



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Bachelor of Medicine

Faculty of Health
School of Medicine and
Public Health

myStudent Pack
YEAR 1, 2012

CONTACT

The University of Newcastle
Callaghan NSW 2308 Australia
T +61 2 4921 5000 (Callaghan)
EnquiryCentre@newcastle.edu.au
www.newcastle.edu.au

CRICOS Provider 00109J

Notes:

WHAT IS THE myStudent Pack ABOUT?

The myStudent Pack has been created to provide you with information that will help you get started at university. It is a 'one stop shop' that will assist you locate some of the things that we think you might need to know.

This document will also be available in Resources for Students on the Faculty of Health page:

<http://www.newcastle.edu.au/faculty/health/>

Adapted from the Original Care Pack by Yolanda Surjan

Correct as at 21 December 2011

FRONT COVER

The cover illustration shows an artist's impression of a nerve cell and its multiple connections to other nerve cells through long thin processes called axons and dendrites. The axons conduct electrical impulses (shown as bright orange glow) between nerve cells coordinating the activity of the whole nervous system. They regulate the expression of the genetic information locked away in the nucleus of the nerve cell shown as a purple sphere.

This myStudent Pack belongs to:

.....

My program is:

.....

My Program Convenor is:

.....

My Program Officer is:

.....

My Year Manager is:

.....

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HANDY HINT:



Throughout this booklet you will find the following character. This is where you will find 'tips' or advice that previous students are passing on to you. Take the time to read these; they are very helpful pieces of information.

WHAT DO YOU NEED TO DO TO BE ENROLLED & COMMENCE IN YOUR DEGREE CHECKLIST

Remember to use your diary and complete the following:

- Enrolment:** To enrol in courses and tutorials visit:
<http://www.newcastle.edu.au/service/enrolments/how-to-enrol/>
- Obtain student ID card, travel concession and parking permit (if required):** from any Student Hub. Ensure you carry your student card with you at all times on campus.
- Bridging Courses:** Book in and attend bridging courses especially Introduction to Human Biology. Bridging courses run from 30 January to 24 February. Bridging course dates, times and campus availability can be found at:
<http://www.newcastle.edu.au/students/foundation-studies/bridging-courses/>
- Program Sessions and Orientation Week:** Attend the Faculty of Health and Bachelor of Nursing or Bachelor of Midwifery program sessions in O'Week (see dates to remember)
- Library:** Attend a Library tour during first few weeks of semester

Dates to remember:

January 31 – February 4, 2012:	Program Information & Enrolment Sessions
January 31 - February 25, 2012	Bridging courses available
February 21-24, 2012:	Orientation Week - Faculty Orientation Days <ul style="list-style-type: none"> ○ Callaghan 21 February ○ Ourimbah 22 February ○ Port Macquarie 23 February
February 28, 2012:	Semester One commences
March 31, 2012:	Semester One last date to withdraw without financial and academic penalty
June 1, 2012:	Semester One last date to withdraw without academic penalty
July 23, 2012:	Semester Two commences
August 31, 2012:	Semester Two last date to withdraw without financial and academic penalty
November 2, 2012:	Semester Two last date to withdraw without academic penalty

PLACEMENT – WHAT DO I NEED TO DO TO BE READY?

In preparation to be able to participate in any clinical placements or Fieldwork Experience you will require all of the following. Details of when you are required to submit forms and certificates will be provide during your courses.

For more detailed information, the Faculty of Health Student Placement Handbook, Blackboard and lecturers, tutorials, clinical labs for more details

HANDY HINT:



Be prepared...start the process now!!

Don't wait until it's too late.

Read the Special Requirements for Clinical or Fieldwork Experience:

<http://www.newcastle.edu.au/service/admissions/undergraduate-admissions/special-requirements.html>

Please note: NSW Health has undergone a name change to NSW Ministry of Health
<http://www.health.nsw.gov.au/>

- Immunisation:**
 - When you received this booklet you should have received a red and white 'Adult Vaccination Record Card'. This is where your vaccinations are recorded.
 - It is really important that you complete all mandatory immunisations prior to going on clinical placement:
http://www.health.nsw.gov.au/resources/publichealth/immunisation/ohs/pdf/student_kit.pdf
 - Once all your immunisations are completed, you are recognised as compliant.
 - NSW Health can then issue you with your Certificate of Compliance.

- Certificate of Compliance.**
 - Bring your Certificate of Compliance to the Student Hub so that your Certificate of Compliance number can be recorded on your student record.

- National Police Check (NPC)**
 - You will need a National Police Certificate use form P799 to request a National Criminal Record Check found at:
http://www.police.nsw.gov.au/about_us/structure/specialist_operations/forensic_services/criminal_records_section
 - Once you obtain your National Police Certificate bring it to the Student Hub so that your National Police Certificate number can be recorded on your student record

- **Workcover approved First Aid Certificate.**
 - If you do not have a current Workcover approved first aid certificate you need to book in to complete a Workcover approved first aid certificate: <http://www.newcastle.edu.au/service/health-safety/workplace-safety/first-aid/certificates.html>

- **Working with Children and Young People Student Declaration:**
http://www.newcastle.edu.au/Resources/Divisions/Services/Student%20and%20Academic%20Services/Student%20Administration/Admissions/WorkingwithChildren_Declaration.pdf

This Declaration is required to be taken with you on placement

- **Additional requirement for International Students only: Complete the Statutory Declaration:**
http://www.newcastle.edu.au/Resources/Divisions/Services/Student%20and%20Academic%20Services/Student%20Administration/Admissions/OverseasStudents_StatDec.pdf

The Statutory Declaration needs to be attached to your application for the National Police Check and also needs to be taken with you to all clinical placements

- **Complete the Code of Conduct for Students Undertaking Clinical Placements:**
http://www.newcastle.edu.au/Resources/Divisions/Services/Student%20and%20Academic%20Services/Student%20Administration/Admissions/NSW_Health_Code_ofConduct.pdf
 - Obtain your clinical placement card and carry at all times when on clinical. How to obtain your card will be provided during semester 1.
 - Obtain a copy of the Faculty of Health Student Placement Handbook for 2011/12. Faculty of Health webpage – resources for students: <http://www.newcastle.edu.au/faculty/health/resources-students.html>

HANDY HINT:



The above completed documents will be required to be carried with you on all clinical placements or fieldwork experience.

If you do not have these completed documents when you attend your placement or fieldwork experience the facility will send you home and you will not be able to complete the requirements for your course. This means you could fail your course.

FACULTY OF HEALTH STUDENT CLINICAL PLACEMENT CHECKLIST 2012

This is a brief summary only of the documents required by students for clinical placement. For a complete overview of the requirements and downloads refer to the following University of Newcastle link: <http://www.newcastle.edu.au/service/admissions/undergraduate-admissions/special-requirements.html>. You are responsible for obtaining and maintaining these documents throughout your enrolment. All documents are required to be completed well in advance to you undertaking a clinical placement. **Please note: NSW Department of Health has had a name change NSW Ministry of Health**

	Requirement	Required by All Students	Must be sighted & recorded by Student Hub Staff	How or where do I obtain more information	Comments
1	Student Undertaking (Declaration to notify NSW Ministry of Health of any charge / conviction of criminal offence during the duration of your program).	√	In myHub	http://www.newcastle.edu.au/service/admissions/undergraduate-admissions/special-requirements.html	All students will agree to notify the University & NSW Health if convicted or charged with an offence, as part of your enrolment process on myHub: http://www.newcastleinnovation.com.au/service/enrolment/s/how-to-enrol/
2	National Police Certificate (NPC) or Clearance Document from NSW Ministry of Health	√	√	See University link above	Once received, your NPC must be taken to your local student HUB for sighting and recording. You will not be allowed to commence a clinical placement within a NSW Public Health facility unless you have the required police clearance that shows no criminal offences or have a clearance document from the NSW Department of Health. See below for requirements if any charges or convictions are identified.
3	Overseas Police Certificate (with English translation) and / or	<i>(for international students)</i>	√	Police authority in country of residence	
4	Statutory Declaration		√	See University link above	
5	Overseas Police Certificate (with English translation) and / or Statutory Declaration	√	√	ERESU Telephone: (02) 9391 9800 or email: esru@doh.health.nsw.gov.au	Students whose National Police Certificate identify any charge or conviction will be required to apply to the NSW Department of Health, Corporate Governance and Risk Management, External Relations and Employment Screening Unit (ERESU) for authority to undertake clinical placements within NSW Public Health facilities. NSW Health may impose restrictions or conditions upon the student which must be disclosed to the University Director of Clinical Education. The NSW Health facility must also be informed of those conditions.

	Requirement	Required by All Students	Must be sighted & recorded by Student Hub Staff	How or where do I obtain more information	Comments
6	NSW Ministry of Health: Immunisation requirements/checklist Tuberculosis (TB) assessment tool (form 2) Student Undertaking / Declaration (form 3)	√	√	Download from NSW Health website (Policy No. PD2011_005) http://www.health.nsw.gov.au/policies/pd/2011/pdf/PD2011_005.pdf Please read pages 19-25 or See university link above	The immunisation checklist is located on page 19. TB assessment tool (Form 2) is located on page 24 and Form 3, the student declaration is on page 25 , located in NSW Health Policy No. PD2011_005. Immunisations are to be undertaken at student cost and well in advance of your first placement. A copy of your completed immunisation card must be presented to the Student Hub for recording and is to be carried on all clinical placements in a NSW Public Health Facility and be available for sighting by appropriate NSW Public Health staff
7	Immunisation (vaccination) card	√		Red and White Card provided as part of enrolment process	
8	Signed Code of Conduct Agreement for Students Undertaking Clinical Placements	√			You are required to sign a copy of this form and provide it to each NSW Public Health Facility at the commencement of your placement.
9	Signed Student Declaration (to fulfill requirements of the Commission for Children & Young People Act 1998)	√			You are required to sign a copy of this form and provide it to each NSW Public Health Facility at the commencement of your placement.
10	Confidentiality Undertaking	√		See University link above	Privacy and the protection of personal and health information of clients is a serious issue. A confidentiality undertaking is to be completed on the first day of every clinical placement by the student.
11	Current Senior First Aid Certificate	ONLY students in selected programs (see comments)		An approved Australian provider	A current senior first aid certificate is to be obtained by all medicine, nursing, midwifery, physiotherapy, oral health, podiatry and medical radiation science students as part of the course requirements in first year

UNIVERSITY JARGON – WHAT DOES IT ALL MEAN?

Program

A **program** (e.g. Bachelor of Medicine) is a collection of courses. A program can also be described as a degree program. Your best source of information about programs is the program finder online: <http://www.newcastle.edu.au/program>. The table below provides a list of the courses in which you need to be enrolled in **Semester 1, 2012** as a full-time student

Courses

Courses are subjects/units within a degree program; see below for an example of a typical Semester 1 course load for a full-time medicine student.

MEDI1011	Introduction to Professional Practice	10 units
MEDI1012	Introduction to Medical Science	10 units
MEDI1013	Introduction to Public Health	10 units

STARTING UNIVERSITY IN 2012

Enrolment

When you accept your offer, you would have been given a student number and an access key (password). You would have been asked to accept your offer through the myHub enrolment system: <http://webapps.newcastle.edu.au/index.cfm>

Just in case you have forgotten what you need to do to login or you haven't yet enrolled, you will need to use your username, followed by your 7-digit student number to access the enrolment system. Your password will be a 4 character access key followed by the day and the month of your birth in ddmm format.

Example:

If your access key is js5b and your date of birth is 14 May (5th month), your password will be: js5b1405.

Use this username and password to log into ALL online services for students including student email (NUmail), myHub and Blackboard.

If you haven't received your student number, visit Ask UoN: <http://askuon.custhelp.com/> please contact any Student Hub or call: 4921 5000 or email: 15000-UoN-Enquiries@newcastle.edu.au

HANDY HINT:

Once you login to myHub you will be required to complete the Mandatory To Do Items list before you can enrol in your courses and tutorials

Who can help me with enrolment?

Specific enrolment sessions will be available for you in the CT Labs over the Orientation period with staff that can assist you. You can also drop into any Student Hub for assistance too.

What courses do I enrol in?

The best information about your courses comes from the undergraduate program handbook (the web address is given below). We have found that when students do not follow these guidelines they can experience difficulties later in their program. So, go to this page, choose your program, and scroll down and you will see the courses you need to enrol in for Semester 1:

<http://www.newcastle.edu.au/program/undergraduate>

The course outline is a document specific to the course you are enrolled in. It contains information regarding assessment, contact hours, content, etc. It is provided to you free of charge in the first 2 weeks of University either in hard copy handed out in class and/or it is also available on your course Blackboard site. It is also made available via the Blackboard site associated with your course.

Enrolling

B Medicine students aren't required to enrol in additional components ie; tutorials, compute labs etc to. Your other components are organised for. You only need to enrol in your courses.

HANDY HINT:

Don't forget to do anything that is marked 'compulsory' – having forgotten means you may fail the course or courses.

Student Survival Guide

For further information about surviving as a medical student look out for the Student Survival Guide on Blackboard under Program Info on the B Medicine pages.

Parking

Student parking permits are available from any Student Hub. To purchase a student parking permit, you need to take your current student card to the Student Enquiry counter at one of the Student Hubs: <http://www.newcastle.edu.au/service/parking/>

When you collect your permit, a charge will be raised against your student account and an email invoice advice will be sent to your student email address. This invoice can be paid using BPay, at any Post Office or to the University Cashier located on the third floor of the Student Services Centre. This payment information is available online at the University's eBilling site: <http://www.newcastle.edu.au/study/ebilling/>

HANDY HINT:



Get your parking ticket before semester commences and get here early on the days you attend, parking is much easier that way! Beware..... DO NOT PARK IN STAFF PARKING AREAS. Heavy parking fines apply.

Student Hubs

The Student Hubs provide a one-stop shop for you to access essential student services at five of our campus locations. Each Hub offers a place for you to work on, submit and collect your assignments, meet friends, buy something to eat and get advice and referrals from trained staff about issues relating to your studies. You can visit the hub online at: www.newcastle.edu.au/students/hubs OR in person.

Opening Hours** at the Student Hubs:

HUB	Location	Opening Hours
SHORTLAND HUB	Shortland Union Building Callaghan Campus	8.30am-5pm, M-F
HUNTER HUB	Student Services Centre Callaghan Campus	8.30am-5pm, M-F
CITY HUB	University House Cnr King & Auckland St	9am-6pm, M-F

** Hours can vary during orientation and vacation periods

Services Offered at the Student Hubs:

Admissions advice	Information about applying for special circumstances
Assignment submission and collection	Information about cross-institutional study
Computer access and wireless enabled areas	Official transcripts
Credit information and advice	Parking permits
Enrolment advice	Policy advice
Fees advice and information	Printers, photocopiers and scanners
Program advice and information	Referral to Counselling
Referral to Careers Service	Referral to Dean of Students
Referral to Disability Support Services	Student ID cards
Referral to Graduate Studies	Scholarships advice
Referral to Loans and Welfare	Travel Concessions

Notes: