

Placement compliance requirements are an industry pre-requisite for all students and health professionals prior to entering any health facility. Students will not be allocated a placement until all compliance criteria are completed and provided to the College of Medicine and Public Health.

Students are responsible to:

- Allow adequate time to complete all pre-placement requirements:
  - Criminal History screenings (Ochre, Police Checks) may take 6-8 weeks.
  - Vaccinations may interfere with tuberculosis test results; therefore, it is strongly recommended to complete the Tuberculosis Service screening *before* commencing any vaccinations.
- All documents must be valid for the entire duration of your placement. Clearances and certificates have expiry dates as noted below and must be renewed prior to placement allocation.
- Keep all ORIGINAL documents safe and secure in a placement folder which is taken to all placements. – any site can ask to view them at any time.
- Upload all required documents via InPlace. Consult the [InPlace User Guide](#) for help.
- Ensure address details and emergency contact details are correct and updated on Student Systems, when required.
- Complete any additional venue specific compliance requirements, if requested.

Further information can be found on our [website](#).

This checklist has been colour-coded to help you prioritise time sensitive preplacement requirements – refer to the key below. Start the High Priority tasks ASAP as they can take several weeks to complete.

	Red	High Priority	Immunisations, Med and Func Assessment, Police check, Ochre Card, TB Screening
	Orange	Online Training	Mask Fit Test, Hand Hygiene, PPE Declaration, Manual Tasks
	Green	Quick wins	InPlace declarations, Deed Poll, Observer indemnity.

### Compulsory Compliance (All Students)

Requirement	Detail	Completed (✓)	Expiry
<p><a href="#">Immunisation Compliance Certificate</a></p> <p>Need help? User guide available here - <a href="#">Vaccinations Guide</a></p> <p>*DO NOT upload your Medicare Immunisation History Statement. We do not accept this as evidence of immunisations*</p>	<p><b>IMPORTANT INFORMATION</b></p> <ul style="list-style-type: none"> <li>• <b>Complete TB Screening before you have any vaccinations</b></li> <li>• <b>You may incur a cost if you need further vaccinations</b></li> <li>• <b>This can take up to 6 months to complete if you need to start the Hepatitis B Vaccination schedule or Booster regime.</b></li> <li>• <b>You must have had TWO doses of chickenpox vaccine or immunity confirmed via blood test.</b></li> </ul> <p>Meet with a medical Practitioner to discuss your immunisation requirements.</p> <ul style="list-style-type: none"> <li>• Download and print the <a href="#">Immunisation Compliance Certificate</a></li> <li>• Take the certificate with the cover letter to your medical practitioner with any immunisation evidence</li> <li>• Have a blood test (serology) to confirm Hepatitis B immunity</li> <li>• Return to your medical practitioner to have to form signed off as complete</li> <li>• <b>Upload your form to InPlace after every visit to your Medical Practitioner.</b></li> </ul>	<input type="checkbox"/>	Indefinite

	<b>Police Check</b>	<p>All students require a Police Check.</p> <ul style="list-style-type: none"> <li>Apply for a <a href="#">Police Check through SAFE NT</a></li> </ul> <p><b>*Please note: St John will only accept SAFENT clearances</b></p>	<input type="checkbox"/>	3 years from issue date
	<b>Tuberculosis Screening</b>	<ul style="list-style-type: none"> <li>Read the <a href="#">NT Government website information on Tuberculosis Screening</a>.</li> <li>Please upload the <a href="#">NT Tuberculosis Clearance Form</a> to InPlace once completed by your doctor (this form can also be found in shared documents on InPlace)</li> </ul>	<input type="checkbox"/>	indefinite*
	<b>Medical and Functional Assessment</b>	It is necessary to be medically and physically fit to meet the requirements for your ambulance placements. Download the <a href="#">form</a> and have it completed by your GP.	<input type="checkbox"/>	indefinite
	<b>Ochre Card</b>	To undertake placements in the Northern Territory you are required to have a <a href="#">Working With Children Clearance</a> in the Northern Territory, known as an <a href="#">Ochre Card</a> .	<input type="checkbox"/>	2 years from issue date
	<b>Placement uniform</b>  *Students must order a Hi-Vis Vest as part of the Uniform.	<p>You are required to wear your uniform to ALL placements and practical sessions.</p> <ul style="list-style-type: none"> <li>Order your uniform online - <a href="#">Corporate Image</a></li> <li>Delivery typically takes 2 weeks from order date</li> <li>When received tick the declaration box on <a href="#">InPlace</a></li> </ul>	<input type="checkbox"/>	ongoing
	<b>PPE declaration</b>	<p>Please upload verified certificate of Personal Protective Equipment (PPE) Declaration Form once you have completed training in safely donning and doffing all Ambulance Service PPE requirements.</p> <p><b><i>This is completed within the course program.</i></b></p>	<input type="checkbox"/>	30 November every year
	<b>Manual Tasks</b>  *Online Modules + *Practical Workshop	<ul style="list-style-type: none"> <li>1<sup>st</sup> Year students to complete online modules through FLO. Upload screenshot of the Grades page to InPlace (it will not show a grade; it will only show the date you submitted the module)</li> <li>All students complete practical manual handling training workshop yearly. Dates will be announced on FLO at beginning of Semester 1.</li> </ul>	<input type="checkbox"/>	<p>Online modules: Indefinite</p> <p>Practical session: 30 November every year</p>
	<b>Hand Hygiene Certificate</b>	Register online with <a href="#">National Hand Hygiene Initiative</a> and complete the <i>Hand Hygiene for clinical healthcare workers</i> module. A certificate is provided upon completion. Upload this to InPlace.	<input type="checkbox"/>	30 November every year
	<b>Fitness for Placement Disclosure Declaration</b>	<p>Declare your fitness for placement</p> <ul style="list-style-type: none"> <li>Read the declaration on <a href="#">InPlace</a></li> <li>Use the drop down to make your declaration.</li> </ul> <p>The WIL team will enter an expiry date for you.</p>	<input type="checkbox"/>	30 November every year
	<b>Access Plan</b>	<p>Do you need assistance on placement?</p> <ul style="list-style-type: none"> <li>Read the declaration on <a href="#">InPlace</a></li> </ul> <p>Use the drop down to make your declaration.</p>	<input type="checkbox"/>	30 November every year

<a href="#">Student Consent for Placement</a>	<p>Click the hyperlink in the requirements column to read the student consent for placement</p> <ul style="list-style-type: none"> <li>• Tick the declaration box on <a href="#">InPlace</a></li> </ul>	<input type="checkbox"/>	30 November every year
<a href="#">Intellectual Property Statement</a>	<p>Click the hyperlink in the requirements column to read the intellectual property statement</p> <ul style="list-style-type: none"> <li>• Tick the declaration box on <a href="#">InPlace</a></li> </ul>	<input type="checkbox"/>	30 November every year
<a href="#">Intellectual Property Counselling video</a>	<p>Click the hyperlink in the requirements column to watch the intellectual property counselling video.</p> <ul style="list-style-type: none"> <li>• Tick the declaration box on <a href="#">InPlace</a></li> </ul>	<input type="checkbox"/>	30 November every year
<b>Emergency Contact Details</b>	<p>Read the declaration in <a href="#">InPlace</a></p> <ul style="list-style-type: none"> <li>• Check student management system to confirm/update emergency contact details.</li> <li>• Tick the declaration box on <a href="#">InPlace</a></li> </ul>	<input type="checkbox"/>	Indefinite unless emergency contact details change
<b>Student Deed of Undertaking (NT Government Deed Poll)</b>	<p><i>Students will have access to a range of confidential information whilst attending a placement and need to be familiar with and understand the relevant requirements of maintaining confidentiality.</i></p> <ul style="list-style-type: none"> <li>• Read, understand and complete <a href="#">the Student Deed of Undertaking form</a></li> <li>• Please upload completed/signed form into InPlace.</li> </ul>	<input type="checkbox"/>	30 November every year
<b>Observer Indemnity</b>	<p>Acknowledge, agree &amp; complete a St John Ambulance NT Observer Agreement to accompany a St John Ambulance NT operational staff member as an observer</p>	<input type="checkbox"/>	30 November every year