

## Postgrad Mental Health Pre-Placement Compliance Checklist (NURS8761 & 8016)

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
<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>Do you have an Access Plan</b>	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"/>	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>Face Mask Fit Testing</b>	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*
<b>Additional Requirements</b>			
<b>DHS Clearance – Aged Care Sector</b>	DHS (Department of Human Services) screenings were previously known as DCSI screenings. Students can request the initiation of their DHS Screening Application at <a href="#">DHS Screening Checks</a>	<input type="checkbox"/>	3 years
<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*

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<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 (IHC) 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 IHC.</p>	<input type="checkbox"/>	<p>3 years (NCCHC)</p> <p>Or</p> <p>12 months (IHC)</p>
<b>Tuberculosis screening</b>	<p>Complete the online or the TB screening available in the state where the student is undertaking placement. <a href="#">SA TB Questionnaire</a>.</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"/>	<p>3 months</p>
<b>Immunisation Compliance Certificate</b>	<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>	<input type="checkbox"/>	<p>indefinite</p>
<b>Influenza Vaccination Certificate</b>	<p>Annual influenza vaccination certificate which usually is available from late March each year.</p>	<input type="checkbox"/>	<p>Expires mid-April the following year</p>
<b>Cardiopulmonary Resuscitation (CPR)</b>	<p>Attend and complete a <i>practical</i> training course that is compliant with (or equivalent to) the <i>HLTAID001 - Provide CPR</i> standard.</p> <p>Acceptable evidence includes a certificate of completion or a letter on company letterhead stating student name and the date of completion.</p>	<input type="checkbox"/>	<p>1 year</p>
<b>SA Health Deed Poll (SA students only)</b>	<p>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.</p> <p>Students must read, understand and sign the <a href="#">SA Health Deed Poll</a>.</p>	<input type="checkbox"/>	<p>indefinite</p>
<b>EMR Training (Sunrise) (SA students only)</b>	<p>The online training module is available on your online learning module.</p>	<input type="checkbox"/>	<p>1 year</p>