

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 have completed their primary course (at least two doses) of vaccination against COVID, with the last shot being administered a minimum of two weeks before the date of entry. All vaccinations must be recognised by the Australian government. Evidence of vaccination status will be required before 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

All persons attending the NTC must be scheduled in advance. At the time of scheduling vaccination status must be provided to the AMC. Check-in to 300 La Trobe St, and the NTC is via the Building's Visitor Management App which is sent electronically to exam participants before attending site.

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
- Those who are required to complete the pre-entry electronic questionnaire but have not done so
- 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

Any candidate attending an examination without proof of vaccination (which should be provided at the time of scheduling and before arriving at the NTC) 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, Electronic questionnaires, and Record Keeping. These are informed by but are not necessarily the same, as Victorian government guidelines. Further information is published on the AMC and NTC websites.

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
- Australian Technical Advisory Group on Immunisation (ATAGI)

5 Document Review

The AMC NTC will review and update this policy based on relevant Government Guidelines and 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
V. 2	August 2022	Updated clauses 2.0 and 3.0

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

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