



USING OSLER TO BECOME FIT TO PRACTICE

How to set up your user profile and upload documents.

This guide is a supplement to the Faculty of Health Sciences and Medicine
Fit to Practice Hub: How to complete your compulsory compliance tasks.

Contents

| | |
|---|----|
| Welcome to Osler | 2 |
| Browser compatibility | 2 |
| Step 1: Activate your Bond University IT Account | 2 |
| Step 2: Set up your user profile in Osler | 3 |
| STEP 3: Ensure your documents are saved in the correct format | 3 |
| Naming your documents in the correct format | 4 |
| Help with scanning and formatting documents | 4 |
| IMPORTANT: Keep your documents on file | 4 |
| Uploading your evidence to Osler | 5 |
| What happens next | 8 |
| Technical support | 8 |
| The Osler ePortfolio App | 9 |
| FAQs | 10 |

Welcome to Osler

Osler is a clinical governance and clinical performance platform that helps doctors, nurses, students and paramedics certify their clinical competency. All Fitness to Practice documents for students of the Faculty of Health Sciences and Medicine are managed through the Osler platform.

As you complete each Fit to Practice task, you will need to upload your evidence to Osler, so your first step is to set up your user profile.

Browser compatibility

Please note that Osler **is not compatible** with Internet Explorer on any device or Google Chrome on iPhone or iPad (and possibly Mac).

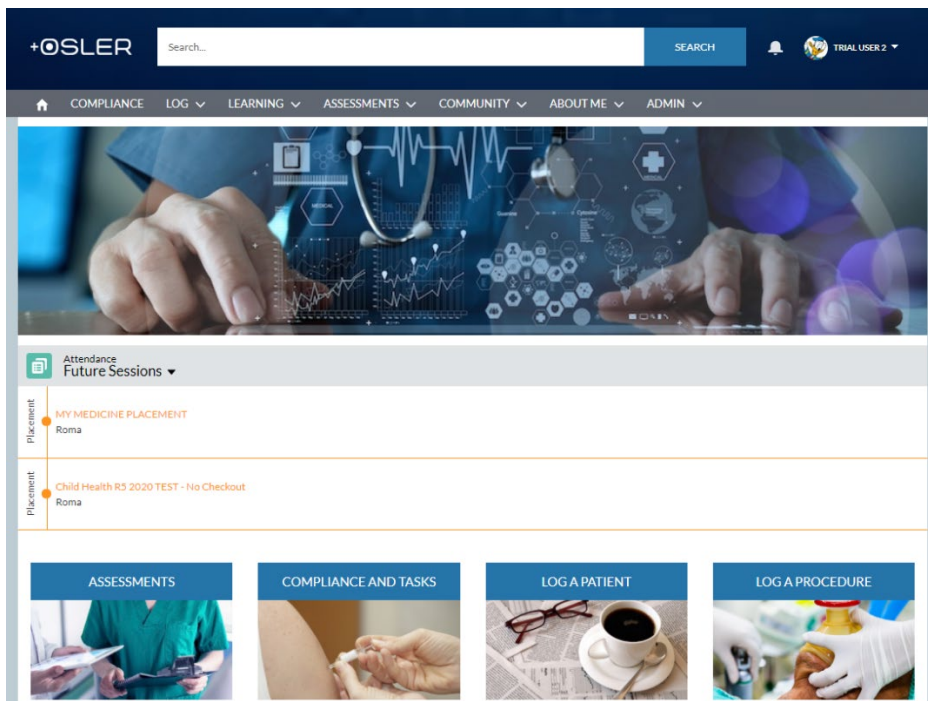
Step 1: Log in to Osler

1. Ensure you are using an Osler-compatible browser.
2. Log in to the [Bond University Student Portal](#). If you cannot log in, ensure that you have activated your IT account at <https://bond.edu.au/activate>. If you have activated your account but forgotten your password, contact the IT Service Desk on +61 7 5595 4444 or via [email](#).
3. Open a new tab in the same browser and go to: <https://bond.force.com>.
4. You should be logged in to Osler automatically. If you aren't, click "Sign in with Bond IT Account" and enter your Bond University student ID number and password (the same details you use to log into the Bond University Student Portal).

Step 2: Set up your user profile in Osler

On the **Home** page in Osler, click on your name on the top right-hand corner of the screen and select **My Profile**. Complete your essential details, including:

- Your preferred name
- Date of birth
- Bond University email address
- Phone number



You are now ready to [upload your Fit to Practice evidence to Osler](#).

But first, please ensure you have [saved and named all your documents in the correct format](#).

STEP 3: Ensure your documents are saved in the correct format

The Fit to Practice Co-Ordinator checks and submits close to 10,000 documents per year to QLD and NSW Health on behalf of our students. Documents that aren't saved and uploaded in the correct format slow the verification process for everyone and will be rejected.

For your Fit to Practice evidence to be accepted, it must be saved and uploaded correctly as follows:

- Scans are good quality and clearly legible
- Text and images are the right way up (i.e. not sideways or upside down)
- Documents are in PDF format
- File sizes are less than 1.5MB
- Documents are named as instructed below.

Naming your documents in the correct format

With more than 10,000 documents being submitted to the Fit to Practice Co-Ordinator each year, you can understand why students need to name them correctly! To ensure your documents are accepted, please name them using the following format:

FAMILY NAME First Name – Name of Compliance Task

e.g. MOUSE Micky – CPR Certificate

DUCK Donald – QLD Health Student Deed Poll

Help with scanning and formatting documents

You'll find printing and photocopying facilities across the campus, with support from our IT team and librarians. You may wish to use desktop applications, such as Preview or Adobe Acrobat, to format your documents for ease of use and access. You can also find apps and online tools to make formatting, converting and compressing documents easy, such as <https://www.camscanner.com/> or <https://smallpdf.com/>.

*Please ask our library and IT staff to help you scan
and save your documents in the correct format.*

IMPORTANT: Keep your documents on file

Bond University's Fit to Practice process doesn't just prepare you for your program; it prepares you for your career.

It is vital that you keep copies of all documents and correspondence on file, and that you save them in a way makes them easy to find, easy to use and easy to share. Please keep hard copy originals as well as electronic files, as you may need both at different times throughout your studies and career.

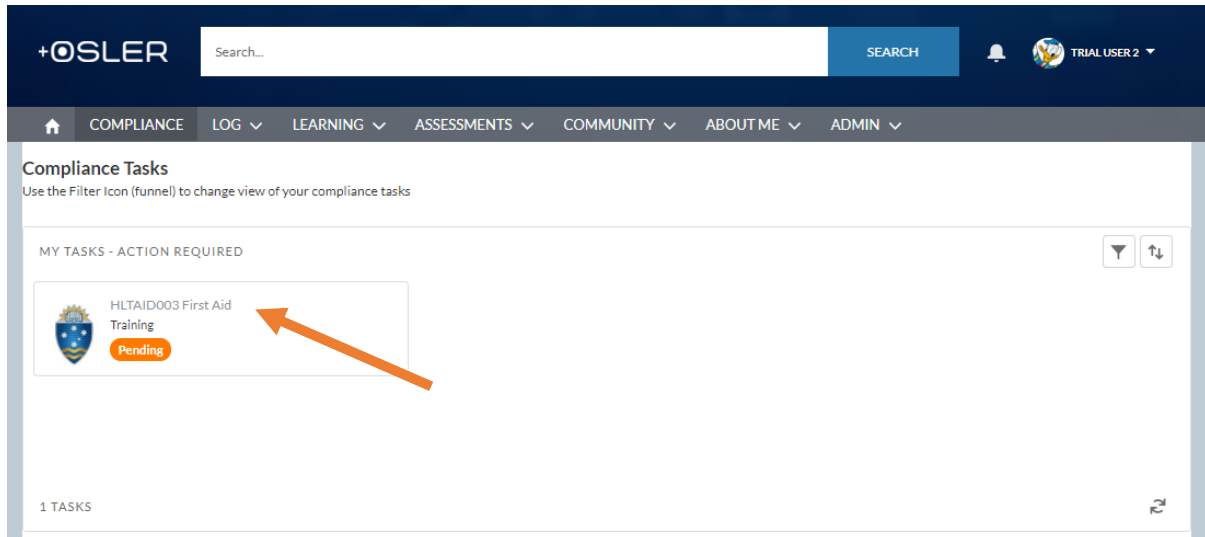
Uploading your evidence to Osler

To upload documents to Osler, please follow these instructions:

1. Go to <https://bond.force.com>
2. If you are not logged in automatically, click **Sign in with Bond IT Account**
3. Enter your **Student ID Number** and **Password** (these are the same details you use to log in to Bond University iLearn)
4. Select **Compliance and Tasks** to complete your Fit to Practice tasks.

The screenshot displays the Osler web application interface. At the top, there is a dark blue header with the Osler logo on the left, a search bar in the center, and a user profile icon labeled 'TRIAL USER 2' on the right. Below the header is a navigation menu with the following items: HOME, COMPLIANCE, LOG, LEARNING, ASSESSMENTS, COMMUNITY, ABOUT ME, and ADMIN. The main content area features a large banner image of a person's hands interacting with a digital interface. Below the banner, there is a section for 'Attendance Future Sessions' with a dropdown arrow. Underneath, there are two 'Placement' items: 'MY MEDICINE PLACEMENT' (Roma) and 'Child Health R5 2020 TEST - No Checkout' (Roma). At the bottom, there are four blue buttons with corresponding images: 'ASSESSMENTS' (a person in green scrubs), 'COMPLIANCE AND TASKS' (hands holding a small object), 'LOG A PATIENT' (a cup of coffee and glasses), and 'LOG A PROCEDURE' (hands in gloves holding a bottle).

5. Click on the name of a **PENDING** task



Compliance Tasks

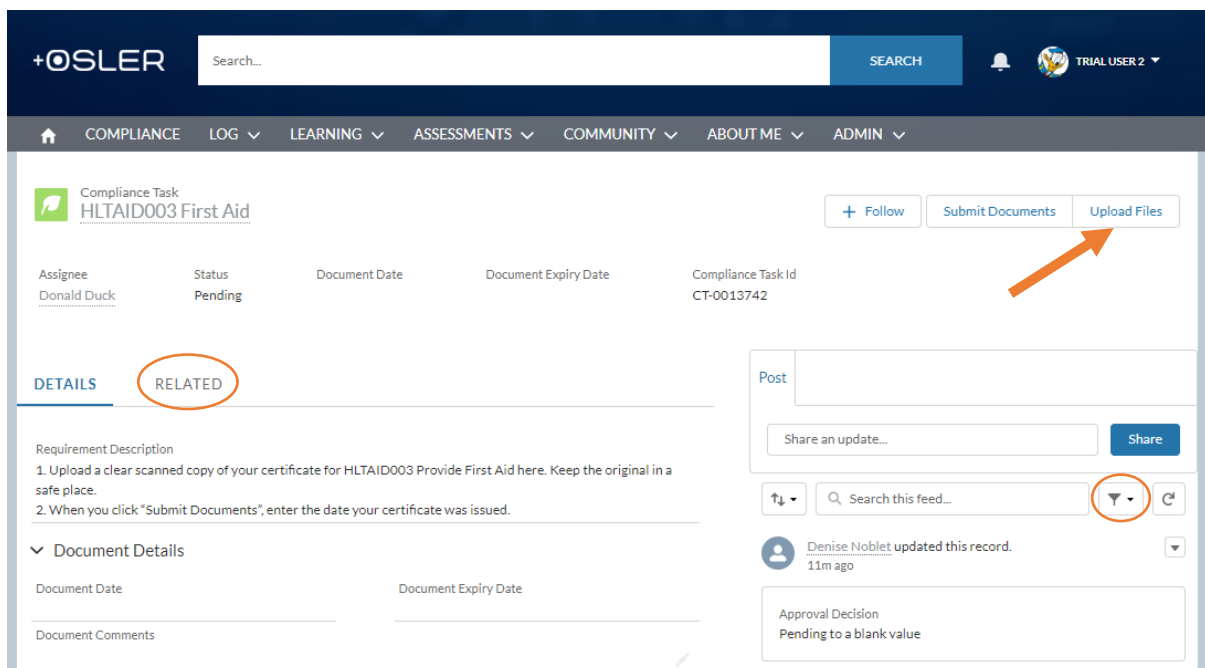
Use the Filter Icon (funnel) to change view of your compliance tasks

MY TASKS - ACTION REQUIRED

HLTAID003 First Aid Training
Pending

1 TASKS

6. Click **Upload Files** to upload your Fit to Practice evidence.



Compliance Task
HLTAID003 First Aid

+ Follow Submit Documents Upload Files

| Assignee | Status | Document Date | Document Expiry Date | Compliance Task Id |
|-------------|---------|---------------|----------------------|--------------------|
| Donald Duck | Pending | | | CT-0013742 |

DETAILS RELATED

Requirement Description

1. Upload a clear scanned copy of your certificate for HLTAID003 Provide First Aid here. Keep the original in a safe place.
2. When you click "Submit Documents", enter the date your certificate was issued.

Document Details

| Document Date | Document Expiry Date |
|---------------|----------------------|
| | |

Document Comments

Post


Share an update... Share

Search this feed... Filter

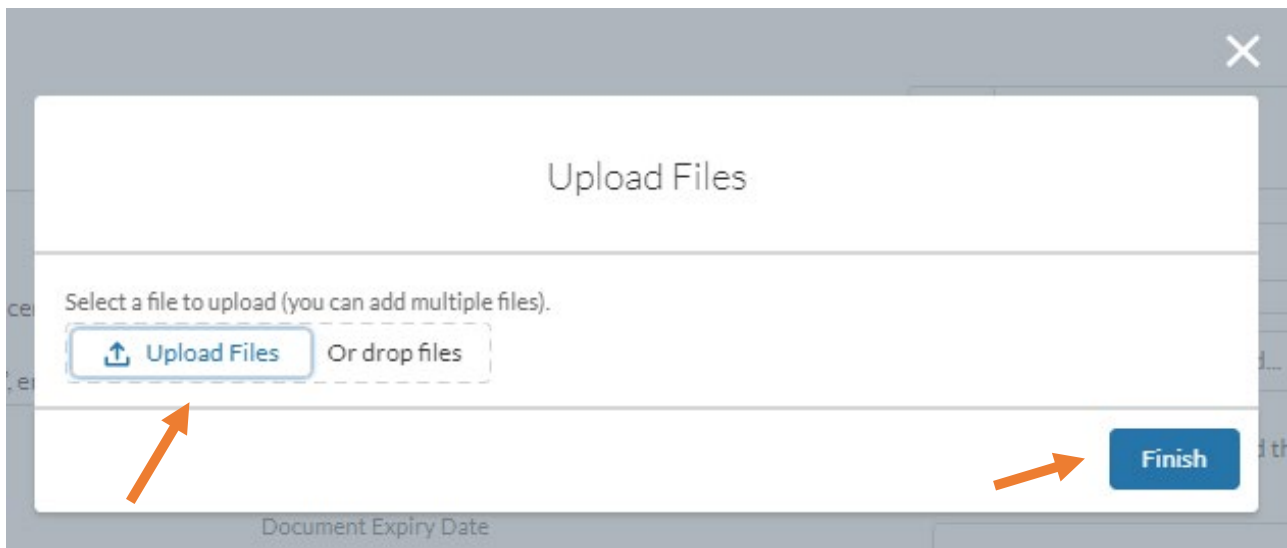
Denise Noblet updated this record. 11m ago

Approval Decision
Pending to a blank value

(Note: Click **Related** to see documents you have uploaded.

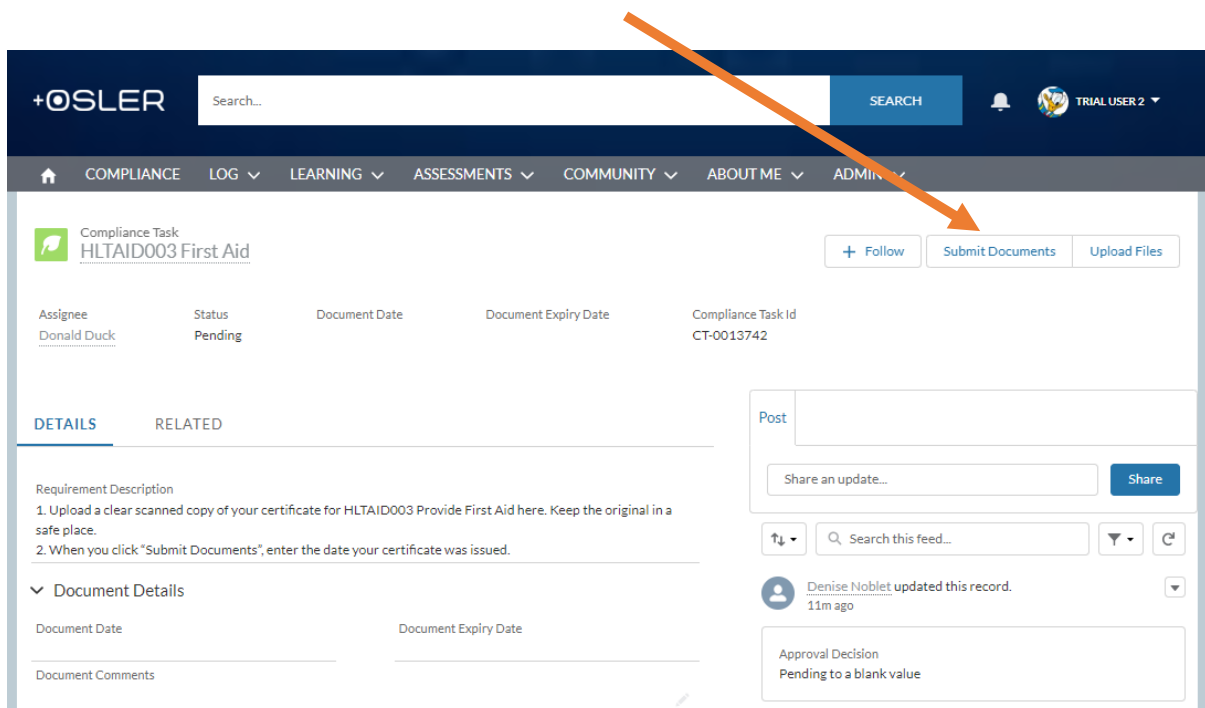
- Click the funnel symbol () to filter documents/tasks/views.)

- Once your file has uploaded, click **Done** and then click either **Upload Files** to upload another document, or **Finish** once you have finished uploading.



- Click **Submit Documents**.

- IMPORTANT:** You must click **Submit Documents**, or your Fit to Practice task will remain as **PENDING** and the Fit to Practice Co-Ordinator won't see that it is waiting for approval.



9. Check the box next to the document you wish to submit for approval, enter the document date and click **Submit**.

The screenshot shows a web interface for submitting documents. At the top, there is a navigation bar with 'LEARNING', 'ASSESSMENTS', 'COMMUNITY', 'ABOUT ME', and 'ADMIN' menus. The main heading is 'HLT AID003 First Aid'. Below this is a section titled 'SUBMIT DOCUMENTS' with the instruction 'Please select your documents'. A document named 'Donald duck' is listed with a checkbox next to it. Below the document list, there is a section for 'Complete the following details' which includes a required 'Document Date' field with a calendar icon, and a 'Document Comments' text area. At the bottom right of the form are 'Cancel' and 'Submit' buttons. The text 'Approval Date/Time' is visible at the very bottom of the interface.

What happens next

Once you have submitted your evidence for a task to **Osler**, the Fit to Practice Co-Ordinator will check that it is correctly formatted, completed and meets Australian, Queensland and/or NSW Health Policy guidelines.

If it does, the task will be **Approved** and become **Active**.

- If it doesn't, it will be **Rejected** and stay **PENDING**
 - you will receive an email with further instructions.
 - Please ensure you read and action these emails right away.

Technical support

Further instructions can be found on the Help and Support icon, or go to <https://placements.oslertechnology.com/>

The Osler ePortfolio App

To help you complete your Fit to Practice tasks as easily as possible, the **Osler ePortfolio** app is now available in the App Store and Google Play.

IMPORTANT: Before you can access the Osler ePortfolio App, you must first activate your account on the Osler website at <https://bond.force.com>.

Please find set-up instructions below:

Instructions for iOS

1. Activate your account on the Osler website at <https://bond.force.com>.
2. Download and open **Osler ePortfolio**; this will take you to the **Log In** screen
3. Click on the **Settings** cog; this will take you to **Choose Connection**
4. Click on the **+** symbol at the top right
5. Where it says **Host**, enter **bond.force.com** and click **Done**; this will return you to the **Log In** screen
6. Scroll to the bottom of the screen and click **Sign in with Bond IT Account**
7. Enter your **Student ID Number** and **Password** (these are the same details you use to log in to iLearn)
8. From the menu, select **Compliance** to complete your Fit To Practice tasks.

Instructions for Android

1. Activate your account on the Osler website at <https://bond.force.com>.
2. Download and open **Osler ePortfolio**; this will take you to the **Log In** screen
3. Click on the **Settings** cog; this will take you to **Choose Connection**
4. Click on the **+** symbol
5. Where it says **Host**, enter <https://bond.force.com> and click **Done**; this will return you to the **Log In** screen
6. Scroll to the bottom of the screen and click **Sign in with Bond IT Account**
7. Enter your **Student ID Number** and **Password** (these are the same details you use to log in to iLearn)
8. From the menu, select **Compliance** to complete your Fit To Practice tasks.

Further instructions can be found on the Help and Support icon, or go to <https://placements.oslertechnology.com/>

FAQs

What do I upload to the “ADMIN ONLY: ClinConnect Status” task on Osler?

Please don't upload anything to this task. This admin-only task is for the Fit to Practice Co-Ordinator to note your progress towards verification and to flag any follow up actions required.

I can't find my Hep B vaccination history; what do I do?

Please upload your Hep B serology to Osler. When you click “submit documents”, make a note in the document comments listing all the steps you have taken to find your vaccination history and why you have been unsuccessful.

This information to the NSW Health Clinical Nurse Specialist Assessor and they will advise you what to do next.

How can I locate my Australian school vaccination records?

School vaccination program records should be available from the local city council or the local public health unit in your school's area.

Google the contact details or call your school for more information.

Another excellent source of vaccination records is the [Medicare Immunisation register](#).

For the NSW Health TB Assessment Tool Attachment 7, do I need to include all travel I have undertaken in my lifetime?

Yes, from birth.

If you were born in or have spent 12 weeks or more in [high-risk countries](#), you will need to undergo TB screening. The 12 weeks do not need to be consecutive.

- You complete the screening by requesting a blood test from your doctor for IGRA Quantiferon Gold.
- You will be given extra time to complete TB screening if required.
- If you are unsure if you require screening, please contact Fit2Practice@bond.edu.au.

What do I upload to the “Protection: Tuberculosis (TB) Screening Result” task on Osler?

If you need to undergo TB screening, this is where you upload your IGRA Quantiferon Gold blood test screening results.

If you do not need screening or are unsure you can leave this task empty.