

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 Nursing and Health Sciences Work Integrated Learning (WIL) Team.

### Student Responsibilities:

- Allow adequate time to complete all pre-placement requirements:
  - Criminal History screenings (DHS & NDIS clearances, 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.
  - Vaccination schedules may take up to 7 months.
- 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 documents and serology (blood test results) 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.
- Complete any additional venue specific compliance requirements, as requested.

Please refer to the Placement Compliance Calendar found on the website (<https://students.flinders.edu.au/my-course/placements/compliance/nursing>) for the deadline to upload your documents to InPlace. These deadlines are given to allow the WIL team enough time to check your documentation and confirm details with your placement provider. Allow adequate time to complete all pre-placement requirements.

Further information can be found on our [website](#).

This checklist has been colour coded to help you prioritise your pre-placement requirements – see below:

	Red	<b>High Priority</b>	Immunisations, DHS Clearance, NDIS Workers Check, TB Screening
	Orange	<b>Medium Priority</b>	International Police Check, Nationally Coordinated Criminal History Check, CPR Training, Manual Handling Training
	Green	<b>Essential Tasks - Quick Wins</b>	InPlace declarations, SA Health Deed Poll, Hand Hygiene, Infection Control, Aged Care Act Declaration, Blood Safe training, EMR Training, Face Mask Fit Test.
	Blue	<b>Highly Recommended</b>	Influenza Vaccination, COVID 19 Vaccinations.

Requirement	Detail	Completed	Expiry
<b>Global Pre-Placement Requirements</b>			
<b>Fitness for Placement Declaration</b>	Read and select appropriate response from drop-down list to complete the Fitness for Placement Disclosure Declaration statement and Access Plan question on InPlace.	<input type="checkbox"/>	Per Semester
<b>Student Consent for Placement</b>	Read and acknowledge the relevant essential conditions around student consent for placement using the applicable form on InPlace. CNHS students may undertake placements both internally and outside Flinders University.	<input type="checkbox"/>	Indefinite
<b>Intellectual Property for Placement</b>	Read the student IP declaration on InPlace and acknowledge the changes to intellectual property while you are on placement.	<input type="checkbox"/>	Indefinite
<b>Emergency Contact Details</b>	Read the declaration in InPlace <ul style="list-style-type: none"> <li>• Check student management system to confirm/update emergency contact details.</li> <li>• Tick the declaration box on InPlace</li> </ul>	<input type="checkbox"/>	Indefinite or to be changed if emergency contact changes

Requirement	Detail	Completed	Expiry
<b>Criminal History Screenings</b>			
<b>DHS Clearance – Working with Children Check</b>	Students can initiate their DHS Screening Application through the <a href="#">DHS Website</a> .	<input type="checkbox"/>	5 Years
<b>NDIS Workers Check</b>	Please follow the guide available on your course placement requirements page (under detailed compliance information sub section). Students can request the initiation of their NDIS Screening Application through the <a href="#">DHS Website</a> .  The <b>NDIS Employer ID is 4-3LLQ-260 and the Employer is Flinders University</b> . If you require other clearances, please apply for them all at the same time to incur only one fee.	<input type="checkbox"/>	5 Years
<b>International Police Check</b>	Required if you have lived overseas for 1+ years since the age of 18. You can apply via the <a href="#">Fit2Work website</a>	<input type="checkbox"/>	Indefinite
<b>National Coordinated Criminal History Check (NCCHC)</b> Need help? User guide available here - <a href="#">Police Clearance</a>	All students require a National Coordinated Criminal History Check (NCCHC) that states the purpose as being for University Placement within the Aged/Health care sector.	<input type="checkbox"/>	3 Years (NCCHC)
<b>Aged Care Act – Statutory Declaration</b>	To comply with the requirements of the Aged Care Act (1997), each student must complete a Statutory Declaration stating that they have never been convicted of a murder or sexual assault or convicted of, and sentenced to imprisonment for, any other form of assault.	<input type="checkbox"/>	Indefinite
<b>Infectious Diseases and Immunisations</b>			
<b>Tuberculosis Screening</b>  Need help? User guide available here - <a href="#">TB Screening User Guide</a>	Complete the online <a href="#">SA Tuberculosis Service screening questionnaire</a> . 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. Check 'compliance requirements for placement eligibility' info on placement website if follow up is required.	<input type="checkbox"/>	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)

Requirement	Detail	Completed	Expiry
<p><b>Immunisation Compliance Certificate</b></p> <p><b>Need help? User guide available here - <a href="#">Vaccinations Guide</a></b></p> <p><b>*Flinders University Health Services is located on main campus and most appointments are free.</b></p> <p><b>*Upload your form to InPlace after every visit to your Medical Practitioner.</b></p>	<p>Provide immunity evidence of the Vaccine Preventable Diseases (VPDs) listed on the Flinders University <a href="#">Immunisation Compliance Certificate</a>. The form must be completed by an Australian immunisation provider.</p> <p>Ensure your medical practitioner provides you copies of the supporting evidence identified on the Form B including vaccination dates and blood test results (serology) as you may be requested to produce these documents for confirmation.</p> <p>If vaccination against poliomyelitis has been completed but not documented, students can complete a <a href="#">Statutory Declaration</a> and provide this to the medical practitioner.</p>	<input type="checkbox"/>	Indefinite
<p><b>Annual Influenza Vaccination (Highly Recommended)</b></p>	<p>Influenza vaccination is no longer a mandatory requirement. You will be advised if your placement provider requires you to have this vaccination for your placement.</p> <p>If you are required to have this vaccination, please ensure you receive your influenza vaccination from a qualified immunisation provider.</p> <p>Bring your <a href="#">Influenza Vaccination Certificate</a> with you to your appointment so your vaccination can be properly recorded.</p>	<input type="checkbox"/>	Annual
<p><b>COVID-19 Vaccination (Highly Recommended)</b></p>	<p>COVID-19 vaccination is no longer mandatory, but may be required by some placement providers. Students will be notified if this applies to their placement.</p>	<input type="checkbox"/>	N/A
<b>OTHER REQUIREMENTS</b>			
<p><b>SA Health Deed Poll</b></p>	<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 <a href="#">SA Health Deed Poll</a>.</p>	<input type="checkbox"/>	Indefinite
<p><b>Cardiopulmonary Resuscitation (CPR)</b></p>	<p>Attend and complete a practical training course that is compliant with (or equivalent to) the HLTAID009 - Provide CPR standard.</p> <p>Acceptable evidence includes a certificate of completion or a letter on company letterhead stating student name and the date of completion.</p>	<input type="checkbox"/>	1 Year

Requirement	Detail	Completed	Expiry
<b>Manual Handling</b>	Attend and complete a practical manual handling training course that is compliant with (or equivalent to) the HLTWHS005 - Conduct manual tasks safely standard.  Acceptable evidence includes a certificate of completion or a letter on company letterhead stating student name and the date of completion.	<input type="checkbox"/>	1 Year
<b>Hand Hygiene</b>	Register online with <a href="#">National Hand Hygiene Initiative (NHHI)</a> and complete the Hand Hygiene for clinical healthcare workers module. A certificate is provided upon completion.	<input type="checkbox"/>	1 Year
<b>Infection Control</b>	Register online with <a href="#">National Hand Hygiene Initiative (NHHI)</a> and complete the <i>Basics</i> or <i>Principles of infection prevention and control</i> module. A certificate is provided upon completion.	<input type="checkbox"/>	1 Year
<b>BloodSafe - Clinical Transfusion Practice</b>	Complete the online <a href="#">BloodSafe eLearning Australia</a> 'Clinical Transfusion Practice' module. A certificate is provided upon completion.	<input type="checkbox"/>	1 Year
<b>SA Health Electronic Medical Records (EMR)</b>	Complete the <a href="#">Sunrise EMR and PAS eLearning for Students</a> on Canvas FLO. Access your FLO page and locate the Sunrise EMR & PAS current year module located in your courses. Complete each module before commencing the assessment.  Use print grades and upload file that includes 2026 'Sunrise Clinical Application Introduction assessment'. Minimum grade 80%.	<input type="checkbox"/>	Annual- expires on calendar year
<b>Face Mask Fit Testing</b>	Nursing students are required to upload evidence of successful mask fit test.  Students on placement in most health care venues are required to undertake Face Mask Fit Testing. South Australian students in their first placement topic will be contacted and requested to book a mask fitting appointment by the university.  Face Mask Fit results uploaded onto InPlace must include date of test, students name, make and size of mask.  *Test validity assumes an individual's facial structure remains consistent over time. In cases of face shape / features changing, test should be re-done.	<input type="checkbox"/>	Indefinite*

\*\*\* Please note there will be additional compliance required for interstate/NT placements.