



**BOND  
UNIVERSITY**  
FACULTY OF HEALTH SCIENCES  
& MEDICINE

# USING OSLER FOR 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 Fit to Practice tasks.*

## Contents

<b>Welcome to Osler</b> .....	2
<b>Browser compatibility</b> .....	2
<b>STEP 1: Activate your Bond University IT Account</b> .....	2
<b>STEP 2: Download Osler ePortfolio</b> .....	2
<b>STEP 3: Ensure your documents are saved in the correct format</b> .....	2
<b>Naming your documents in the correct format</b> .....	2
<b>Help with scanning and formatting documents</b> .....	3
<b>IMPORTANT: Keep your documents on file</b> .....	3
<b>STEP 4: Uploading your evidence to Osler</b> .....	3
<b>What happens next?</b> .....	7
<b>Technical support</b> .....	7
<b>The Osler ePortfolio App</b> .....	7
<b>FAQs</b> .....	8

## Welcome to Osler

Osler is a clinical governance and clinical performance platform that allows Medical students to certify their clinical competency.

All Fit to Practice requirements for students of the Faculty of Health Sciences and Medicine is managed through the Osler platform. As you complete each Fit to Practice task, you will need to upload your evidence to Osler

## 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: Activate your Bond University IT Account

1. Ensure you are using an Osler-compatible browser.

## STEP 2: Download Osler ePortfolio

Instructions are linked on the Fit to Practice Hub to download the Osler ePortfolio

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

**HSM Fit to Practice checks and submits close to 10,000 documents per year for QLD and NSW Health on behalf of our students. Documents that aren't saved and uploaded in the correct format slow the Fit to Practice and 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 HSM Fit to Practice 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 Fit to Practice 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/>.

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

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## IMPORTANT: Keep your documents on file

Bond University's Fit to Practice process doesn't just prepare you for placement; 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. You will be required to provide these documents at various times when you are on placement.

## STEP 4: 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)

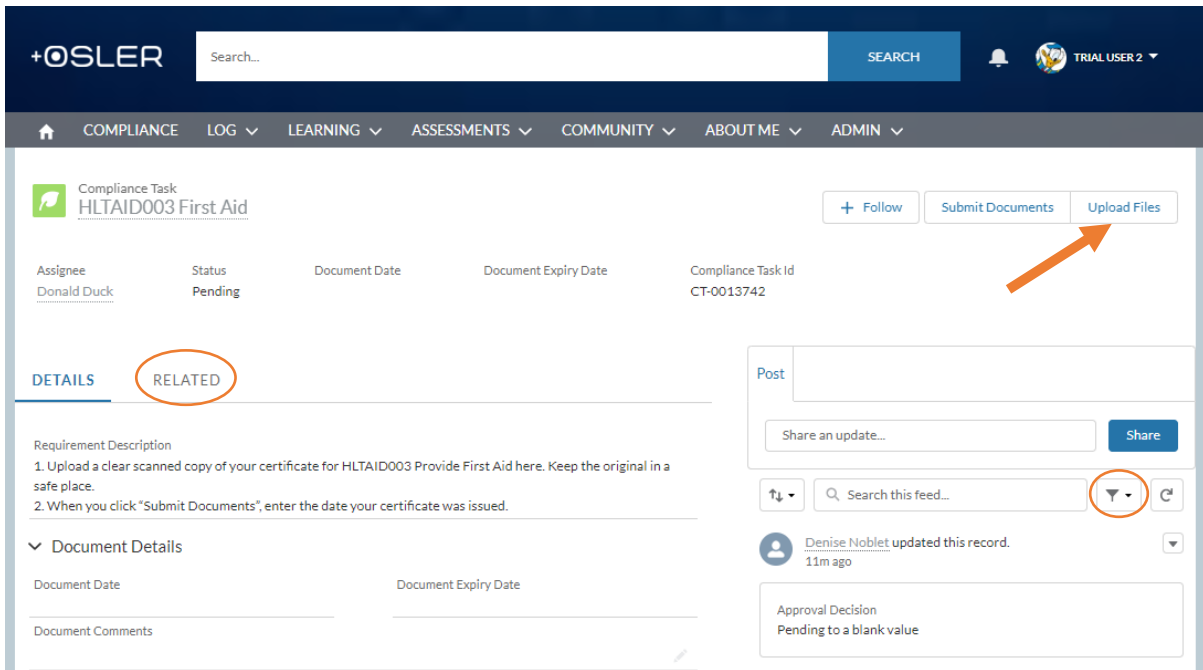
4. Select **Fit to Practice and Tasks** to complete your Fit to Practice tasks.


The screenshot shows the OSLER dashboard interface. At the top, there is a search bar and a user profile labeled 'TRIAL USER 2'. Below the search bar is a navigation menu with options: HOME, COMPLIANCE, LOG, LEARNING, ASSESSMENTS, COMMUNITY, ABOUT ME, and ADMIN. The main content area features a large banner image of a person's hands on a tablet with medical data overlays. Below the banner, there are sections for 'Attendance Future Sessions' and 'Placement' tasks. Two placement tasks are listed: 'MY MEDICINE PLACEMENT Roma' and 'Child Health R5 2020 TEST - No Checkout Roma'. An orange arrow points from the second task down to the 'COMPLIANCE AND TASKS' button in a row of four buttons: 'ASSESSMENTS', 'COMPLIANCE AND TASKS', 'LOG A PATIENT', and 'LOG A PROCEDURE'. Each button has a corresponding image: a person with a clipboard, hands being examined, a coffee cup, and a gloved hand holding a bottle.

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

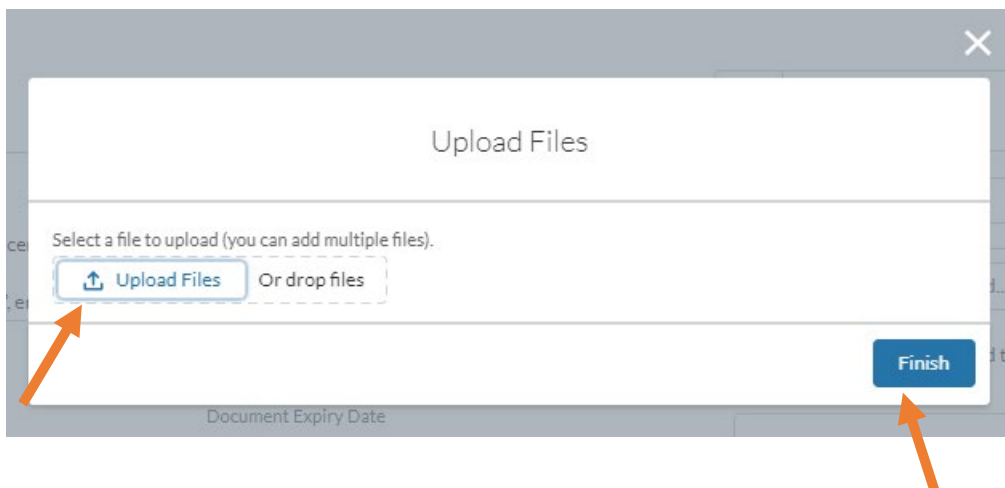
The screenshot shows the 'Compliance Tasks' page in OSLER. The page title is 'Compliance Tasks' with a subtitle 'Use the Filter Icon (funnel) to change view of your compliance tasks'. Below this, there is a section titled 'MY TASKS - ACTION REQUIRED' with a filter icon and a refresh icon. A single task is displayed: 'HLTAID003 First Aid Training' with a 'Pending' status tag. An orange arrow points to the task name. At the bottom left, it says '1 TASKS' and at the bottom right, there is a refresh icon.

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



(Note: Click **Related** to see documents you have uploaded. Click the funnel symbol (  ) to filter documents/tasks/views.)

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



8. Click **Submit Documents**. (IMPORTANT: You must click **Submit Documents**, or your Fit to Practice task will remain **PENDING** and the Fit to Practice team won't see it.)

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 HLT AID 003 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...

Denise Noblet updated this record. 11m ago

Approval Decision  
Pending to a blank value

9. Check the box next to the document you wish to submit for approval, enter the document date (see the Fit to Practice Handbook for how to date your documents) and **click Submit**.

HLTAID003 First Aid

**SUBMIT DOCUMENTS**

Please select your documents

Donald duck

Complete the following details

\* Document Date

Document Comments

Cancel Submit

Approval Date/Time

## What happens next?

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

If it does, the task will be **Verified** and become **Compliant**.

If it doesn't, it will be **Rejected** and stay **PENDING**, and 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 **Fit to Practice** 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 **Fit to Practice** 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 team 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 will be sent to the NSW Health Clinical Nurse Specialist Assessor, and they will advise you what to do next at the time of your assessment.

### **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, do I need to include all travel I have undertaken in my lifetime?**

Yes, you need to outline all travel from birth.

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

You can 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](mailto:Fit2practice@bond.edu.au)



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

If you, Fit to Practice or the Clinical Nurse Specialist Assessor have determined that 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.