

Doctor of Medicine - Year 4 – 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 SA Tuberculosis Service screening questionnaire *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.
- 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](#).

Please note- Expiration of your clearances will occur in year 3 or 4 of the MD.

This checklist is merely a guide to assist students. You must be aware of the expiration dates of your compliance documentation and ensure that you renew your documentation prior to the expiration date, or you are no longer compliant.

WIL staff will provide email communication of reminders – YOU MUST RESPOND TO THESE EMAILS

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 or return to placement
Annual Influenza Vaccination	Book an annual influenza vaccination from an immunisation provider and upload certificate to InPlace	<input type="checkbox"/>	1 year
Emergency Contact Details	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

Police Check	<p>All students require a Police Check.</p> <p>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>.</p> <p><i>NTMP placements require a National Police Check (ie Fast Checks are not accepted)</i></p> <p><i>SA students upload in SA attributes – upload also in NT attributes if going to NT for any length placement</i></p>	<input type="checkbox"/>	3 years (NCCHC)
EMR/SUNRISE training	To access the SA health patient management system, you must complete the SUNRISE module on FLO (under additional tab) and upload a screenshot of completion screen and record date of completion.	<input type="checkbox"/>	1 year
Criminal history screenings – NT Students/NT placements			
Ochre Card	<p>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</p>	<input type="checkbox"/>	2 years
Police Check	<p>All students require a Police Check.</p> <p>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>.</p> <p><i>NTMP placements require a National Police Check (ie Fast Checks are not accepted)</i></p> <p><i>NT students upload in NT attributes – upload also in SA attributes if going to SA for any length of placement</i></p>	<input type="checkbox"/>	3 years (NCCHC)
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