

## BClin Sci - Doctor of Medicine - Year 1 – ALL sites

### 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 Medicine and Public Health.

Students are responsible to:

- Allow adequate time to complete all pre-placement requirements:
  - Criminal History screenings (DHS clearances, 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](#).

Requirement	Detail	Completed (✓)	Expiry
<b>Global Pre-Placement Requirements – ALL Students</b>			
<b>Fitness for Placement Declaration</b>	Declare fitness for placement by reading and acknowledging the Fitness for Placement statement on InPlace.	<input type="checkbox"/>	Per Year
<b>Student Consent for Placement</b>	Read and acknowledge the relevant essential conditions around student consent for placement using the applicable form on InPlace.	<input type="checkbox"/>	indefinite
<b>Intellectual Property for Placement</b>	Read the student IP declaration on InPlace and acknowledge the changes to intellectual property while you are on placement.	<input type="checkbox"/>	indefinite
<b>Police Check</b>	All students require a Police Check.  Students require a National Coordinated Criminal History Check (NCCHC) that specifies <i>Unsupervised Contact with Vulnerable Groups</i> and states the purpose as being for <i>University Placement within the Aged/Health care sector</i> .  <i>NTMP placements require a National Police Check (ie Fast Checks are not accepted)</i>  <b>SA students upload in SA section and NT students upload in NT section</b>	<input type="checkbox"/>	3 years (NCCHC)
<b>Immunisation Standard and Precautionary Advisory Booklet</b>	Students are required to read and understand the Immunisation Standard and Precautionary Advisory Booklet.  Refusal to Immunise – information regarding refusal to immunise is included in booklet and a refusal to Immunise Declaration must be completed and uploaded to InPlace	<input type="checkbox"/>	indefinite
<b>Immunisation Compliance Certificate</b>	Provide immunity evidence of the Vaccine Preventable Diseases (VPDs) listed on the Flinders University <a href="#">Immunisation Compliance Certificate</a> . The form must be completed by a medical practitioner.  Ensure the medical practitioner provides copies of the supporting evidence identified on the Form B including vaccination dates and blood test results (serology).  If vaccination against poliomyelitis has been completed but not documented, students can complete a <a href="#">Statutory Declaration</a> and provide this to the medical practitioner.	<input type="checkbox"/> <i>In progress (at commencement of course)</i> <input type="checkbox"/> <i>Compliant (at completion of course)</i>	indefinite
<b>Annual Influenza Vaccination</b>	Book an annual influenza vaccination from an immunisation provider and upload <a href="#">certificate</a> to InPlace	<input type="checkbox"/>	1 year
<b>Emergency Contact Details</b>	It is mandatory that you update your Emergency Contact details on Student Systems. Please follow this link to ensure updated.	<input type="checkbox"/>	1 year

Criminal history screenings – SA Students/SA placements			
DHS Clearance – Working With Children Check	DHS (Department of Human Services) screenings were previously known as DCSI screenings. WIL initiates this clearance and an email will be sent to students to action. *Clearances issued before July 01, 2019 are valid for 3 years from date of issue only	<input type="checkbox"/>	5 years*
DHS Clearance – Aged Care Sector	DHS (Department of Human Services) screenings were previously known as DCSI screenings. WIL initiates this clearance and an email will be sent to students to action.	<input type="checkbox"/>	3 years
DHS Clearance – Vulnerable Person Related Screening	DHS (Department of Human Services) screenings were previously known as DCSI screenings. WIL initiates this clearance and an email will be sent to students to action.	<input type="checkbox"/>	3 years
DHS Clearance – Disability - Related Screening	DHS (Department of Human Services) screenings were previously known as DCSI screenings. WIL initiates this clearance and an email will be sent to students to action.	<input type="checkbox"/>	3 years
Criminal history screenings – NT Students/NT placements			
Ochre Card	To undertake placements in the Northern Territory you are required to have a working with children clearance in the Northern Territory, known as an <i>Ochre Card</i> . <a href="https://nt.gov.au/emergency/community-safety/working-with-children-clearance-before-you-apply">https://nt.gov.au/emergency/community-safety/working-with-children-clearance-before-you-apply</a>	<input type="checkbox"/>	2 years
Infectious diseases and immunisations – SA Students/SA Placements			
Tuberculosis screening	Complete the online <a href="#">SA Tuberculosis Service screening questionnaire</a> . 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. *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*
Infectious diseases and immunisations – NT Students/NT Placements			
Tuberculosis screening	I have read and understood the NT Government website information on TB <a href="https://digitallibrary.health.nt.gov.au/prodjsui/bitstream/10137/696/4/TB%20Guidelines%20May%202016.pdf">https://digitallibrary.health.nt.gov.au/prodjsui/bitstream/10137/696/4/TB%20Guidelines%20May%202016.pdf</a> Please upload clearance confirmation documentation to InPlace	<input type="checkbox"/>	indefinite*
Deed Poll – SA students/SA Placements			
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 <a href="#">SA Health Deed Poll</a> . and upload to InPlace	<input type="checkbox"/>	indefinite
Deed Poll – NT students/NT Placements			
NT Government 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 <a href="https://health.nt.gov.au/careers/student-placements/before-you-start-your-student-clinical-placement">https://health.nt.gov.au/careers/student-placements/before-you-start-your-student-clinical-placement</a> and upload to InPlace	<input type="checkbox"/>	indefinite
Other Requirements – ALL students			
Hand Hygiene – SA/NT	Register online with <a href="#">Hand Hygiene Australia</a> and complete the <i>Hand Hygiene Student Health Practitioners</i> module. A certificate is provided upon completion.	<input type="checkbox"/>	1 year
Manual Handling – SA/NT	This is a yearly requirement for ALL SA student/placements. Complete via module on FLO in Doctor of Medicine page and upload verification of completion on InPlace.	<input type="checkbox"/>	1 year