

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 Nursing and Health Sciences WIL Placement Team.

Please refer to the Compliance Deadline found on the website [NURS8761 Placement Website](#) 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 host. Allow adequate time to complete all pre-placement requirements.

Student Responsibilities

- Upload all required documents via [InPlace](#). Consult the [InPlace User Guide](#) for help.
- Please allow adequate time to complete all pre-placement requirements:
 - Criminal History screenings (DHS 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.
- All documents must be valid for the entire duration of your placement.
- Complete any additional venue specific compliance requirements, as requested.
- Check address (Semester) & mobile number is up to date on Student Management System

Students undertaking their workplace-based placement with their employer are required to complete the **Postgrad Nursing Compulsory Pre-Placement Requirements Only**, select Employer-Based under Placement Type in Additional Compliance and upload [Placement Confirmation Form](#).

Students requiring the placement team to [organise](#) their placement must complete the below compliance and upload it to InPlace for verification before placement commences.

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

Red	High Priority	Immunisations, DHS Clearance, TB Screening
Orange	Medium Priority	Police checks, CPR training, Manual Handling training
Green	Quick Wins	InPlace declarations, SA Health Deed Poll, Face Mask Fit Test
Blue	Recommended	Influenza Vaccination, COVID 19 Vaccinations.

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 and Access Plan question on InPlace.	<input type="checkbox"/>	Per Semester
Access Plan	Access plans are written by disability advisors and are based on an assessment of the student's verified condition/disability, the impact of the condition on study, and reasonable adjustments for the course they are enrolled into. An access plan makes recommendations (to lecturers, Exams Office, etc) about how a student's disability may need to be accommodated (note: disability information is not disclosed in the access plan). Provide your answer from the drop-down menu.	<input type="checkbox"/>	Indefinite unless your capability changes
Student Consent for Placement	Read and acknowledge the relevant essential conditions around student consent for placement using the applicable form on InPlace. Nursing students will undertake all placements outside Flinders University.	<input type="checkbox"/>	Indefinite
Intellectual Property for Placement	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	Confirm your emergency contact details are up to date in the Student Information System.	<input type="checkbox"/>	Indefinite
COVID-19 Vaccination (Recommended)	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.	<input type="checkbox"/>	N/A
Face Mask Fit Testing	Students who are entering SA Health venues to complete placement are required to have a valid Face Mask Fit Test. 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*

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Additional Requirements				
	Placement Type	Select your Placement Type and upload your Placement Confirmation Form .	<input checked="" type="checkbox"/>	12 months
	DHS Clearance – Working with Children Check (SA ONLY), or Relevant state Working with Children clearances	SA Students can initiate their DHS Screening Application through the DHS Website .	<input type="checkbox"/>	5 Years
	Police Check Need help? User guide available here - Police Clearance	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)
	Tuberculosis Screening Need help? User guide available here - SA TB Screening User Guide	Complete the online or the TB screening available in the state where the student is undertaking placement. SA TB Questionnaire . It is strongly recommended students 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.*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)	<input type="checkbox"/>	Indefinite*
	Immunisation Compliance Certificate Need help? User guide available here - Vaccinations Guide	Provide immunity evidence of the Vaccine Preventable Diseases (VPDs) listed on the Flinders University Immunisation Compliance Certificate . The form must be completed by an Australian immunisation provider. 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. 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"/>	Indefinite
	Annual Influenza Vaccination	Influenza vaccination is no longer a mandatory requirement. You will be advised if your placement provider require you to have this vaccination for your placement. If you are required to have this vaccination, please ensure you receive your influenza vaccination from a qualified immunisation provider. Bring your Influenza Vaccination Certificate with you to your appointment so your vaccination can be properly recorded or you can upload your Medicare Immunisation history into InPlace.	<input type="checkbox"/>	Annual
	Cardiopulmonary Resuscitation (CPR)	Attend and complete a practical training course that is compliant with (or equivalent to) the HLTAID009 - Provide CPR 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
	SA Health Deed Poll (SA students only)	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 .	<input type="checkbox"/>	Indefinite
	SA Health Electronic Medical Records (EMR) (SA students only)	Complete the Sunrise EMR and PAS eLearning for Students 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. Acceptable evidence is a screenshot showing student name, assessment name (including year) and grade.	<input type="checkbox"/>	Calendar year