

# PSA/FSA CHECKLIST

Please ensure that you bring the following if you are applying for a Patient Service Assistant role. You are required to bring **ALL documents** to avoid application process delays.

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| <input type="checkbox"/> Certificate III in Health Services Assistant          | <input type="checkbox"/> 100 points of ID: passport, birth certificate, citizenship papers, Medicare card, driving licence |
| <input type="checkbox"/> Employee Police Check ( <u>not</u> volunteer/student) | <input type="checkbox"/> Superannuation Details (Fund Name, USI, Your member Number)                                       |
| <input type="checkbox"/> Tax File Number                                       | <input type="checkbox"/> Bank Details (BSB & Account number)   |

Records of the following are also required:

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|--|--|
| <input type="checkbox"/> Annual Flu Vaccination  | <input type="checkbox"/> Immunisation records / Serology testing |
| <input type="checkbox"/> Statutory Declaration (signed and witnessed prior to interview) |  |

Mandatory for all acute and some community shifts:

- Employee Working With Children Check (not volunteer)

Paperwork must be shown to prove legal working rights:

- Visa Grant Notice

The following three competencies must be annually renewed:

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|--|--|
| <input type="checkbox"/> Hand Hygiene    | <input type="checkbox"/> Infection Control |
| <input type="checkbox"/> Manual Handling |  |