

Congratulations & welcome to the Faculty of Medicine, Nursing & Health Sciences!

To help make your enrolment into the Bachelor of Emergency Health (Paramedic) as easy and efficient as possible, we are providing you with a checklist of things you need to do to enrol for 2012. We recommend printing this sheet.

STEP 1 READ THE INFORMATION IN YOUR OFFER LETTER AND THIS CHECKLIST CAREFULLY

This provides information that will help you through the enrolment process.

STEP 2 DECIDE WHETHER YOU WILL:

- ACCEPT** the offer. Go to Step 3.
- DEFER** the offer by **Wednesday 25th January 2012**
 - Submit a request to defer via WES after completing Step 3B, or
 - Download the 'Deferment Application Form' from <http://www.adm.monash.edu.au/service-centre/forms/deferment.pdf> and send it to:

**Dept of Community Emergency Health and Paramedic Practice
Monash University
McMahons Road
Frankston VIC 3199** or fax to: +61 3 9904 4168
 - Once your deferment form is lodged, no further action is required.
- REJECT** the offer. No further action is required – if you do not enrol or defer, your offer will lapse.

STEP 3 ACCEPTING YOUR OFFER & ENROLLING

PARTS A-C must be completed between Tuesday 17th - Wednesday 25th January 2012

Failure to do so may result in losing your place in the course.

A Create a computer 'Authcate' account

This will register you for access to Monash's electronic services and is necessary for each Monash student. **Complete before Wednesday 25th January 2012**

- o Go to: <http://www.its.monash.edu.au/students/> and follow the instructions to register for a new account.

My Monash ID number is:

My Authcate username is:

B Complete online administrative forms

Log into WES (Web Enrolment System) using your new username & password.

Complete before Wednesday 25th January 2012

- o Go to: <https://my.monash.edu.au/wes/>

Click on "Enrolment/Re-Enrolment summary"

- Check/update address & emergency contact details
- Complete the Enrolment Questionnaire
- Complete the CSP HECS-HELP form. *If you do not have a Tax File Number, we recommend that you select the full up-front payment option in the interim. Once you have received a TFN, you may change your payment method via WES up to 31st March 2012.*
- Stay online to enrol in units (see Step C)

You **MUST** take note of Transaction Numbers when submitting each form.

My Enrolment Questionnaire Transaction Number is:

If you've been offered a CSP place: My HECS-HELP form Transaction Number is:

C Enrol in units for the upcoming year

Complete before Wednesday 25th January 2012

This is also done via WES by clicking on "Unit Enrolment"

- Carefully read the Course Structure and Unit Information, located at: <http://www.monash.edu.au/pubs/handbooks/courses/3445.html>.
A full description of units offered by Monash can be found at: <http://www.monash.edu.au/pubs/handbooks/>.
- Core (compulsory) units will be listed as 'unconfirmed'. To enrol, click on the 'Enrol' link in the Action column for each unit.
- Click on 'Submit' to complete your enrolment. Please note that if you do not click 'submit', your enrolment will not be complete!
- Record your transaction number.

You MUST enrol for the full year.

Changes to unit selection may be made up to the Friday of the second (2nd) week of each semester, so if you are not sure about unit selection, just enrol in the ones you will most likely be taking.

The unit codes I've enrolled in are:

Semester 1:

- BEH1011
- BEH1041
- BMA1901
- IPE1011

Semester 2:

- BEH1022
- BEH1102
- BMA1902
- NUR1202

Transaction Number

U _____

D Attend the Information Session

Friday 27th January 2012 at 10:00am
Room E2.09, Building E, Peninsula campus

A map of the campus can be viewed here: <http://www.monash.edu.au/study/campuses/peninsula.html>

Please bring the following items with you to the Information Session:

- VTAC Offer Letter
- A pen
- WES Transaction Numbers for:
 - Enrolment Questionnaire
 - CSP HECS-HELP form (if applicable)
 - Unit Enrolment
- Credit application forms and certified copies of relevant transcripts and full details of previous study, (applicable only if applying for credit)

E Go to the Student Services Centre to receive your Student ID Card

Level 2, Building C, Peninsula campus

This must be completed **AFTER** attending the information session.

Take your WES Transaction Numbers and VTAC Offer Letter with you to speed up the process.

F Second-hand uniform sales

11:00am – 1:00pm
Room H1.10, Building H, Peninsula campus

Some second-hand uniforms will be on sale. **These will be strictly cash only sales on the day. (This session is subject to availability of second hand uniforms)**

G Immunisations and clinical placement uniform fitting appointments

11:00am – 1:00pm
Room H1.07, Building H, Peninsula campus

All new students are required to report to the above room to organise their appointments for immunisations and uniform fittings.

H Select timetabling preferences

Use Allocate+ to select timetabling preferences. Allocate+ is the timetable allocation system that allocates students into classes based on their availability rather than on a 'first-come-first-served' basis.

Complete by Thursday 16th February 2012

<https://allocate.its.monash.edu.au/>

I Medical and fitness assessments

Please refer to the "Important Information" letter from the Head, Undergraduate Paramedic Programs.

J Attend Orientation Week

This is **compulsory** for all new students and an important part of your introduction to the university. A full orientation schedule and the opportunity to personalise your orientation experience can be found at:

<http://www.monash.edu.au/orientation/>

Problems? Questions?

Please feel free to email questions to our general enquiries e-mail address:

beh.enquiries@monash.edu

Department of Community Emergency Health and Paramedic Practice

Building H, Peninsula campus

Phone: +61 3 9904 4508



IMPORTANT INFORMATION

Dear Prospective Student,

Congratulations on your offer of admission to the Bachelor of Emergency Health (Paramedic) course offered at the Peninsula campus of Monash University.

You will need to attend the Peninsula campus on Friday 27th January, 2012 for enrolment. Your information session commences at 10:00am in Room E2.09, Building E, Peninsula campus; a map can be found at: <http://monash.edu/study/campuses/peninsula.html>. If you cannot attend you must contact the Department to make alternative arrangements.

If you wish to apply for any credits you will need to provide us with originals or certified copies of your academic transcripts and must bring them to the above information session.

In order to complete this course you will need to undertake clinical placements in a range of health settings. This includes placements with Ambulance Victoria. This agency has specified health and medical criteria that students must achieve before they will be allowed to undertake ambulance clinical placements. These criteria are the same as those applied to paramedics prior to employment by the agency. The standards of health and fitness are designed to ensure that paramedics and paramedic students can safely operate in the pre-hospital healthcare environment.

In order to complete your enrolment you will be required to undertake a medical and fitness assessment at a specified health assessment agency. This will need to be completed at your cost, currently \$297.90 including GST (subject to change after 31st December 2011), payable to the agency on the day of assessment. Proof of fitness and health must be available by the census date (31st March, 2012) for Semester 1, 2012.

Failure to provide evidence of health and fitness status prior to the census date above may jeopardise your enrolment. If you will have difficulty undertaking these assessments please contact Barbara Martin at the Monash University Department of Community Emergency Health and Paramedic Practice on +61 3 9904 4508.

Students cannot successfully complete clinical units in this course until they have passed these requirements. If a student fails the fitness test, they will have an opportunity to re-sit the test. However, evidence of a pass in the test must be provided before the relevant census dates for each clinical unit. Students who cannot complete the clinical units cannot graduate from this course. Students who do not pass the medical assessment should seek advice from the course coordinator at the earliest opportunity. To make an appointment with the course coordinator students should contact Barbara.

Arrangements have been made with **Unified Healthcare Group** to conduct health and fitness assessments for prospective students. **The dates for the assessments will be advised to you at the enrolment session.** You will then need to contact this organisation (details below) to make a booking on one of the days provided. Students must book an appointment as soon as they possibly can after the enrolment session.

When arriving for medical and fitness assessments students should report to the reception desk at Unified Healthcare Group on level 1 when you arrive for your appointment.

The medical includes a review of medical history and then a thorough physical examination, including a check of blood pressure, cardiovascular and respiratory systems and an assessment of the major joints. A urine sample is tested and a test of vision and hearing is also performed.

The examination is conducted by medical practitioners who are experienced in occupational health. Doctors performing the tests are very conscious of the need to maintain the privacy of all individuals and this is ensured at all stages of the physical examination. Unified Healthcare Group will seek your consent to release the results to the Monash University Department of Community Emergency Health and Paramedic Practice. Please note that only pass/fail results are released. Monash University does not and cannot request the release of more detailed private and confidential information. If you consent to the release of your results to the Department this information will be treated in confidence in accordance with the Monash University Privacy Policy and relevant privacy legislation. Monash University is required to comply with a number of privacy laws operating throughout Australia, including the Information Privacy Act 2000 (Vic), the Health Records Act 2001 (Vic). Further information may be found at:

<http://www.privacy.monash.edu.au/policies/privacy-pol.html>

Although it is expected that your results will have been sent to the Department by the date of enrolment, you should also bring a copy of your test results to the enrolment day.

Please note that Unified Healthcare Group reserves the right to charge a non-attendance fee of 75% if applicants do not attend their appointment or fail to cancel the appointment with a minimum of 1 full working days notice.

Yours sincerely,



Bill Lord
Head, Undergraduate Paramedic Programs
Department of Community Emergency Health & Paramedic Practice

HEALTH AND FITNESS ASSESSMENTS

What are the steps involved in the assessment?

- You will be seen by a medical practitioner who will undertake a physical examination and complete a Doctor's Statement.
- The completed medical examination form will be maintained by the doctor as a confidential medical record.
- The Doctor's Statement will be sent to Monash University Department of Community Emergency Health and Paramedic Practice to be maintained on your personnel file.

If you have any queries or concerns about this procedure, please raise them immediately with the Department by contacting Barbara Martin on +61 3 9904 4508.

What may the assessment include?

- The medical examination is a thorough examination of a number of different areas of the body relevant to activities you will be undertaking while on clinical placement.
- It DOES NOT INCLUDE rectal, gynaecological, breast examination or blood tests. You may be required to remove parts of your clothing to enable proper examination.

What should you bring to the medical assessment?

- Glasses or contact lenses if used.
- Hearing aid if used.
- Any medical reports, results of medical tests or X-Rays if you have any conditions which may require further explanation
- It is preferable that you wear loose fitting clothing that you are comfortable to exercise in.
- You can request the presence of a second staff member if you wish or come with a relative or friend.
- Photo identification i.e. Drivers License, Passport etc.

Where will I attend the Physical Fitness Assessment?

The Physical Fitness Assessment will be conducted on the same day as your medical assessment. The assessment will take at least 30 minutes. Applicants who do not pass the Medical Assessment will not be progressed to the Physical Fitness Assessment.

What if I am unsuccessful?

If you are not successful at either stage of this Medical and Physical Assessment you will be informed of this by Monash University.

How much will the medical cost? The medical and physical assessment will cost **\$297.90 including GST. It is payable on the day of the appointment.** Payments can be made via cash, EFTPOS, Visa, MasterCard and Bankcard.

Where do I attend?

Unified Healthcare Group
Level 2 Reception
139 High Street
Prahran VIC 3181
(Cnr St Edmonds Road)
Tel: +61 3 9692 7777 Fax: +61 3 9692 7885

Please advise the agency that you are a Monash paramedic applicant aiming to enrol in the full-time Bachelor of Emergency Health (Paramedic) course.

If you are running late or are unable to attend for any reason, please call the medical clinic on 9692 7777 to cancel and to arrange another suitable appointment if required.

How do I get there?

Unified Healthcare Group has undercover parking onsite. Prahran train station is a 200-metre walk from the clinic. Prahran train station is part of the Sandringham Line. The number 6 Glen Iris tram passes the corner upon which the clinic is located. There are tram stops 100-meters either side of the clinic in High Street (see map below).



Bachelor of Emergency Health (Paramedic)

Students commencing 2012

Year	Semester 1	Semester 2
Year 1 2012	BEH1041 Human Development and Health Across the Lifespan (6)	BEH1102 Clinical concepts of paramedic practice 2 (6)
	IPE1011 Foundations of health in primary clinical care (6)	BEH1022 Pharmacotherapy in CBEH (6)
	BMA1901 Human Structure and Function 1 (6)	BMA1902 Human Structure and Function 2 (6)
	BEH1011 Clinical Concepts of Paramedic Practice (6)	NUR1202 Legal Issues and Concepts (6)
Year 2 2013	BEH2011 Professionalism and Community Based Emergency Health Systems (6)	BEH2012 Paramedic Management of Respiratory Conditions (6)
	BEH2021 Evidence Based Practice, Research & Population Health within CBEH Services (6)	BEH2022 Paramedic Management of Trauma (6)
	BEH2131 Paramedic Management of Cardiovascular Conditions (6)	BEH2142 The Paramedic in the Community (6)
	BEH2121 Paramedic Management of Maternal and Neonatal Health (6)	BEH2032 Paramedic Clinical Practice 1 (6)
Year 3 2014	BEH3011 Paramedic Management of Medical Conditions (6)	BEH3012 Clinical Leadership and Emergency Preparedness (6)
	BEH3121 Paramedic Management of Toxicological and Environmental Conditions (6)	BEH3022 Research and Contemporary Challenges in CBEH (6)
	BEH3031 Paramedic Clinical Practice 2 (6)	BEH3032 Paramedic Management of Critical Care Specialty Situations (6)
	BEH3051 Paramedic Management of Mental Health (6)	BEH3042 Advanced Paramedic Clinical Practice 3 (6)

Unit points (credits) are shown in brackets.

New units (approved 2011) are highlighted.