

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:
 - Screening and Police Clearances provides checks to ensure our organisation is contributing to creating a safe environment for children and vulnerable people. These clearances (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
Global Pre-Placement Requirements – ALL Students			
Fitness for Placement Declaration	Declare fitness for placement by reading and acknowledging the Fitness for Placement statement on InPlace.	<input type="checkbox"/>	Per Year
Student Consent for Placement	Read and acknowledge the relevant essential conditions around student consent for placement using the applicable form on InPlace.	<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
Police Check (SA students) <i>*note NCCHC and NPC are the same thing*</i>	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>Fast Checks are accepted provided they contain the above purpose/type information</i> SA students upload in SA section on InPlace	<input type="checkbox"/>	3 years (NCCHC)
Police Check (NT students) <i>*note NCCHC and NPC are the same thing*</i>	All students require a Police Check. NT DoH will ONLY accept NPC's by a state or territory police service but preferably from SAFE NT . For SAFENT clearances specify purpose/occupation as <i>Unsupervised contact for health/aged placement</i> For any other state or territory National Coordinated Criminal History Check (NCCHC) it must specify <i>Unsupervised Contact with Vulnerable Groups</i> and states the purpose as being for <i>University Placement within the Aged/Health care sector</i> . NT students upload in NT section on InPlace	<input type="checkbox"/>	3 years (NCCHC)
Immunisation Standard and Precautionary Advisory Booklet	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
Immunisation Compliance Certificate	Provide immunity evidence of the Vaccine Preventable Diseases (VPDs) listed on the Flinders University Immunisation Compliance Certificate . 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 Statutory Declaration 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

Annual Influenza Vaccination	Book an annual influenza vaccination from an immunisation provider and upload certificate to InPlace	<input type="checkbox"/>	1 year
COVID-19 Vaccination	Under the Emergency Management Directive healthcare workers including student must have received three COVID – 19 Vaccinations. Upload evidence of ALL three vaccinations – via Medicare Ap, Immunisation History Statement – to InPlace	<input type="checkbox"/>	
Emergency Contact Details	It is mandatory that you update your Emergency Contact details on Student Systems. Please follow this link to ensure updated. <i>*Please ensure you also have up to date 'current' address details as this information is used for placement allocation mapping*</i>	<input type="checkbox"/>	1 year
Screening clearances – 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. <i>*Clearances issued before July 01, 2019 are valid for 3 years from date of issue only</i>	<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
Screening Clearance – 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> . https://nt.gov.au/emergency/community-safety/working-with-children-clearance-before-you-apply	<input type="checkbox"/>	2 years
Infectious diseases and immunisations – SA Students/SA Placements			
Tuberculosis screening SA	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. <i>*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)</i>	<input type="checkbox"/>	indefinite*
Infectious diseases and immunisations – NT Students/NT Placements			
Tuberculosis screening NT	I have read and understood the NT Government website information on TB https://digitallibrary.health.nt.gov.au/prod/jspui/bitstream/10137/696/4/TB%20Guidelines%20May%202016.pdf 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 SA Health Deed Poll . and upload to InPlace	<input type="checkbox"/>	indefinite

Deed Poll – NT students/NT Placements			
NT Government 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 https://health.nt.gov.au/careers/student-placements/before-you-start-your-student-clinical-placement and upload to InPlace</p>	<input type="checkbox"/>	indefinite
Other Requirements – ALL students			
Hand Hygiene – SA/NT	Register online with Hand Hygiene Australia 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