

Australian Medical Council (AMC) National Test Centre (NTC)

COVID Safe Workplace Policy

1. Purpose

The Australian Medical Council (AMC) is committed to prioritising the safety and wellbeing of team members, stakeholders, clients, and our communities.

The purpose of this policy is to outline the AMC's approach to providing a COVID-Safe environment at the National Test Centre (NTC). The policy applies to any person who enters the NTC including, but not limited to, staff, contractors, visitors and exam participants.

It is the responsibility of all persons entering the NTC to adhere to and be aware of all aspects of this policy. All persons must act in compliance with all COVID-safe procedures and protocols put in place to ensure a COVID-Safe environment at the NTC.

This policy sets out the essential criteria for all persons entering the NTC. The criteria are informed by the COVID rules of the Victorian State Government. Any changes or additions to this policy of the AMC will be advised through the AMC and the NTC websites.

2. Essential Criteria

2.1 Vaccination Requirement

All persons entering the NTC must be fully vaccinated against COVID (including any eligible booster shots), with the last shot having been administered a minimum of two weeks prior to date of entry. All vaccinations must be recognised by the Australian government. Evidence of vaccination status will be required prior to attending 300 La Trobe St.

Please refer to the AMC and NTC websites for information on:

- Australian Government issued vaccination status documentation
- Accepted methods of verification
- Approved vaccinations for use in Australia
- Approved vaccinations for incoming travelers
- Persons vaccinated in countries outside Australia

2.2 Access to the NTC

Along with providing vaccination status, all persons attending the NTC must be scheduled in advance and 'check-in' on arrival via the QR Code provided at 300 La Trobe St and the NTC, using the Service Victoria App.

2.3 Denial of Access to the NTC

The AMC NTC reserves the right to deny access to any person for the following reasons

- Inadequate proof of vaccination
- Persons showing symptoms of COVID-19

- Persons whose behaviour is inconsistent with the processes and protocols set out and instructed by authorised staff, including but not limited to AMC NTC staff and COVID Marshals

Any candidate attending an examination without proof of vaccination will forfeit their examination fee.

3. COVID-Safe Environment

The AMC NTC has established a set of protocols and processes regarding Face Masks, Physical Distancing, Occupancy & Density Quotients, Attestations and Record Keeping. As at November 2021, according to the Victorian Government such requirements are no longer applicable for the AMC NTC environment. If these requirements change, several contingencies have been developed in order to meet regulations set out by DHHS, Business Victoria and the Victorian Government. Further information is published on the AMC and NTC websites. If the Victorian Government makes changes to these requirements this policy will be consistent with those changes and the AMC website will be updated accordingly.

4. Appendices and References

4.1 Appendices

- Exam Stakeholder FAQs – SPs, Invigilator, Marshals, Examiners, Staff
- COVID Safe Information – AMC and NTC websites

4.2 References

The Policy references several data sources including

- Department Health and Human Services (DHHS)
- Victorian Government
- Safe Work Australia
- Business Victoria

5 Document Review

The AMC NTC will review and update this policy based on Government Guidelines Health advice.

5.1 Responsibilities

Document authorization: CEO

Document implementation: NTC

Document maintenance: NTC

5.2 Revision History

Version	Date of Version	Pages Revised / Brief Explanation of Revision
V.1	December 2021	Developed, published and disseminated

If you require further information regarding this policy please contact the NTC Program Management Team

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