff and other clinical personnel, including students. This commitment includes adopting an assessment, screening and vaccination policy that minimises the risk of transmission of infectious diseases.

Each position within NSW Health has been categorised as either category A or category B according to its potential for transmission of specified infectious diseases and staff must comply with NSW Health Policy Directive 2011_005 *Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases*.

Definitions:

Category A – denotes direct physical contact with patients/clients, deceased persons, blood, body substances or infectious material or surfaces/ equipment that might contain these or contact that would allow acquisition and/or transmission of a specified infectious disease by respiratory means.

Category B – denotes no direct physical contact with patients/clients, deceased persons, blood, body substances or infectious material or surfaces/ equipment that might contain these or contact that would allow acquisition and/or transmission of a specified infectious disease for the general community.

Refer to Information Sheet 1. Risk categorisation guidelines for further information.

If you are the preferred candidate for a Category A position you must provide evidence of protection for specified infectious diseases and evidence of your Tuberculosis (TB) Status.

Information Sheet 2 – Checklist: Evidence Required from Category A Applicants details the vaccinations required by Category A applicants (or other evidence of protection, where applicable). It is recommended you prepare this document prior to interview, however you will only be required to produce it if you are the preferred candidate. A *NSW Health Vaccination Record Card for Health Care Workers/Students* has been designed for recording of vaccinations and other requirements under this policy directive and is available from the NSW Health Better Health Centre Publications Warehouse on Telephone: (02) 9887 5450 or Fax: (02) 9887 5452.

As a full course of vaccinations may take several months to complete, you are advised to **consult your local doctor/vaccine provider immediately if you do not possess the appropriate documentation** (take the information outlined in Information Sheet 2 with you to ensure you receive the correct vaccines/tests). If you require clarification of requirements or documentation standards contact the enquiries person noted in the advertisement. Please note that screening and vaccination undertaken is at the employees cost.

All new staff must have their TB status assessed by completing Form 2 – Tuberculosis (TB) Assessment Tool (Refer to page X). TB Screening must be done by a TB Service or by a delegate nominated by the TB Service. 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. A list of high incidence countries can be found at <http://www.health.nsw.gov.au/publichealth/Infectious/a-z.asp#T>.

A bacterial infection that can attack any part of the body, but the lungs are the most common site. Spread via respiratory droplets when a **person with active pulmonary disease** sneezes, coughs or speaks. At risk are those who spend time with a person with TB **disease** of the lung or respiratory tract or anyone who was born in, or has lived or travelled for more than 3 months in, a high TB incidence country.

YOUR APPLICATION FOR EMPLOYMENT WILL NOT BE SUCCESSFUL UNLESS YOU COMPLY WITH THE NSW HEALTH POLICY.

Link to Policy Directive www.health.nsw.gov.au/policies/PD/2011/PD2011_005.html

INFORMATION SHEET 1. – Risk categorisation guidelines

Category A

Protection against the specified infectious diseases is required

Direct physical contact with:

- patients/clients
- deceased persons, body parts
- blood, body substances, infectious material or surfaces or equipment that might contain these (eg soiled linen, surgical equipment, syringes)

Contact that would allow the acquisition or transmission of diseases that are spread by **respiratory means**.

Includes persons:

- whose work requires frequent/prolonged face-to-face contact with patients or clients eg interviewing or counselling individual clients or small groups; performing reception duties in an emergency/outpatients department;
- whose normal work location is in a clinical area such as a ward, emergency department, outpatient clinic (including, for example, ward clerks and patient transport officers); or
- who frequently throughout their working week are required to attend clinical areas, eg food services staff who deliver meals.

All persons working with the following high risk client groups or in the following high risk clinical areas are automatically considered to be **Category A**, regardless of duties.

High risk client groups

- Children less than 2 years of age including neonates and premature infants
- Pregnant women
- Immunocompromised clients

High risk clinical areas

- Ante-natal, peri-natal and post-natal areas including labour wards and recovery rooms
- Neonatal Intensive Care Units and Special Care Units
- Paediatric wards
- Transplant and oncology wards
- Intensive Care Units
- Emergency Departments
- Operating theatres, and recovery rooms treating restricted client groups
- Ambulance and paramedic care services
- Laboratories

All health care students are Category A.

Category B

Does not require protection against the specified infectious diseases as level of risk is no greater than that of the general community

- Does not work with the high risk client groups or in the high risk clinical areas listed above.
- No direct physical contact with patients/clients, deceased persons, blood, body substances or infectious material or surfaces/equipment that might contain these.
- Normal work location is not in a clinical area, eg administrative staff not working in a ward environment, food services staff in kitchens.
- Only attends clinical areas infrequently and for short periods of time eg visits a ward occasionally on administrative duties; is a maintenance contractor undertaking work in a clinical area.
- Although such persons may come into incidental contact with patients (eg in elevators, cafeteria, etc) this would not normally constitute a greater level of risk than for the general community.

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

Evidence required to demonstrate protection against the specified infectious diseases			
<p>1. Acceptable evidence of protection against specified infectious diseases includes:</p> <ul style="list-style-type: none"> 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) <p>2. 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/publichealth/Infectious/a-z.asp#T.</p> <p>3. 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.</p>			
Disease	Evidence of vaccination	Documented serology results	Other acceptable evidence
Diphtheria, tetanus, pertussis (whooping cough)	<input type="checkbox"/> One <u>adult</u> 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	<p>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.</p> <p>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.</p>	
Influenza	Annual influenza vaccination is not a requirement, but is strongly recommended		

INFORMATION SHEET 3. – Specified infectious diseases: risks, consequences of exposure and protective measures

The following table provides a brief description of the infectious diseases specified in this policy directive and links to further information, including risks of infection, consequences of infection and, where relevant, management in the event of exposure.

Fact sheets on each of the listed diseases are available in an A-Z list on the NSW Health website at: <http://www.health.nsw.gov.au/factsheets/infectious/index.asp>

The *Australian Immunisation Handbook (current edition)* is available online at: <http://www.health.gov.au/internet/immunise/publishing.nsf/Content/Handbook-home>

Hepatitis B (HBV)	Blood-borne viral disease. Can lead to a range of diseases including chronic hepatitis B infection, cirrhosis and liver cancer. Anyone not immune through vaccination or previous infection is at risk of infection via blood or other body fluids entering through broken skin, mucous membrane, injection/ needlestick, unprotected sex or from HBV positive mother to child during birth. Specific at risk groups include: health care workers, sex partners of infected people, injecting drug users, haemodialysis patients. Management in the event of exposure: see http://www.health.nsw.gov.au/factsheets/guideline/hepb.html .
Diphtheria	Contagious, potentially life-threatening bacterial infection, now rare in Australia because of immunisation. Spread via respiratory droplets and discharges from the nose, mouth or skin. Infectious for up to 4 weeks from onset of symptoms. Anyone not immune through vaccination or previous infection is at risk. Diphtheria toxin (produced by the bacteria) can cause inflammation of the heart muscle, leading to death. Management in the event of exposure: see http://www.health.nsw.gov.au/factsheets/guideline/diphtheria.html .
Tetanus	Infection from a bacterium usually found in soil, dust and animal faeces. Toxin from the bacterium can attack the nervous system. Although the disease is now fairly uncommon, it can be fatal. Not spread from person to person. Generally occurs through injury. Neonatal tetanus can occur in babies of inadequately immunised mothers. Mostly older adults who were never adequately immunised. Management in the event of exposure: see http://www.health.nsw.gov.au/factsheets/guideline/tetanus.html .
Pertussis (Whooping cough)	Highly infectious bacterial infection, spread by respiratory droplets through coughing or sneezing. Cough that persists for more than 3 weeks and, in children, may be accompanied by paroxysms, resulting in a “whoop” sound or vomiting. Anyone not immune through vaccination is at risk of infection and/or transmission. Can be fatal, especially in babies under 12 months of age. Management in the event of exposure: see http://www.health.nsw.gov.au/factsheets/guideline/pertussis.html .

Measles	Highly infectious viral disease, spread by respiratory droplets - infectious before symptoms appear and for several days afterwards. Serious complications such as ear infection, pneumonia, or encephalitis can occur in up to 1/3 of cases. At risk are persons born during or after 1966 who haven't had 2 doses of MMR vaccine, babies under 12 months of age, before they have had a 1 st dose and children over 4 years of age who have not had a 2 nd dose. Management in the event of exposure: see http://www.health.nsw.gov.au/factsheets/guideline/measles.html .
Mumps	Viral disease, spread by respiratory droplets. Now relatively uncommon in Australia because of immunisation. Anyone not immune through vaccination or previous infection is at risk. Persons who have the infection after puberty can have serious complications, eg swelling of testes or ovaries; encephalitis or meningitis may occur rarely. Management in the event of exposure: see http://www.health.nsw.gov.au/factsheets/guideline/mumps.html .
Rubella (German Measles)	Viral disease, spread by respiratory droplets and direct contact. Infectious before symptoms appear and for several days afterwards. Anyone not immune through vaccination or previous infection is at risk. In early pregnancy, can cause birth defects or miscarriage. Management in the event of exposure: see http://www.health.nsw.gov.au/factsheets/guideline/rubella.html .
Varicella (Chicken pox)	Viral disease, relatively minor in children, but can be severe in adults and immunosuppressed persons, leading to pneumonia or inflammation of the brain. In pregnancy, can cause foetal malformations. Early in the infection, varicella can be spread through coughing and respiratory droplets; later in the infection, it is spread through contact with fluid in the blisters. Anyone not immune through vaccination or previous infection is at risk. Management in the event of exposure: see http://www.health.gov.au/internet/immunise/publishing.nsf/Content/Handbook-varicella .
Tuberculosis (TB)	A bacterial infection that can attack any part of the body, but the lungs are the most common site. Spread via respiratory droplets when a person with active pulmonary disease sneezes, coughs or speaks. At risk are those who spend time with a person with TB disease of the lung or respiratory tract or anyone who was born in, or has lived or travelled for more than 3 months in, a high TB incidence country. Management in the event of exposure: see http://www.health.nsw.gov.au/factsheets/guideline/tuberculosis.html .
Seasonal influenza (Flu)	Viral infection, with the virus regularly changing. Mainly affects the lungs, but can affect the heart or other body systems, particularly in people with other health problems, leading to pneumonia and/or heart failure. Spread via respiratory droplets when an infected person sneezes or coughs, or through touch, eg handshake. Spreads most easily in confined and crowded spaces. Anyone not immune through annual vaccination is at risk, but the elderly and small children are at most risk of infection. Management in the event of exposure: see http://www.health.nsw.gov.au/factsheets/guideline/influenza.html .

FORM 1. – New Recruit Undertaking/Declaration

- All new recruits must **complete each part of this *New Recruit Undertaking/Declaration Form*** and the ***Tuberculosis (TB) Screening Assessment Tool*** and return these forms to the employing health facility as soon as possible. The health service will assess these forms along with evidence of protection against the infectious diseases specified in this policy directive.
- New recruits will not be permitted to commence duties if they have not submitted a *New Recruit Undertaking/ Declaration Form* and a *Form 2: Tuberculosis Assessment Tool*.
- Failure to complete outstanding hepatitis B or TB requirements within the appropriate timeframe(s) will result in serious consequences and may affect the new recruit's employment status.

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:

<input type="checkbox"/> pertussis	<input type="checkbox"/> diphtheria	<input type="checkbox"/> tetanus	<input type="checkbox"/> rubella
<input type="checkbox"/> varicella	<input type="checkbox"/> measles	<input type="checkbox"/> mumps	

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 appointment/commencement of duties.

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 _____

Health Service/Facility _____

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/publichealth/Infectious/a-z.asp#T>.

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.

<p><u>Clinical History</u></p> <p>Cough for longer than 2 weeks Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please provide information below if you have any of the following symptoms:</i></p> <p>Haemoptysis (coughing blood) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Fevers / Chills / Temperatures Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Night Sweats Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Fatigue / Weakness Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Anorexia (loss of appetite) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Unexplained Weight Loss Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><u>Assessment of risk of TB infection</u></p> <p>Were you born outside Australia? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, where were you born? </p> <p>Have you lived or travelled overseas? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Country</td> <td style="width: 50%; border: none;">Amount of time lived/ travelled in country</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> </table>	Country	Amount of time lived/ travelled in country
Country	Amount of time lived/ travelled in country								
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<p><i>Have you ever had:</i></p> <p>Contact with a person known to have TB? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, provide details below</p>	<p><i>Have you ever had:</i></p> <p>TB Screening Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, provide details below and attach documentation</p>								

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 _____