

Optometry Pre-Placement Compliance Checklist

Placement compliance requirements are an industry pre-requisite for all students and health professionals prior to entering any health facility. 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.

Students are responsible to:

- 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. 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.

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

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
Student Consent for Placement	Read and acknowledge the relevant essential conditions around student consent for placement using the applicable form on InPlace. Optometry 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
COVID-19 Placement Declaration			
COVID-19 Placement Declaration	Complete the COVID-19 Placement Declaration form one week prior to every placement. The declaration can be witnessed by any adult.	<input type="checkbox"/>	per placement
Criminal history screenings			
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 by completing the online request form on our website.	<input type="checkbox"/>	3 years
DHS Clearance – Working With Children Check	Students can request the initiation of their DHS Screening Application by completing the online request form on our website. *Clearances issued before July 01, 2019 are valid for 3 years from date of issue only	<input type="checkbox"/>	5 years*
DHS Clearance – Vulnerable Person Related Screening	Students can request the initiation of their DHS Screening Application by completing the online request form on our website.	<input type="checkbox"/>	3 years
Police Check	All students require a Police Check. 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> . Students who have been in Australia for less than 12 months are required to provide an International Criminal History Check (ICHC) 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 ICHC.	<input type="checkbox"/>	3 years (NCCHC) Or 12 months (ICHC)

Requirement	Detail	Completed (✓)	Expiry
Infectious diseases and immunisations			
Tuberculosis screening	<p>Complete the online SA Tuberculosis Service screening questionnaire. It is strongly recommended you 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 by SA TB Services.</p> <p>*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)</p>	<input type="checkbox"/>	indefinite*
Immunisation Compliance Certificate	<p>Provide immunity evidence of the Vaccine Preventable Diseases (VPDs) listed on the Flinders University Immunisation Compliance Certificate (ICC). The form must be completed by an immunisation provider.</p> <p>Ensure the medical practitioner provides copies of the supporting evidence identified on the ICC 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"/>	indefinite
Annual Influenza Vaccination	<p>Every current influenza season receive an influenza vaccination from an immunisation provider. Take this Influenza Vaccination Certificate with you to record your vaccination.</p>	<input type="checkbox"/>	N/A
Other Requirements			
SA Health Deed Poll	<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"/>	indefinite
Hand Hygiene	<p>Register online with National Hand Hygiene Initiative (NHHI) and complete the <i>Hand Hygiene Student Health Practitioners Online Learning</i> module. A certificate is provided upon completion.</p>	<input type="checkbox"/>	1 year
Infection Control	<p>Register online with National Hand Hygiene Initiative (NHHI) and complete the <i>Principles of infection prevention and control</i> module. A certificate is provided upon completion.</p>	<input type="checkbox"/>	1 year
Cardiopulmonary Resuscitation (CPR)	<p>**Only required for OPTO8008 / OPTO8009**</p> <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"/>	1 year