Immunisation Procedure Flowchart – Student Information

It is the students’ responsibility to retain their immunisation documents (including serology reports) for the duration of their course and make them available to the placement provider on request. There are three forms required to satisfy the immunisation process, including an annual influenza vaccination. Further, students must ensure that their medical practitioner has signed and completed the immunisation form in its entirety. Incomplete forms will not be accepted.

**OFFER:** Immunisation information included with offer of enrolment

**ORIENTATION:** Process made clear to students

-- Objectors

-- Students provided with two (2) written warnings from the Course/Placement Administrator

-- Professional Behaviour Intervention Procedure
   - Steps 1-3: School/Dept. to meet with student for counselling;
   - satisfactory outcome:
     - YES
     - NO

-- Failure of unit

-- Exclusion for unsatisfactory academic progress
   - See Section 30(4) of Monash University (Academic Board) Regulations here: http://www.adm.monash.edu.au/execserv/progress/

-- The student is now ready for placement

**CHECK:** To ensure all sections have been completed and it has been signed and stamped by a GP

-- Student Presents the Statement of Compliance for sighting to the School/Dept. by the due date

**STAMP & SIGN** the form and return it to the student - record on “In Place” or spreadsheet

-- Objectors to meet with the Head of Program/Deputy Dean for course counselling

-- Student continues to fail to present. A faculty encumbrance placed on students – advise SEBS that enrolment/placement maybe cancelled

**IMPORTANT:** It is the students responsibility to keep a copy of these documents for the duration of their course and have available to present to placement providers on request.