Doctor of Medicine – NT Placements
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			
Fitness for Placement Declaration **Access Plan**	Declare your fitness for placement by reading and acknowledging the Fitness for Placement Disclosure Declaration on InPlace Complete Access Plan attribute if required	☐	Every placement Year
Student Consent for Placement	Read and acknowledge the relevant essential conditions around student consent for placement using the applicable form (follow the link on InPlace)	☐	indefinite
Intellectual Property for Placement and Video	Read the student IP declaration on InPlace and acknowledge the changes to intellectual property while you are on placement	☐	indefinite
Emergency Contact Details	It is mandatory that you update your Emergency Contact details on Student Systems. Please follow this link to update **Please ensure you have **current** address details as this information may be used for placement allocation mapping**	☐	Every placement Year
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.	☐ *In progress (at commencement of course)* ☐ *Compliant (at completion of course)*	Indefinite once all vaccinations and serology completed
COVID – 19 Vaccination	SA Health & NT Health vaccination policy requires placement students to have up to date COVID-19 vaccinations applicable to health care workers as recommended by ATAGI ATAGI recommends a primary course of vaccinations against COVID-19 followed by a booster for those eligible Some health care environments may have additional or varying requirements and students will be notified in these circumstances See COVID vaccination information	☐	Boosters as required
Annual Influenza Vaccination	Book an annual influenza vaccination from an immunisation provider and upload certificate to InPlace. Influenza season commences March yearly. Evidence to be uploaded to InPlace by 30 June.	☐	Every Influenza Season
Student & False Declarations	Acknowledge both statements	☐	Indefinite

Compulsory Compliance (NT Placements only)			
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 *Ochre Card.* https://nt.gov.au/emergency/community-safety/working-with-children-clearance-before-you-apply	☐	2 years
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 https://health.nt.gov.au/careers/student-placements/before-you-start-your-student-clinical-placement and upload to InPlace	☐	indefinite
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 commencement of the academic year in which the student placement is undertaken**. NT DoH will ONLY accept NPCs by a state or territory police service but preferably from SAFE NT. For SAFE NT clearances specify purpose/occupation as *Unsupervised contact for health/aged placement* For any other state or territory National Coordinated Criminal History Check (NCCHC) it must specify *Unsupervised Contact with Vulnerable Groups* and states the purpose as being for *University Placement within the Aged/Health care sector.* ***NT students upload in NT section on InPlace***	☐	1 year (NCCHC)
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 Please upload clearance confirmation documentation to InPlace. Documentation must be dated within 3 months from the placement date.	☐	indefinite*
Additional Requirements			
Hand Hygiene	Register online with National Hand Hygiene Initiative and complete the *Hand Hygiene for clinical healthcare workers* module. A certificate is provided upon completion	☐	End of calendar year
Manual Tasks	This is a yearly requirement for ALL SA student/placements 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	☐	End of calendar year
Return to Placement Medical Certificate*	Upload your Return to Placement Medical Certificate and enter the date you are able to recommence your placement **Only required if returning to placement after illness/injury*	☐	As required
Mask fit testing*	Enter the date of your most recent face mask fit testing and upload evidence of fitting **Only if required*	☐	As directed