

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
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"/>	Annually
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
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"/>	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
COVID – 19 Vaccination	The University will be guided by ATAGI and our placement providers. Students who have not previously received a COVID-19 vaccine are recommended a single primary dose. Students will be notified if placement providers require more than 1 dose.	<input type="checkbox"/>	indefinite
Emergency contact	Confirm your emergency contact details are up to date in the Student Information System.	<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 – 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 at DHS Screening Checks	<input type="checkbox"/>	3 years
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 Police Check.</p> <p>Students who have been in Australia for 12 months or more require a National Coordinated Criminal History Check (NCCHC) that 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. Fit2Work 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>
Tuberculosis screening	<p>Complete the online or the 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>3 months</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>
Influenza Vaccination Certificate	<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>
Cardiopulmonary Resuscitation (CPR)	<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>
SA Health Deed Poll (SA students only)	<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 SA Health Deed Poll.</p>	<input type="checkbox"/>	<p>indefinite</p>
EMR Training (Sunrise) (SA students only)	<p>The online training module is available on your online learning module.</p>	<input type="checkbox"/>	<p>1 year</p>