

## Credentiaing, A Certificate Of Competency

Name of Student: \_\_\_\_\_

School: \_\_\_\_\_

Name of Medical Procedure: \_\_\_\_\_

Brief Description of Procedure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of staff member: \_\_\_\_\_

Name of Parent undertaking to train staff member: \_\_\_\_\_

Name of Medical Professional Present (Nurse/Doctor): \_\_\_\_\_

Brief Description of Training Program: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

This is to certify that \_\_\_\_\_ has demonstrated  
competency

*(Name of Staff Member)*

in the above procedure for \_\_\_\_\_  
*(Student's Name)*

Date: \_\_\_\_\_

Acknowledge: Parent \_\_\_\_\_

Nurse/Doctor \_\_\_\_\_

Principal \_\_\_\_\_

Staff member \_\_\_\_\_

Date of required revision of training or retraining: \_\_\_\_\_

I have assisted in training \_\_\_\_\_ in  
this procedure. *(Name of Staff Member)*

Yours sincerely

\_\_\_\_\_  
*(Parent's signature)*

**Department of Education**

**Personal Information Protection Statement**

School Education Division  
GPO Box 919  
Hobart TAS 7001  
Telephone: 03 6233 7281 Fax: 03 6233 6982

Personal information is collected from you for the purpose of obtaining and verifying student related details and is used by the Department of Education to authorise school staff to administer medication and specified medical procedures as authorised by the *Education Act 1994* and related State and Commonwealth Acts and Regulations.

Failure to provide this information may result in the school being unable to authorise the administration of this medication or procedure.

Your personal information will be used for the primary purpose for which it is collected and may be disclosed for the purposes stated above to government and other authorised agencies, and to health practitioners to support student health requirements.

Personal information is managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the Principal.

You can obtain a copy of the department's Personal Information Protection Policy on request to the Principal or at

<http://www.education.tas.gov.au/deis/policies/pip/pippolicy.htm>