

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 | Declare your fitness for placement by reading and acknowledging the Fitness for Placement Disclosure Declaration on InPlace | <input type="checkbox"/> | Yearly as directed |
| Access Plan | Complete Access Plan attribute if required | | |
| 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) | <input type="checkbox"/> | indefinite |
| Intellectual Property Transfer and Counselling Video | Read the student IP declaration on InPlace and acknowledge the changes to intellectual property while you are on placement | <input type="checkbox"/> | indefinite |
| Emergency Contact Details | It is mandatory that you update your Emergency Contact details on Student Systems, follow this link to update <i>*Please ensure you have current address details as this information may be used for placement allocation mapping*</i> | <input type="checkbox"/> | Yearly |
| Immunisation Compliance Certificate | Provide evidence of immunity to 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 once all vaccinations and serology completed |
| COVID – 19 Vaccination | SA 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 | <input type="checkbox"/> | Indefinite 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 | <input type="checkbox"/> | Every Influenza Season |

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|--|--|--------------------------|--|
| Student & False Declarations | Acknowledge both statements | <input type="checkbox"/> | Indefinite |
| Compulsory Compliance – SA Students/SA placements | | | |
| 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 – 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 | <input type="checkbox"/> | 5 Years |
| International Police Check (IPC) | In the last 10 years, have you lived in a country other than Australia for more than 1 year since turning 18 years of age? If yes, please upload your current International Police Check <i>*This is a requirement for students on placement within an SA Health facility. Fit2Work is an acceptable provider for this check within SA Health's policy</i> | <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> | <input type="checkbox"/> | 3 years* |
| 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 |
| 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* |
| Sunrise EMR & PAS training | To access patient records you must complete the SA Health patient management training for SUNRISE EMR. Training must be completed yearly prior to commencing MD3 and MD4 (the WIL Support Team will remind you). You can access the training via the ' Sunrise EMR & PAS eLearning for Students – current year ' FLO site. Once complete, screenshot and upload the user report from the Grades page Screenshot MUST include: <i>Your name, your grade & the time/date of completion.</i> <i>You need a score of 80% or greater to complete training</i> | <input type="checkbox"/> | Yearly (end year MD2 & refresher MD3) |
| Mask Fit Test | You will require a Face Mask Fit Test for placement If you've previously been tested, please upload evidence If you need to be tested, you will be contacted (during MD1) and the test results will be added below | <input type="checkbox"/> | As directed Indefinite |
| Additional Requirements for MD students | | | |
| 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 | <input type="checkbox"/> | Yearly as directed |
| 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 | <input type="checkbox"/> | Yearly as directed |
| Return to Placement Medical Certificate | Upload your Return to Placement Medical Certificate and enter the date you are able to recommence your placement <i>*Only required if returning to placement after illness/injury</i> | <input type="checkbox"/> | As required |