

Placement compliance requirements are an industry pre-requisite for all students undertaking placements. Students will not be allocated a placement until all compliance criteria are completed and provided to the College of Nursing and Health Sciences WIL Placement Team.

### Student Responsibilities

- Allow adequate time to complete all pre-placement requirements:
  - Criminal History screenings (DHS & NDIS 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.
  - Vaccination schedules may take up to 7 months.
- 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.

All students will be required to upload all compliance to InPlace by the topic compliance [deadline](#). These deadlines are given to allow the WIL team enough time to check your documentation and confirm details with your placement host. Students who have not met the pre-placement compliance by the deadline may not be eligible for a placement allocation.

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

This checklist has been colour coded to help you prioritise your pre-placement requirements – see below:

	Red	<b>High Priority</b>	DHS Clearance
	Orange	<b>Medium Priority</b>	Police Check
	Green	<b>Quick Wins</b>	InPlace declarations

Requirement	Detail	Completed	Expiry
<b>Global Pre-Placement Requirements</b>			
<b>Fitness for Placement Declaration</b>	Read and select appropriate response from drop-down list to complete the Fitness for Placement Disclosure Declaration statement and Access Plan question on InPlace.	<input type="checkbox"/>	Per Semester
<b>Access Plan</b>	Declare your fitness for placement <ul style="list-style-type: none"> <li>• Read the declaration on InPlace</li> <li>• Use the drop down to make your declaration.</li> </ul>	<input type="checkbox"/>	Indefinite unless your capability changes
<b>Student Consent for Placement</b>	Read and acknowledge the relevant essential conditions around student consent for placement using the applicable form on InPlace. CNHS students may undertake placements both internally and 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

Requirement	Detail	Completed	Expiry
<b>Emergency Contact Details</b>	Read the declaration in InPlace <ul style="list-style-type: none"> <li>• Check student management system to confirm/update emergency contact details.</li> <li>• Tick the declaration box on InPlace</li> </ul>	<input type="checkbox"/>	Indefinite or to be changed if emergency contact changes

Requirement	Detail	Completed	Expiry
<b>Criminal History Screenings</b>			
<b>DHS Clearance – Working with Children Check</b>	Students can initiate their DHS Screening Application through the <a href="#">DHS Website</a> . If you require other clearances, please apply for them all at the same time to incur only one fee.	<input type="checkbox"/>	5 Years
<b>Police Check</b>  <b>Need help? User guide available here - <a href="#">Police Clearance</a></b>	All students require a National Coordinated Criminal History Check (NCCHC) that states the purpose as being for University Placement within the Aged/Health care sector.  Flinders Uni have partnered with checked.com to provide cheaper criminal History checks - <a href="http://Flinders.checked.com.au">Flinders.checked.com.au</a>  State based clearances are also accepted - <a href="#">South Australia Police (SAPOL)</a>	<input type="checkbox"/>	3 Years (NCCHC)

Please note: You may require additional compliance depending on the site you attend.