

## Postgraduate Child and Family Health Nursing Pre-Placement Compliance Checklist

Students are responsible to:

- 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 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.

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

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>DHS Clearance – Working With Children Check (SA ONLY), or relevant state Working with Children clearances</b>	The College of Nursing and Health Sciences require students to obtain DHS Clearances through self-initiation via the <a href="#">DHS website</a> . Please follow <a href="#">this guide</a> for step-by-step directions of how to start your application. Existing clearances can be renewed up to 6 months prior to expiry. It is recommended that clearances are renewed early to ensure there is no lapse in compliance. View more information on the <a href="#">DHS website</a> .	<input type="checkbox"/>	5 years*
<b>Police Check</b>	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. <a href="#">Fit2Work</a> is an acceptable provider to obtain your individual ICHC.	<input type="checkbox"/>	3 years (NCCHC) Or 12 months (ICHC)
<b>Tuberculosis Services screening</b>	Complete the <a href="#">online questionnaire</a> and follow any instructions you receive by email from SA TB services. Upload your questionnaire results to InPlace.  Or complete TB Screening/clearance according to your state requirements.	<input type="checkbox"/>	3 months
<b>Immunisations Compliance Certificate</b>	See a GP to complete and document the necessary immunisations requirements on the <a href="#">Immunisation Compliance Certificate</a> .	<input type="checkbox"/>	indefinite
<b>Influenza Vaccination Certificate</b>	Book an annual influenza vaccination from an immunisations provider. This form can be used <a href="#">Influenza vaccination certificate (PDF)</a>	<input type="checkbox"/>	Annually

<b>SA Health Better Placed Deed Poll (SA students only)</b>	Read, understand and sign the SA Health Better Placed Deed Poll <a href="#">Better Placed Deed Poll information and form</a>	<input type="checkbox"/>	indefinite
---	--	--------------------------	------------