

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 Medicine and Public Health.

Students are responsible to:

- Allow adequate time to complete all pre-placement requirements:
 - Criminal History screenings (DHS clearances, interstate equivalent clearances, Police Checks) may take 6-8 weeks.
 - Vaccinations may interfere with tuberculosis test results; therefore, it is strongly recommended to complete the Tuberculosis Service screening *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 ORIGINAL documents safe and secure in a placement folder which is taken to all placements. – any site can ask to view them at any time.
- Upload all required documents via InPlace. Consult the [InPlace User Guide](#) for help.
- Ensure address details and emergency contact details are correct and updated on Student Systems, when required.
- Complete any additional venue specific compliance requirements, if requested.

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

Compulsory Compliance (All Students)			
Requirement	Detail	Completed (✓)	Expiry
Fitness for Placement Disclosure Declaration	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 Support team will enter an expiry date for you.	<input type="checkbox"/>	30 November every year
Access Plan	Do you need assistance on placement? <ul style="list-style-type: none"> • Read the declaration on InPlace • Use the drop down to make your declaration. 	<input type="checkbox"/>	30 November every year
Student Consent for Placement	Click the hyperlink in the requirements column to read the student consent for placement <ul style="list-style-type: none"> • Tick the declaration box on InPlace 	<input type="checkbox"/>	indefinite
Intellectual Property Statement	Click the hyperlink in the requirements column to read the intellectual property statement <ul style="list-style-type: none"> • Tick the declaration box on InPlace 	<input type="checkbox"/>	indefinite
Intellectual Property Counselling video	Click the hyperlink in the requirements column to watch the intellectual property counselling video. <ul style="list-style-type: none"> • Tick the declaration box on InPlace 	<input type="checkbox"/>	30 November every year
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 unless emergency contact details change
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 , and upload to InPlace.	<input type="checkbox"/>	indefinite

<p>Hand Hygiene – SA/NT</p>	<p>Register online with National Hand Hygiene Initiative and complete the Hand Hygiene for clinical healthcare workers module. A certificate is provided upon completion. Upload this to InPlace.</p>	<input type="checkbox"/>	<p>30 November every year</p>
<p>Immunisation Compliance Certificate</p> <p>*Certificate of Compliance - Health Care Worker Immunisation Policy Directive (SA Health) is accepted as well*</p> <p>Need help? User guide available here - Vaccinations Guide</p> <p>* Flinders University Health Services is a free service for students.</p>	<p>IMPORTANT INFORMATION</p> <ul style="list-style-type: none"> • Complete TB Screening before you have any vaccinations • You may incur a cost if you need further vaccinations • This can take up to 6 months to complete if you need to start the Hepatitis B Vaccination schedule or Booster regime. • You must have had TWO doses of chickenpox vaccine or immunity confirmed via blood test. <p>Meet with a medical Practitioner to discuss your immunisation requirements.</p> <ul style="list-style-type: none"> • Download and print the Immunisation Compliance Certificate • Take the certificate with the cover letter to your medical practitioner with any immunisation evidence • Have a blood test (serology) to confirm Hepatitis B immunity • Return to your medical practitioner to have to form signed off as complete • Upload your form to InPlace after every visit to your Medical Practitioner. • If you have a copy of your ‘Certificate of Compliance - Health Care Worker Immunisation Policy Directive (SA Health)’ you may upload that instead of the Flinders Immunisation Certificate. 	<input type="checkbox"/>	<p>Indefinite</p>
<p>Tuberculosis Services Screening</p> <p>Need help? User guide: TB Screening User Guide</p>	<p>IMPORTANT INFORMATION</p> <ul style="list-style-type: none"> • Allow extra time to complete this process -you may need to visit a Medical Practitioner for further testing. • If you already have a TB Screening clearance, please upload it to InPlace. • Fill in the SATB Questionnaire • Results can take 2 weeks to be returned via email • Cleared by email – upload confirmation email to InPlace • Not Cleared – Arrange an appointment with your Medical Practitioner for an IGRA test (Blood test) • Have your medical practitioner complete the SA TB Clearance form. <p>Upload your clearance to InPlace</p>	<input type="checkbox"/>	<p>indefinite*</p>
<p>International Police Check (IPC)</p>	<p>In the last 10 years, have you lived in a country other than Australia for more than 1 year since turning 18 years of age? If yes, please upload your current International Police Check</p> <p><i>Fit2Work is an acceptable provider for this check within SA Health’s policy</i></p>	<input type="checkbox"/>	<p>Indefinite</p>
<p>Police Check</p> <p>*Note NCCHC and NPC are the same thing*</p>	<p>IMPORTANT INFORMATION</p> <ul style="list-style-type: none"> • Can take up to 6 weeks to be cleared • Students are required to pay for this clearance. <p>Apply for a Police clearance</p> <ul style="list-style-type: none"> • 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) – note that clearances done through SAPOL take 2-3 weeks to come through in the mail. <p>Upload your clearance to InPlace</p>	<input type="checkbox"/>	<p>3 years</p>

<p>DHS - Working with Children Clearance</p> <p>Need help? User guide available here - DHS User Guide</p>	<p>IMPORTANT INFORMATION</p> <ul style="list-style-type: none"> • Can take up to 8 weeks to be cleared • Students are required to pay for this clearance. <p>Apply for a Working with Children Check via the Dept of Human Services SA Gov webpage: Working with Children Checks</p> <ul style="list-style-type: none"> • Verify 100 points of ID. • Clearance is received via email, screenshot your clearance and upload to InPlace <p>Students are responsible for renewing their WWCC within 6 months of the expiry date.</p>	<input type="checkbox"/>	<p>5 years*</p>
<p>Face Mask Fit Test</p>	<p>Enter the date of your most recent face mask fit testing and upload evidence of fitting</p> <p>*Only if required by your host organisation/agency</p>	<input type="checkbox"/>	<p>Indefinite</p>
<p>Return to Placement Medical Certificate</p>	<p>Upload your Return to Placement Medical Certificate and enter the date you can re-commence your placement</p> <p><i>*Only required if returning to placement after illness/injury</i></p>	<input type="checkbox"/>	<p>As required</p>
<p>Compulsory Compliance (Interstate Placements)</p>			
<p>State Based Working with Children Clearance</p>	<p>Different states and territories have their own clearances which are required for working with children.</p> <p>Examples include Working with Children Check, Blue Card, and Ochre Card.</p> <p>Upload your relevant State-Based Working with Children Clearance</p>	<input type="checkbox"/>	<p>Depending on the issuing State</p>