



Flinders University Clinical Rehabilitation Pre-Placement Compliance Checklist

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 Nursing and Health Sciences WIL Placement Team.

Students are responsible to:

- Allow adequate time to complete all pre-placement requirements:
 - Criminal History screenings (DHS & NDIS clearances, Police Checks) may take 6-8 weeks.
 - Vaccinations may interfere with tuberculosis test results; therefore, it is strongly recommended to complete the SA Tuberculosis Service screening questionnaire *before* commencing any vaccinations.
 - Vaccination schedules may take up to 7 months.
- 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 documents safe and secure in a placement folder which is taken to all placements.
- Upload all required documents via InPlace. Consult the [InPlace User Guide](#) for help.
- Complete any additional venue specific compliance requirements, as requested.

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

Requirement	Detail	Completed (✓)	Expiry
Global Pre-Placement Requirements			
Fitness for Placement Declaration	Read and select appropriate response from drop-down list to complete the Fitness for Placement Disclosure Declaration statement and Access Plan question on InPlace.	<input type="checkbox"/>	per semester
Student Consent for Placement	Read and acknowledge the relevant essential conditions around student consent for placement using the applicable form on InPlace. CNHS students may undertake placements both internally and outside Flinders University.	<input type="checkbox"/>	indefinite
Intellectual Property for Placement	Read the student IP declaration on InPlace and acknowledge the changes to intellectual property while you are on placement.	<input type="checkbox"/>	indefinite
Criminal history screenings			
DHS Clearance – Aged Care Sector	DHS (Department of Human Services) screenings. Students can initiate their DHS Screening Application through the DHS Website	<input type="checkbox"/>	3 years
DHS Clearance – Working With Children Check	Students can initiate their DHS Screening Application through the DHS Website	<input type="checkbox"/>	5 years
NDIS Workers Check	Please follow the guide available on your course placement requirements page (under detailed compliance information sub section). Students can request the initiation of their NDIS Screening Application through the DHS Website	<input type="checkbox"/>	5 years
Police Check	All students require a National Coordinated Criminal History Check (NCCHC) that specifies Unsupervised Contact with Vulnerable Groups (UNSUP/VUL GRPS) and states the purpose as being for University Placement within the Aged/Health care sector.	<input type="checkbox"/>	3 years (NCCHC)
Infectious diseases and immunisations			
Tuberculosis screening	Complete the online SA Tuberculosis Service screening questionnaire . It is strongly recommended you do this before commencing any vaccinations. Depending on the assessment outcome, clearance may be given straight away, or additional testing and/or a chest clinic appointment may be required by SA TB Services. Check 'compliance requirements for placement eligibility' info on placement website if follow up required. *Valid indefinitely unless the questionnaire responses have changed (e.g. travel to an area with a high TB prevalence or contact with someone who has active TB)	<input type="checkbox"/>	indefinite*

Requirement	Detail	Completed (✓)	Expiry
Immunisation Compliance Certificate	<p>Provide immunity evidence of the Vaccine Preventable Diseases (VPDs) listed on the Flinders University Immunisation Compliance Certificate. The form must be completed by an Australian immunisation provider.</p> <p>Ensure your medical practitioner provides you copies of the supporting evidence identified on the Form B including vaccination dates and blood test results (serology) as you may be requested to produce these documents for confirmation.</p> <p>If vaccination against poliomyelitis has been completed but not documented, students can complete a Statutory Declaration and provide this to the medical practitioner.</p>	<input type="checkbox"/>	indefinite
Annual Influenza Vaccination	<p>Every current influenza season receive an influenza vaccination from an immunisation provider. Take this Influenza Vaccination Certificate with you to record your vaccination.</p>	<input type="checkbox"/>	Annual
COVID-19 Vaccination	<p>Ensure you have received a course of minimum 3x COVID-19 vaccinations and maintain your immunity as per SA/Federal Health Government Department directions. Book an appointment</p>	<input type="checkbox"/>	N/A
Other Requirements			
SA Health Deed Poll	<p>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.</p> <p>Students must read, understand and sign the SA Health Deed Poll.</p>	<input type="checkbox"/>	indefinite
Cardiopulmonary Resuscitation (CPR)	<p>Attend and complete a <i>practical</i> training course that is compliant with (or equivalent to) the <i>HLTAID009 - Provide CPR</i> standard.</p> <p>Acceptable evidence includes a certificate of completion or a letter on company letterhead stating student name and the date of completion.</p>	<input type="checkbox"/>	1 year
Hand Hygiene	<p>Register online with National Hand Hygiene Initiative (NHHI) and complete the Hand Hygiene for clinical healthcare workers module. A certificate is provided upon completion.</p>	<input type="checkbox"/>	1 year
Infection Control	<p>Register online with National Hand Hygiene Initiative (NHHI) and complete the Principles of infection prevention and control module. A certificate is provided upon completion.</p>	<input type="checkbox"/>	1 year
SA Health Electronic Medical Records (EMR)	<p>Complete the Sunrise EMR and PAS eLearning for Students on FLO. Access your FLO page and locate the current year module located in your additional tab section.</p> <p>All parts of each module must be completed before commencing the module assessment.</p> <p>Acceptable evidence is a screenshot showing student name and confirmation of completion.</p>	<input type="checkbox"/>	Annual (expires end of calendar year)
Face Mask Fit Test	<p>Students on placement in most health care venues are required to undertake Face Mask Fit Testing. South Australian students in their first placement topic will be contacted and requested to book a mask fitting appointment by the university.</p>	<input type="checkbox"/>	Indefinite