

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	High Priority	Immunisations, DHS Clearance, TB Screening
	Orange	Medium Priority	Police checks
	Green	Quick Wins	InPlace declarations, SA Health Deed Poll, Hand Hygiene, Face Mask Fit Test, EMR
	Blue	Recommended	Influenza Vaccination

Requirement	Detail	Completed	Expiry
Global Pre-Placement Requirements			
Fitness for Placement Declaration	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
Access Plan	Declare your fitness for placement <ul style="list-style-type: none"> • Read the declaration on InPlace • Use the drop down to make your declaration. • The WIL team will enter an expiry date for you 	<input type="checkbox"/>	Indefinite unless your capability changes
Student Consent for Placement	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
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

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

Requirement	Detail	Completed	Expiry
Criminal History Screenings			
DHS Clearance – Working with Children Check	Students can initiate their DHS Screening Application through the DHS Website . Clearance is received via email, screenshot your clearance and upload to InPlace	<input type="checkbox"/>	5 Years
NDIS Workers Check	Please follow the guide available on your course placement requirements page (under detailed compliance information sub section). Students can request the initiation of their NDIS Screening Application through the DHS Website . The NDIS Employer ID is 4-3LLQ-260 and the Employer is Flinders University. If you require other clearances, please apply for them all at the same time to incur only one fee.	<input type="checkbox"/>	5 Years
Police Check Need help? User guide available here - Police Clearance	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 - Flinders.checked.com.au State based clearances are also accepted - South Australia Police (SAPOL)	<input type="checkbox"/>	3 Years (NCCHC)
International Police Check	All students must read and select an appropriate response from a drop-down list. If a person (since turning 18), has lived in another country for more than 1 year (within the last 10 years), they will require a check. Those who need an International Police Check (IPC) can supply one from their country of origin or obtain one through Fit2Work an accepted provider of IPCs.	<input type="checkbox"/>	indefinite

Requirement	Detail	Completed	Expiry
Infectious Diseases and Immunisations			
Tuberculosis Screening Need help? User guide available here - TB Screening User Guide	Complete the online SA Tuberculosis Service screening questionnaire . It is strongly recommended you do this before commencing any vaccinations. Depending on the assessment outcome, clearance may be given straight away, or additional testing and/or a chest clinic appointment may be required by SA TB Services. Check 'compliance requirements for placement eligibility' info on placement website if follow up required. *Valid indefinitely unless the questionnaire responses have changed (e.g. travel to an area with a high TB prevalence or contact with someone who has active TB)	<input type="checkbox"/>	Indefinite*
Immunisation Compliance Certificate Need help? User guide available here - Vaccinations Guide *Flinders University Health Services is located on main campus and most appointments are free. *Upload your form to InPlace after every visit to your Medical Practitioner.	Provide immunity evidence of the Vaccine Preventable Diseases (VPDs) listed on the Flinders University Immunisation Compliance Certificate . The form must be completed by an Australian immunisation provider. Ensure your medical practitioner provides you copies of the supporting evidence identified on the Form B including vaccination dates and blood test results (serology) as you may be requested to produce these documents for confirmation. If vaccination against poliomyelitis has been completed but not documented, students can complete a Statutory Declaration and provide this to the medical practitioner.	<input type="checkbox"/>	Indefinite - once fully completed and signed off by Medical Practitioner
Annual Influenza Vaccination (highly recommended) - some aged care sites may require this	Influenza vaccination is no longer a mandatory requirement. You will be advised if your placement provider require you to have this vaccination for your placement. If you are required to have this vaccination, please ensure you receive your influenza vaccination from a qualified immunisation provider. Bring your Influenza Vaccination Certificate with you to your appointment so your vaccination can be properly recorded or you can upload your Medicare Immunisation history into InPlace.	<input type="checkbox"/>	Each Influenza season (Begins in March)

Requirement	Detail	Completed	Expiry
OTHER REQUIREMENTS			
SA Health Deed Poll	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. Students must read, understand and sign the SA Health Deed Poll . Anyone over 18 can witness this.	<input type="checkbox"/>	Indefinite
Hand Hygiene	Register online with National Hand Hygiene Initiative (NHHI) and complete the Hand Hygiene for clinical healthcare workers module. A certificate is provided upon completion.	<input type="checkbox"/>	1 Year

<p>SA Health Electronic Medical Records (EMR)</p>	<p>Complete the Sunrise EMR and PAS eLearning for Students on Canvas FLO. Access your FLO page and locate the Sunrise EMR & PAS current year module located in your courses. Complete each module before commencing the assessment.</p> <p>Acceptable evidence is a screenshot showing student name, assessment name (including year) and grade.</p>	<input type="checkbox"/>	<p>Annual- expires on calendar year</p>
<p>Face Mask Fit Testing</p> <p>Students to complete as instructed by WIL</p>	<p>Nursing students are required to upload evidence of successful mask fit test.</p> <p>Students on placement in most health care venues are required to undertake Face Mask Fit Testing. South Australian students in their first placement topic will be contacted and requested to book a mask fitting appointment by the university.</p> <p>Face Mask Fit results uploaded onto InPlace must include date of test, students name, make and size of mask.</p> <p>*Test validity assumes an individual's facial structure remains consistent over time. In cases of face shape / features changing, test should be re-done.</p>	<input type="checkbox"/>	<p>Indefinite*</p>