

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.

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			
Fitness for Placement Declaration	Read and select appropriate response from drop-down list to complete the Fitness for Placement Disclosure Declaration statement question on InPlace .	<input type="checkbox"/>	30 November Every Year
Access Plan	Read and select appropriate response from drop-down list to complete the Access Plan question on InPlace .	<input type="checkbox"/>	30 November Every Year
Student Consent for Placement	Read and acknowledge the relevant essential conditions around student consent for placement using the applicable form on InPlace. Tick the declaration on InPlace	<input type="checkbox"/>	Indefinite
Intellectual Property for Placement Statement and Counselling Video	Read the student IP declaration on InPlace and acknowledge the changes to intellectual property while you are on placement Tick the declaration on InPlace	<input type="checkbox"/>	Indefinite
Emergency Contact Details	It is mandatory that you update your Emergency Contact details on Student Information System. Tick the declaration on 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. After completion upload to InPlace	<input type="checkbox"/> <i>In progress (at commencement of course)</i> <input type="checkbox"/> <i>Compliant (at completion of course)</i>	Indefinite once all vaccinations and serology completed
Hand Hygiene	Register online with National Hand Hygiene Initiative and complete the <i>Hand Hygiene for clinical healthcare workers</i> module. A certificate is provided upon completion. After completion download the certificate and upload to InPlace	<input type="checkbox"/>	30 November Every Year
Manual Tasks	Access via the CMPH Work Integrated Learning FLO page. Complete the Manual Task Online Module for the current year, screenshot and upload User Report from the Grades page on InPlace	<input type="checkbox"/>	30 November Every Year

Compulsory Compliance (NT Placements only)			
NT Student Deed of Undertaking	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 https://health.nt.gov.au/careers/student-placements/before-you-start-your-student-clinical-placement and upload to InPlace	<input type="checkbox"/>	1 January Every Year
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 Upload clearance to InPlace	<input type="checkbox"/>	2 years
Police Check for NT placements (NT students) *Note NCCHC and NPC are the same thing*	All students require a Police Check dated no earlier than 6 months prior to the date of the students first placement. NT DoH will ONLY accept NPCs by a state or territory police service but preferably from SAFE NT . Third Party clearances are not acceptable. For SAFE NT 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"/>	Indefinite
NT Tuberculosis screening	I have read and understood the NT Government website information on TB https://nt.gov.au/wellbeing/health-conditions-treatments/bacterial/tuberculosis-tb Students to undertake an IGRA blood test within 3 months from the placement start date. TB screening clearance must be completed by a medical practitioner and uploaded onto InPlace .	<input type="checkbox"/>	Indefinite*
Recommended Compliance			
COVID – 19 Vaccination	Recommended to have a course of minimum 1 x COVID-19 vaccinations and maintain your immunity as per NT/Federal Health Government Department directions.	<input type="checkbox"/>	N/A
Annual Influenza Vaccination	Every current influenza season we recommend you have an influenza vaccination from an immunisation provider. Take this certificate with you to record your vaccination. After completion download the certificate and upload to InPlace .	<input type="checkbox"/>	Annual
Additional Requirements			
Return to Placement Medical Certificate*	Upload your Return to Placement Medical Certificate and enter the date you are able to recommence your placement on InPlace <i>*Only required if returning to placement after illness/injury</i>	<input type="checkbox"/>	As required
Mask fit testing*	Enter the date of your most recent face mask fit testing and upload evidence of fitting <i>*Only if required</i>	<input type="checkbox"/>	As directed