**Pre-Enrolment Instructions**

**Pre-Placement Health Screening Form**

All mandatory health checks must be completed before the start of your CPE course. Therefore, begin this process as soon as possible. Scan and return the completed form and all supporting documents.

* Print the “Pre-Placement Health Screening Form-Unremunerated Clinical Agreement” form.
* In the top section, your Patient Level Contact is #2 Observation Only. Your Supervisor will be Michael Hertz. Your date of placement is the start and end date of your CPE course, and your area of placement is the Centre for Wellbeing and Sustainable Practice.
* Present the form to your GP. Request hard-copy clinical documentation of the required immunities and develop a plan to ensure the required vaccinations and tests are up to date. Some vaccinations require multiple doses; only the first dose is required to begin the course, but you will need to provide evidence of completion of all doses as you progress through the course. The Influenza vaccination is highly recommended but not mandatory. It will be available to you at no cost if your course dates coincide with the hospital’s influenza vaccination program.
* In the final section (Health History), you may be asked to provide a doctor’s statement for any items to which you answer “yes”. Please discuss with your GP. Your primary tasks will be visiting patients, engaging in classroom activities and working at a computer.

**National Criminal History Record Check**

Form D10 (National Criminal History Record Check) must be completed electronically, printed, signed, scanned and returned as a pdf. There will be NO fee for your application. Please note the instructions in blue on the right side of the form.

* Select “enable content” near the top left of the form.
* Section A: (Health Service/Agency) select “Royal Perth Hospital” even if your clinical work will be at Bentley Health Service
* Section B: Leave employee number blank
* The Department is Centre for Wellbeing and Sustainable Practice (or as much of that as will fit)
* Your Position Title is Student
* Section C: Enter your names, print and sign in black ink after completing subsequent sections
* Section D: Provide required information
* Section E: You will need a “Sighting Officer” to complete this section (See list on page 4 of the National Criminal Record Check form). Show your sighing officer your four (4) original identification documents (see page 3 of the form) and provide them with photocopies of those original documents. Your sighting officer will write “I certify these to be true copies of the original documents seen by me on (date)”, followed by their hand-written name, credential, and signature. This should all be written on the same side of the page as the image(s) of the original document(s). Make sure your sighting officer completes Section E of the form as well. (Most students supply their passport or visa as the Commencement document, their driver license as their Primary document, and two of the following: Medicare card, bank card or credit card
* Section F: Delegated Authority is Michael Hertz, telephone is 9224 2482, signature is HE122429
* Section G: Make sure you have provided all required information and tick the three boxes.

Return the completed form and certified documents in your pre-enrolment materials to cpe@health.wa.gov.au

Disregard the forwarding instructions send to HSS

**Working with Children (WWC) Card**

If you have a current WWC card, include a scanned copy of the card in your completed pre-enrolment materials.

If you have had a WWC card previously but need to renew it, go to <https://workingwithchildren.wa.gov.au/index>. Submit the completed form per the instructions on the website. You will receive a receipt when you submit the WWC form; include a copy of that receipt in your completed pre-enrolment materials.

If you have never had a WWC card, you will need to apply in person at a post office, and then bring the form to the Royal Perth Hospital Centre for Wellbeing and someone will complete the hospital section. Your application receipt from the Post Office is sufficient evidence for us to process your enrolment, with a copy of your card forwarded later when issued.

**Parking Application**

Parking at the Royal Perth campus is very limited. We encourage you to use alternate means of getting to and from the hospital. You are welcome to submit a parking application form, but we are unable to guarantee you will be granted discounted parking. The discounted rate is about six dollars per day; the full daily rate is fourteen dollars. Parking at the Bentley campus is free.

The application must be printed and completed by hand, scanned and returned with your other pre-enrolment documents.

* Department is RPBG Centre for Wellbeing
* Contact number is your home or mobile number
* Email is your personal email
* Hospital contact is Michael Hertz
* Hospital contact number is 9224 2482
* Full Work correspondence address is Royal PerthHospital, Wellington Street Campus, Wellbeing Centre, L Block Level 3, GPO Box x2213, Perth, WA 6847
* Date Placement commences/ends are the first and last day of the course in which you are enrolled
* Type of student is Wellbeing and Spiritual Care
* Total number of shifts is the number of days you will be on site each week
* Number of days on call per week is <1
* Hours of work are scheduled classroom time and the practicum hours you have negotiated, or if you do not know enter X number of hours per week, variable
* Don’t forget to sign and date

**Namebadge**

The application must be printed and completed by hand, scanned and returned with your other pre-enrolment documents.

* Employee number: leave blank
* RPH Position: Wellbeing and Spiritual Care
* RPH Dept: Centre for Wellbeing
* Workplace Number: 9224 2482
* Expiry Date: the first business day after the final day of your course
* Full surname on name badge: tick yes
* Head of Department: Michael Hertz
* In list of departments below, tick “Department of Pastoral Care”

**Date of Birth**

Please send this in the body of the email to which you attach the above forms. We need it to set up your computer access.

Updated January 2023