

**Pre-Placement Compliance Checklist (Non-SA student)**

Students organising their own placement at a venue where they are not employed are required to complete the compliance shown below before commencing placement.

- Please allow adequate time to complete all pre-placement requirements:
  - Criminal History screenings (WWC, 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 questionnaire *before* commencing any vaccinations.
- All documents must be valid for the entire duration of your placement.
- Keep all documents safe and secure
- Upload all required documents via InPlace. Consult the [InPlace User Guide](#) for help.
- Complete any additional venue specific compliance requirements, as requested.

Requirement	Detail	Completed (✓)	Expiry
<b>Global Pre-Placement Requirements</b>			
<b>Fitness for Placement Declaration</b>	Declare fitness for placement by reading and acknowledging the Fitness for Placement statement 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. Nursing students will undertake all placements 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>COVID – 19 Vaccination</b>	As of 1st November 2021, SA Health, Aged Care and a vast majority of agencies require a full COVID vaccination status.	<input type="checkbox"/>	indefinite
<b>Emergency contact</b>	Confirm your emergency contact details are up to date in the Student Information System.	<input type="checkbox"/>	indefinite
<b>Criminal history screenings</b>			
<b>Working with Children Check</b>	Students must have a valid Working with Children’s check for the state where they are undertaking placement.	<input type="checkbox"/>	5 years
<b>Police Check</b>	<p>All students require a Police Check.</p> <p>Students who have been in Australia for 12 months or more 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>.</p> <p>Students who have been in Australia for less than 12 months are required to provide an International Criminal History Check (ICHC) from the last country in which they resided. A certified translation is also required if the international criminal history check is not in English. <a href="#">Fit2Work</a> is an acceptable provider to obtain your individual ICHC.</p>	<input type="checkbox"/>	3 years (NCCHC) Or 12 months (ICHC)
<b>Infectious diseases and immunisations</b>			
<b>Tuberculosis screening</b>	<p>Complete the online <a href="#">SA Tuberculosis Service screening questionnaire</a> or the TB screening available in the state where the student is undertaking placement.</p> <p><b>It is strongly recommended</b> students do this before commencing any vaccinations.</p> <p>Depending on the assessment outcome, clearance may be given straight away, or additional testing and/or a chest clinic appointment may be required.</p>	<input type="checkbox"/>	indefinite

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<p><b>Immunisation Compliance Certificate</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 a medical practitioner.</p> <p>Ensure the medical practitioner provides copies of the supporting evidence identified on the Form B including vaccination dates and blood test results (serology).</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>	<p><input type="checkbox"/></p>	<p>indefinite</p>
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Requirement	Detail	Completed (✓)	Expiry
<b>Other Requirements</b>			
<b>Cardiopulmonary Resuscitation (CPR)</b>	Attend and complete a <i>practical</i> training course that is compliant with (or equivalent to) the <i>HLTAID001 - Provide CPR</i> 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