

Pre-Placement Compliance Checklist (SA Students)

Students organising their own placement at a venue where they are not employed are required to complete the below compliance and upload it to InPlace for verification before placement commences.

- 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 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
Global Pre-Placement Requirements			
Fitness for Placement Declaration	Declare fitness for placement by reading and acknowledging the Fitness for Placement statement on InPlace.	<input type="checkbox"/>	per semester
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
Criminal history screenings			
DHS Clearance – Aged Care Sector	DHS (Department of Human Services) screenings were previously known as DCSI screenings. Students can request the initiation of their DHS Screening Application by completing the online request form on our website.	<input type="checkbox"/>	3 years
DHS Clearance – Working With Children Check	Students can request the initiation of their DHS Screening Application by completing the online request form on our website. *Clearances issued before July 01, 2019 are valid for 3 years from date of issue only	<input type="checkbox"/>	5 years*
DHS Clearance – Vulnerable Person Related Screening	Students can request the initiation of their DHS Screening Application by completing the online request form on our website.	<input type="checkbox"/>	3 years
Police Check	All students require a Police Check. 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> . 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. Fit2Work is an acceptable provider to obtain your individual ICHC.	<input type="checkbox"/>	3 years (NCCHC) Or 12 months (ICHC)

Infectious diseases and immunisations			
Tuberculosis screening	<p>Complete the online SA Tuberculosis Service screening questionnaire. It is strongly recommended you 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 by SA TB Services.</p> <p>*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)</p>	<input type="checkbox"/>	indefinite
Requirement	Detail	Completed (✓)	Expiry
Immunisation Compliance Certificate	<p>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.</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 Statutory Declaration and provide this to the medical practitioner.</p>	<input type="checkbox"/>	indefinite
Other Requirements			
Placement Support Form	Complete the NURS8722 Clinical Care in Community Nursing Placement Form and email to cnhs.placements@flinders.edu.au .	<input type="checkbox"/>	indefinite

