

Pre-Placement Compliance Checklist

Students requiring the placement team to organise their placement must 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 SA 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 or year.
Do you have an 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). If answer this question from drop-down menu.	<input type="checkbox"/>	Per year
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	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
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*
Additional Requirements			
DHS Clearance – Working with Children Check (SA ONLY), or relevant state Working with Children Clearances	The College of Nursing and Health Sciences require students to obtain DHS Clearances through self-initiation via the DHS website . Please follow this guide 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 DHS website .	<input type="checkbox"/>	5 years*

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Police Check	<p>All students require a National Coordinated Criminal History Check (NCCHC) that specifies Unsupervised Contact with Vulnerable Groups and states the purpose as being for University Placement within the Aged/Health care sector.</p> <p>For international students, an international criminal history check (ICHC) is valid for only three months after arrival into Australia. International students must supply an NCCHC within 3 months of arrival, and prior to placement commencement date, unless otherwise instructed.</p> <p>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.</p> <p>When you have a NCCHC and ICHC Police Check combine both documents in one file and upload into InPlace.</p>	<input type="checkbox"/>	<p>3 years (NCCHC) Or 3 months (ICHC)</p>
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"/>	<p>indefinite</p>
Tuberculosis screening	<p>Complete the online or TB screening available in the state where the student is undertaking placement. SA TB Questionnaire.</p> <p>It is strongly recommended 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"/>	<p>indefinite*</p>
Influenza Vaccination Certificate	<p>Book an annual influenza vaccination from an immunisations provider. This form can be used Influenza vaccination certificate (PDF)</p>	<input type="checkbox"/>	<p>Annually</p>
Previous Qualification	<p>Some venues don't accept allied health students with non-nursing backgrounds. Please confirm your previous qualification from the drop-down menu.</p>	<input type="checkbox"/>	<p>indefinite</p>