Orientation Guide

UNSW Oslo Exchange

Last updated Sep 2023

Contents

1. Welcome

Congratulations on your acceptance into the UNSW Oslo Exchange. We are excited you have chosen UNSW to be part of your journey in becoming a medical professional.

It is vital that you take the next steps listed in this document, at your earliest convenience. Some steps take time to process and are critical for commencement of your clinical placement.

Please review the checklist in section 2. and ensure you have addressed all the recommendations.

We wish you a fantastic experience!

2. Checklist

This checklist is to help you get organised. This is for your reference, and you do not need to submit it.

	To Do
☐	Book your flight to ensure you arrive 7 days prior to start of term i.e. 1st January 2024, and familiarise yourself on NSW rules of Arriving in Australia
☐	Submit initial compliance documents by 11.59pm Sunday, 5 November 2023
☐	Ensure you read requirements of NSW Health and are fully Compliant by Monday, 27 November 2023.
☐	Activate your UNSW zID and Email
☐	Read all emails from the Clinical School and action as necessary.
☐	Complete your HETI Modules
☐	Collect your UNSW Student ID Card
☐	Prepare for your first day
☐	Familiarise yourself with the hospital information and note contact details (just in case you get lost on your first day)
☐	Familiarise with the UNSW Support Services available to you.
☐	Ensure you can access the main computer systems used by UNSW Medicine students.
☐	Know who to contact in an emergency or raise any concerns.
☐	At the end of Term 1 – access your UNSW Academic Statement

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3. Course Enrolment and Term Dates

Course	Term	Term Dates
MFAC3506 - Children's Health (Paediatrics)	Summer Term 2024	8 Jan - 1 Mar
MFAC3505 - Obstetrics and Gynaecology	Term 1 2024	10 Mar - 5 May

4. NSW Health Compliance

To satisfy the requirements for the New South Wales (NSW) Department of Health, you <u>must</u> provide the following documentation before your first placement commences to allow initial verification for compliance.

Read this first: NSW Health Student Compliance website for up-to-date requirements.

Email the following to mh.wil@unsw.edu.au by the date provided:

- Passport (Copy of the Identity information page i.e. the page with the photo))
- Signed Code of Conduct Agreement
- Australian National Police Check through AFP (must be issued after 2020 and is valid for 5 years)
- Norway police check (must not be older than 3 years and must be valid till requested end date of placement)
- Signed Appendix 1: Blood Borne Virus Student Declaration Form (Note: NSW Health requires the serology results with numerical value.)
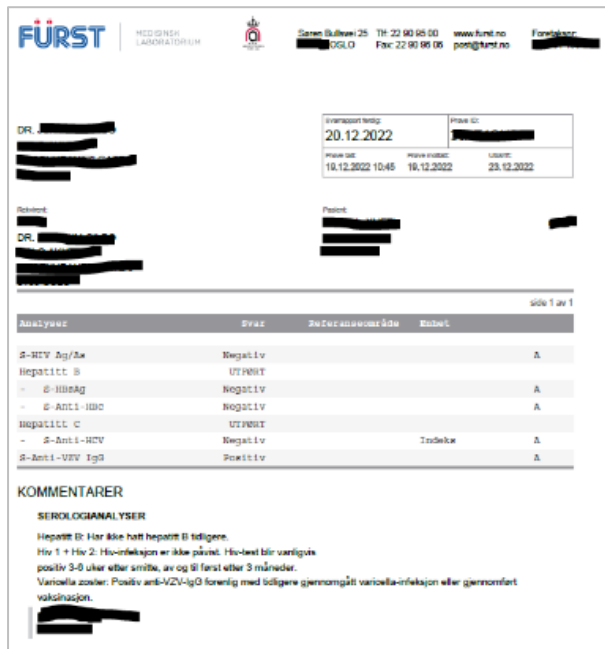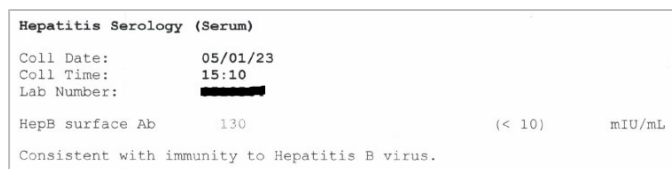
Figure 1: example of what is NOT accepted

Figure 2 - Example of acceptable serology test results

- Signed Appendix 6: Undertaking/Declaration Form
- Signed Appendix 7: Tuberculosis (TB) Assessment Tool

- Conditional: [Appendix 9: Hepatitis B Vaccination Declaration](#) (To be used where a hepatitis B vaccination record is not available AND you have and distinct memory of when and where you were vaccinated)
- Evidence of vaccination/immunisation status, refer to [Appendix 4](#) for more information
- Evidence of at least 2 doses of a [Therapeutic Goods Administration (TGA)](#) approved or recognised COVID-19 vaccine.

5. Arriving in Australia

Arrive in Australia at least 7 days before the start of the term i.e. 1st Jan 2024.

All International passenger arrivals may not be able to enter a NSW hospital for a period of time after arrival to Australia, as it is a high risk setting.

Please check https://www.nsw.gov.au/covid-19/travel/international-arrivals for updates.

Currently guideline is to avoid high risk settings such as hospitals, aged or disability care facilities for at least 7 days.

UNSW is bound by NSW Health rules, and if you are not Compliant, you cannot commence your placement.

5.1.1. What's not included in the program

Visa's, Accommodation, transport, vaccinations, required blood tests and sundry costs are the responsibility of the student.

5.1.2. Sydney Public Transport

Transport information can be found on [Transport for NSW](#) website and app.

The [Concession Opal card](#) allows eligible students to access fares at half the price of the Adult Opal card for travel on transport services.

5.1.3. Public Holidays of Note

Check the NSW public holidays https://www.nsw.gov.au/living-in-nsw/public-holidays

Date	Holiday
1 Jan	New Year's Day
26 Jan	Australia Day
29 March – 1 Apr	Good Friday, Easter Sunday, Easter Monday
25 Apr	Anzac Day

5.1.4. UNSW end of year closure

UNSW will commence the year-end break from close of business on Tuesday 19 December 2023 and will reopen on Tuesday 2 January 2024.

6. Activate your UNSW Student ID and Email
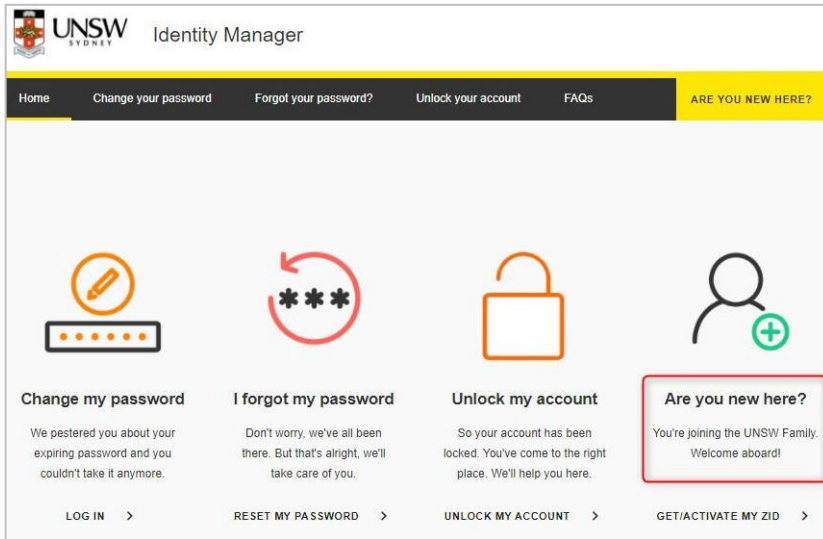
Activating them will give you access to the necessary computer applications.

Once we provide you with your 7-digit ID number, you can take the following steps.
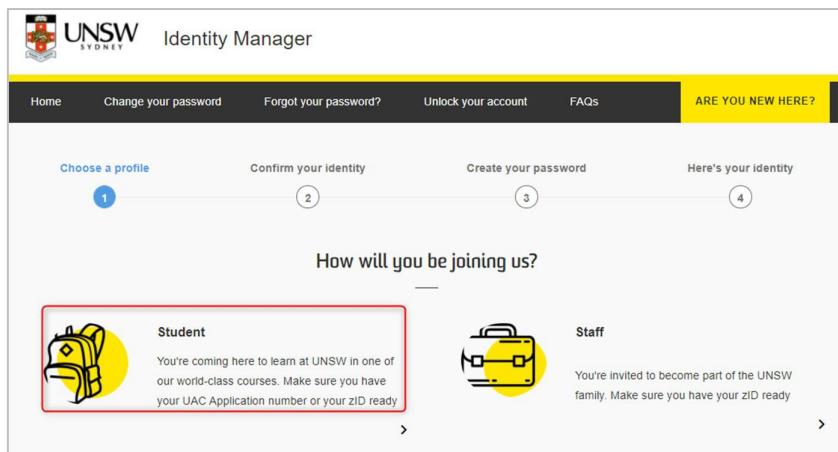
6.1. Activate your UNSW Student ID

Please follow the steps below to activate your UNSW student ID.

1. Go to UNSW Identity Manager (https://iam.unsw.edu.au/home) and select "Are you new here?"

2. Select "Student".

3. Enter your Date of Birth, zID (add a z before your 7 digit ID) and Program Code then click "Continue".

4. Create and set your password. You will receive a confirmation that your zID is activated.

6.2. UNSW Email

To access your UNSW email, you will need your username and password.

Your username is zID followed by @ad.unsw.edu.au for example z1234567@ad.unsw.edu.au.

Find more information visit https://www.student.unsw.edu.au/emails

6.3. IT Help Desk

If you are facing issues with activating your zID or accessing your email please contact

UNSW IT Service Centre

Email: ITServiceCentre@unsw.edu.au

Call: +61 (2) 9385 1333

Please note: UNSW end of year closure may delay the response from UNSW IT

7. UNSW Student ID Card

7.1. Apply for a UNSW Student ID Card

You need to make an appointment to apply for a student ID Card.

Please visit https://www.student.unsw.edu.au/id/new and click on "Make an appointment" button.

All UNSW students (except Canberra/Distance) −

Here you can find information for all students (other than UNSW Canberra and Distance Education students), on how to get your student ID card.

Receive your student ID card now

Make an appointment >

Please note: UNSW end of year closure

7.2. Prepare your identification documents

When you attend in person to request your student ID card, you will need to bring one or more valid government-issued identity documents from the list below. If you do not bring accepted supporting documentation, UNSW will be unable to issue you with your student ID card.

See Prepare your identification documents

7.3. Collect your Student ID Card

You can collect your Student ID card at:

The Nucleus Student Hub Location:
UNSW, Kensington Campus
Library Building (map ref **F20** on the main UNSW Kensington campus map)
https://nucleus.unsw.edu.au/en/contact-us

- The nearest Light Rail service to the Nucleus Student Hub and the UNSW Medicine buildings is the L2 Randwick Line to the UNSW High St stop, which is opposite our Gate 9 entrance on 'upper campus'.
- Click here for the UNSW campus map.
- Public Transport: Transport for NSW website and app.
- The Concession Opal card allows eligible students to access fares at half the price of the Adult Opal card for travel on transport services

8. Complete HETI e-learning Modules

All students who go on placement in a NSW Health Facility are required to complete the **mandatory** training and e-learning from the Department of Health, Education and Training (HETI).

- If this is your first placement with NSW Health you will be emailed your StaffLink ID and password **13 days** before your placement start date. i.e. 26th December

More information is available at [My Health Learning](#) on HETI website.

8.1. Module Certificates

As soon as you have completed the modules in My Health Learning, you should **download and save copies of your certificates**, as your access to the *My Health Learning System* terminates the day after placement ends.

- ☐ Email copies of the certificates to the [Clinical School](#).

The certificates could be important when applying for employment in NSW or may be necessary to include in your home university's assessments/portfolio.

8.2. Issues with the HETI Online courses

If you are having issues with the HETI Online courses, please try the following first before you contact HETI:

1. Google Chrome is the recommended internet browser.
2. Try changing your password
3. Are you on placement or within the 13 days before the start of the placement? If not, you cannot access the modules.
4. Quizzes often need 100% before you can progress. If it's not saving, then you didn't get 100%.

If you have forgotten your login details, contact the HETI State-Wide Service Desk on **1300 28 55 33**.

The end of year may affect the available hours for the HETI State-Wide Service Desk.

9. Clinical School

The Clinical School will contact you with course and placement information including:

- Hospital information
- Your subspecialty preference for the Paediatrics placement
- Email copies of the HETI certificates to the Clinical School.
- Student computer systems i.e. Moodle, eMed, Microsoft Teams
  - The links to the specific sites and Teams Channels will be emailed to you by the Clinical School.
- Assessment requirements
- Lectures and tutorials
- First day information (security ID's, theatre orientation, mask fit etc).
- 2 Self care days per term

Discipline	Clinical School Contact
Paediatrics	Leanne McQuiston Clinical Teaching Support Officer +61 2 9382 5508 swch-ug@unsw.edu.au
Obstetrics and Gynaecology	Anna Ma Clinical Teaching Support Officer + 61 2 9382 6755 swch-ug@unsw.edu.au

9.1. Moodle, Microsoft Teams and eMed

You will have access the main portal systems used by Bachelor of Medicine including:

- eMed
- Microsoft Office 365 –and all enrolled students get the Microsoft Office 365 suite for free!
- Moodle (where to get Moodle help)
- myUNSW login – update your Australian details e.g. address, phone number, emergency contacts

10. Prepare for your First Day

The Clinical Schools will contact you with more information about your first day.

10.1. UNSW Medicine Code of Conduct / Dress-Code

Prior to your first day ensure you have read the UNSW Medicine Student Code of Conduct that explains your responsibilities as a UNSW student. During your placement, the way you represent yourself can have a positive effect on your placement and future career. Additionally, you are also representing UNSW at the hospital. The below image provides a dress-code guideline for all UNSW students.

Bare BELOW the ELBOW

Medical students in clinical areas must be bare below the elbows.

This includes:

× No wrist watches

× No stoned rings

× No bracelets

× No long nails / false nails / varnish

× No long neck scarves - heads scarves for cultural reasons must be secured

× No lanyards or ties

If you are unsure of your responsibilities, please consult the NSW Health procedural document SESLHDPR/343 4.9
http://www.seslhd.health.nsw.gov.au/Policies_Procedures_Guidelines/Clinical/Infection_Control/Documents/SESLHDPR343_HandHygienehandcare.pdf

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11. UNSW Support Services

11.1. Connecting with UNSW Students

You have the opportunity to connect with fellow students through various student societies.

- [UNSW MEDSOC - University of New South Wales Medical Society](#)
- [International Student Life](#)

11.2. ARC UNSW Student Life

ARC is a student organisation run by students, for students. You can join ARC for free to access all their services and activities, such as: clubs, sports, parties, volunteering and even legal advice and advocacy services.

For more information, visit their website: https://www.arc.unsw.edu.au/

11.3. UNSW Psychology and Wellness

[Psychology and Wellness](#) provides confidential telehealth and face to face counselling sessions to all students at UNSW.

You can contact their services via the following website: https://student.unsw.edu.au/counselling

If you require immediate support and you are feeling overwhelmed by stress or anxiety, you can contact the following for free, confidential, and anonymous support.

11.4. UNSW Health Services

[The UNSW Health Services](#) (located on Kensington campus) offers face to face and telehealth appointments for all UNSW students and staff.

You can book an appointment with a doctor, specialist or other health professionals via the following website: https://student.unsw.edu.au/health/appointment

For more information you can visit the following website: https://student.unsw.edu.au/hsu

11.5. UNSW Careers

UNSW Careers can help you develop your professional skills beyond your degree. You can connect with the UNSW Careers Services via the following website: https://student.unsw.edu.au/careers

12. Proof of Completion – Academic Statement

Please note, clerkships courses do not have any credits or results. You can download a copy of your Academic Statement (showing enrolment in courses) by logging onto my.unsw.edu.au with your 7-digit zID and password.

In 'My Student Profile' tab, click View Results / Academic Statement. At bottom of the page, click the 'Here' button to generate your academic statement. Your academic statement will open in a new window.

If your statement does not appear, [allow pop-ups](#) in your browser and try again.

13. Contacts

For any issues with the placement, please speak to:

1. Your Supervisor at the hospital

2. [Clinical Teaching Support](#) for your discipline or hospital

3. UNSW Oslo Administrator
    +61 2 9385 8909
    mh.wil@unsw.edu.au

4. Campus Security is available 24/7 and will contact the appropriate staff if you have an incident out of office hours

    For emergencies: 02 9385 6666
    For general enquiries: 02 9385 6000
    [UNSW Security services website](#)

5. OFF campus emergency
    Phone Triple Zero (000) for police, fire, ambulance
    For non-urgent help, phone the Police Assistance Line on 131 444