

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.

Student responsibilities:

- Acknowledge all required attributes on InPlace
- Upload all required documents via InPlace. Consult the [InPlace User Guide](#) for help
- Complete any additional venue specific compliance requirements, as requested
- Ensure all documents are 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
- Check semester address and mobile phone number are up to date on the Student Management System
- 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

Compulsory Compliance (All Students)			
Requirement	Detail	Completed (✓)	Expiry
Fitness for Placement Disclosure Declaration	Declare your fitness for placement • Read the declaration on InPlace • Use the drop down to make your declaration The WIL Support team will enter an expiry date for you	☐	30 November every year
Access Plan	Do you need assistance on placement? • Read the declaration on InPlace • Use the drop down to make your declaration	☐	30 November every year
Student Consent for Placement	Click the hyperlink in the requirements column to read the student consent for placement • Tick the declaration box on InPlace	☐	indefinite
Intellectual Property Statement	Click the hyperlink in the requirements column to read the intellectual property statement • Tick the declaration box on InPlace	☐	indefinite
Intellectual Property Counselling video	Click the hyperlink in the requirements column to watch the intellectual property counselling video. • Tick the declaration box on InPlace	☐	30 November every year
Emergency Contact Details	Read the declaration in InPlace • Check student management system to confirm/update emergency contact details. • Tick the declaration box on InPlace	☐	Indefinite unless emergency contact details change
Clinical Placement Student Conduct, Requirements and Responsibilities	Read the <i>Clinical Placement Student Conduct, Requirements and Responsibilities</i> document, sign the declaration and upload to InPlace	☐	Indefinite

Additional Compliance (if required by host organisation)

Requirement	Detail	Completed (✓)	Expiry
SA Health Deed Poll	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 Students must read, understand and sign the SA Health Deed Poll and upload to InPlace.	☐	indefinite
Hand Hygiene – SA/NT	Register online with National Hand Hygiene Initiative and complete the Hand Hygiene for clinical healthcare workers module. A certificate is provided upon completion. Upload this to InPlace.	☐	30 November every year
Immunisation Compliance Certificate *‘Certificate of Compliance - Health Care Worker Immunisation Policy Directive (SA Health)’ is accepted as well* Need help? User guide available here - Vaccinations Guide * Flinders University Health Services is a free service for students.	IMPORTANT INFORMATION • Complete TB Screening before you have any vaccinations • You may incur a cost if you need further vaccinations • This can take up to 6 months to complete if you need to start the Hepatitis B Vaccination schedule or Booster regime. • You must have had TWO doses of chickenpox vaccine or immunity confirmed via blood test. Meet with a medical Practitioner to discuss your immunisation requirements. • Download and print the Immunisation Compliance Certificate • Take the certificate with the cover letter to your medical practitioner with any immunisation evidence • Have a blood test (serology) to confirm Hepatitis B immunity • Return to your medical practitioner to have to form signed off as complete • Upload your form to InPlace after every visit to your Medical Practitioner. • If you have a copy of your ‘Certificate of Compliance - Health Care Worker Immunisation Policy Directive (SA Health)’ you may upload that instead of the Flinders Immunisation Certificate.	☐	Indefinite
Tuberculosis Services Screening Need help? User guide: TB Screening User Guide	IMPORTANT INFORMATION • Allow extra time to complete this process -you may need to visit a Medical Practitioner for further testing. • If you already have a TB Screening clearance, please upload it to InPlace. • Fill in the SATB Questionnaire • Results can take 2 weeks to be returned via email • Cleared by email – upload confirmation email to InPlace • Not Cleared – Arrange an appointment with your Medical Practitioner for an IGRA test (Blood test) • Have your medical practitioner complete the SA TB Clearance form. Upload your clearance to InPlace	☐	indefinite*
International Police Check (IPC)	In the last 10 years, have you lived in a country other than Australia for more than 1 year since turning 18 years of age? If yes, please upload your current International Police Check Fit2Work is an acceptable provider for this check within SA Health’s policy	☐	Indefinite

Police Check *Note NCCHC and NPC are the same thing*	IMPORTANT INFORMATION • Can take up to 6 weeks to be cleared • Students are required to pay for this clearance. Apply for a Police clearance • Flinders Uni have partnered with checked.com to provide cheaper criminal History checks - Flinders.checked.com.au • State based clearances are also accepted - South Australia Police (SAPOL) – note that clearances done through SAPOL take 2-3 weeks to come through in the mail. Upload your clearance to InPlace	☐	3 years
DHS - Working with Children Clearance Need help? User guide available here - DHS User Guide	IMPORTANT INFORMATION • Can take up to 8 weeks to be cleared • Students are required to pay for this clearance. Apply for a Working with Children Check via the Dept of Human Services SA Gov webpage: Working with Children Checks • Verify 100 points of ID. • Clearance is received via email, screenshot your clearance and upload to InPlace Students are responsible for renewing their WWCC within 6 months of the expiry date.	☐	5 years*
Face Mask Fit Test	Enter the date of your most recent face mask fit testing and upload evidence of fitting	☐	Indefinite
Compulsory Compliance (Interstate Placements)			
State Based Working with Children Clearance	Different states and territories have their own clearances which are required for working with children. Examples include Working with Children Check, Blue Card, and Ochre Card. Upload your relevant State-Based Working with Children Clearance	☐	Depending on the issuing State