Exercise Science
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 verified by 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 week).
- 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.	☐	per semester
Do you have an Access Plan	Access plans are written by disability advisors and are based on an assessment of the student's verified condition/disability, the impact of the condition on study, and reasonable adjustments for the course they are enrolled into. An access plan makes recommendations (to lecturers, Exams Office, etc) about how a student's disability may need to be accommodated (note: disability information is not disclosed in the access plan). If answer this question from drop-down menu.	☐	indefinite
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.	☐	indefinite
Intellectual Property for Placement	Read the student IP declaration on InPlace and acknowledge the changes to intellectual property while you are on placement.	☐	indefinite
Emergency Contact	Confirm your emergency contact details are up to date in the Student Information System.	☐	indefinite
COVID-19 Vaccination	Ensure you have received a course of minimum 1 x COVID-19 vaccinations and maintain your immunity as per SA/Federal Health Government Department directions. Book an appointment	☐	N/A
Other screenings			
DHS Clearance – Aged Care Sector	DHS (Department of Human Services) screenings. Students can initiate their DHS Screening Application through the DHS Website	☐	3 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	☐	5 years
Working With Children Check	Students can initiate their DHS Screening Application through the DHS Website	☐	5 years

Requirement	Detail	Completed (✓)	Expiry
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.	☐	3 years (NCCHC)
Aged Care Act statutory declaration	In order to comply with the requirements of the *Aged Care Act (1997)*, each student must complete a Statutory Declaration stating that they *have never been convicted of a murder or sexual assault or convicted of, and sentenced to imprisonment for, any other form of assault*.	☐	indefinite
Annual Influenza Vaccination	Every current influenza season receive an influenza vaccination from an immunisation provider. Take this Influenza Vaccination Certificate with you to record your vaccination.	☐	Annual
Cardiopulmonary Resuscitation (CPR)	Attend and complete a *practical* training course that is compliant with (or equivalent to) the *HLTAID009 - Provide CPR* standard. Acceptable evidence includes a certificate of completion or a letter on company letterhead stating student name and the date of completion.	☐	1 year
Provide First Aid Certificate (HLTAID011)	Attend and complete an accredited HLTAID011 - Provide First Aid course. This training must be provided by a Registered Training Organisation. Acceptable evidence is your certificate showing name and date of completion.	☐	3 years
Manual Handling	You are required to complete the online SA Health Manual Tasks Training module for the current calendar year. Acceptable evidence is a screenshot showing student name and confirmation of completion.	☐	1 year