

Doctor of Medicine
Criminal History Background Check
Student Guidelines

Introduction

As of 2017, all students in the Doctor of Medicine (MD) program are required to obtain a current police/criminal history check prior to commencing the program.

Why is this information being collected?

The University has a duty of care towards its students, staff and members of the public. Patients and residents must be protected during clinical placements by ensuring that all students with access to vulnerable people are screened. Other Australian medical schools and several Queensland hospitals already require such disclosures.

Will it be disclosed to any third parties?

Personal information will be treated in accordance with the University's Privacy Management policy.

Criminal history may be shared with clinical placement providers in order for them to determine whether to accept a student, and/or to make any necessary adjustments during the placement.

How will it be used?

Students with a criminal history will be referred to the Medical Dean for counselling. This counselling will take into consideration whether the student's criminal history will:

- impact on their ability to complete the MD program requirements;
- affect their ability to gain registration with respect to the Australian Health Practitioner Regulation Agency (AHPRA) Criminal History Registration Standard.

Students should also be aware that certain clinical placement providers will not accept students if they have a criminal history. If this occurs, reasonable attempts will be made to find another suitable clinical placement with a provider who is willing to accept the student. It will be at the discretion of the clinical placement provider as to whether they accept a student.

If a student has a criminal history which impacts on their ability to undertake clinical placements or to complete the MD program requirements, then the Medical Dean may decide to cancel their enrolment.

If a student's enrolment is cancelled, and the student has good academic standing, then reasonable attempts will be made to transfer the student to an alternative program at the University, which can be delivered to the student.

Timelines

In all cases certificates must be received by **31 March** (the Census Date) in the first year of enrolment in the MD program. This requirement applies to students in their year of commencement of the program, and in each subsequent year of the program.

Students who are entering the MD program should submit their certificate as soon as possible after accepting their offer.

Cost

Students are liable for the cost of providing the certificate and any translations.

Currency

Certificates must be no more than 12 months old as at the start of each student's first year of enrolment in the MD program.

Change in Criminal History

If a student has a change in their criminal history during the course of their enrolment in the MD program (for example, they are charged or convicted with an offence), the student must immediately disclose this information to the University.

As Blue Card holders, students must also comply with their obligations under the *Working with Children (Risk Management Screening) Act 2000* (QLD) to notify the University of any change in their police information.

Acceptable providers

Australian Students

All Australian citizens and permanent residents are required to submit a National Police Certificate. This certificate is based on a search of a person's name against the criminal history records, held by police services Australia-wide.

To apply, students complete a national criminal history check - Name Only application form and deliver it (in person or by post) to a Queensland Police Station, along with a proof of Identity. The certificate will then be posted to them.

As the certificate can take up to 2-3 months to be provided, students are encouraged to submit their application well in advance of their commencement date.

Australian citizens and permanent residents must also supply additional certificates where they have resided in any other country for a period of more than two years since reaching 18 years of age.

International Students

International students should provide an official criminal history certificate from their home country, and any other country in which they have resided for a period of more than two years since reaching 18 years of age.

Note that the Department of Immigration and Border Protection independently require anyone entering the country to declare any criminal convictions. They may also request police certificates as part of their character test assessment against the. Applicants with a substantial criminal record may be denied a visa.

Translations

Certificates written in a language other than English must be accompanied by a certified translation prepared by an approved translation service.

Within Australia, contact the National Accreditation Authority for Translators and Interpreters Ltd (NAATI).

If overseas, contact the nearest Australian diplomatic mission or consulate for a list of approved translation services in each country.

Submission

Students must upload their certificate/s to the secure Blackboard site. Submissions will at all times be securely stored and only available to University staff on a needs basis.