

Placement compliance requirements are an industry pre-requisite for all students and health professionals entering any health facility. Students will not be allocated a placement until all compliance criteria has been completed.

All students will be advised of a deadline to upload their documents in to [InPlace](#). These deadlines are given to allow the WIL Support Team enough time to check your documentation and confirm details with your placement host.

Use this checklist to help you upload the correct evidence in InPlace.

[InPlace](#) is the Flinders University placement management system and is a repository for all your preplacement documents - use the hyperlink provided to add InPlace to your Flinders dashboard.

For help using InPlace, use the user guide provided here - [InPlace help](#)

This checklist has been colour-coded to help you prioritise time sensitive preplacement requirements – refer to the key below. Start the High Priority tasks ASAP as they can take several weeks to complete.

	Red	High Priority	Immunisations, Med and Func Assessment, Police check, DHS, TB Screening
	Orange	Online Training	Mask Fit Test, Hand Hygiene, Infection Control, PPE Declaration, Manual Tasks
	Green	Quick wins	InPlace declarations, SA Health Deed Poll, SAAS observer indemnity.

Download or print this digital checklist to help you keep track of your progress and remember some documents will need to be refreshed throughout your degree. Use the checklist to keep track of your expiry dates.

REMEMBER

- All documents must be valid for the entire semester. If document expires during the semester, it **MUST** be renewed at least 4 weeks before the semester commences.
- Placement will not be released until all documents have been received and verified as compliant.
- Keep all your original documents safe in a folder, take it with you to all placements. You may be asked by the host to present these documents at any given time.
- When you upload your documents to InPlace – press **SAVE** in the bottom right corner to complete the upload.
- **Don't assume once uploaded you have finished - check InPlace a few days after submitting to ensure the documents have been verified. Incorrect documents will be rejected - read the comments and action accordingly.**
- It is the student's responsibility to ensure they have uploaded the correct documents, check expiry dates and complete refresher courses.
- **DO NOT** have any vaccinations until you have completed your Tuberculosis screening.
- **If you need financial assistance** to complete these requirements help is available from Flinders University Student Association - <https://fusa.edu.au/>

Compulsory Compliance			
Requirements	Detail/ Actions	Expiry	Completed (✓)
<p>Immunisation Compliance Certificate</p> <p>Need help? User guide available here - Vaccinations Guide</p> <p>* Flinders University Health Services is a free service for students – we highly recommend you complete your form with the health services team.</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 *Flinders University Health Services or 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. 	<p>Indefinite once fully completed and signed off by Medical Practitioner</p>	<p>Signed off as Commenced / Complete by Medical Practitioner.</p> <p align="center"><input type="checkbox"/></p> <p>Hep B Blood test complete and immunity confirmed</p> <p align="center"><input type="checkbox"/></p>
<p>Tuberculosis Services Screening</p> <p>Need help? User guide available here - 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. <p>Complete your TB Screening</p> <ul style="list-style-type: none"> • 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. • Upload your clearance to InPlace 	<p>Indefinite once cleared</p>	<p>Questionnaire completed</p> <p align="center"><input type="checkbox"/></p> <p>(If required) IGRA Test</p> <p align="center"><input type="checkbox"/></p> <p>Clearance received</p> <p align="center"><input type="checkbox"/></p> <p>Uploaded to InPlace</p> <p align="center"><input type="checkbox"/></p>
<p>Medical and Functional Assessment</p> <p>If you are going to your own medical practitioner, take this form with you when you complete the immunisation compliance certificate to save multiple visits.</p>	<p>Have your medical practitioner complete the Medical and Functional Assessment form.</p> <ul style="list-style-type: none"> • You do not need to be physically assessed • All boxes should be ticked as NO to meet the criteria • Once complete upload to InPlace • Flinders University Health services will NOT complete this form 	<p>Indefinite</p>	<p>Form completed by Medical Practitioner</p> <p align="center"><input type="checkbox"/></p> <p>Uploaded to InPlace.</p> <p align="center"><input type="checkbox"/></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 here</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>	<p>Valid for 5 Years from issue date</p> <p>Renewal Date</p>	<p>Paid and Verified 100 points of ID.</p> <p><input type="checkbox"/></p> <p>Clearance received from DHS, Uploaded to InPlace</p> <p><input type="checkbox"/></p>
	<p>Police Check</p> <p>(Nationally Coordinated Criminal History Check - NCCHC)</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) – clearances through SAPOL take 2-3 weeks to come in the mail. • Upload your clearance to InPlace 	<p>Valid for 3 Years from issue date</p> <p>Renewal Date</p>	<p>Paid and Verified 100 points of ID.</p> <p><input type="checkbox"/></p> <p>Clearance received</p> <p><input type="checkbox"/></p>
	<p>Face Mask Fit Test Placement Requirement</p>	<p>When notified by the WIL Support team, arrange to have your Mask Fit test via Career Hub</p> <ul style="list-style-type: none"> • You will be given a timeframe to book your testing – if you miss the testing period you may have to arrange your own testing and incur the cost. • The fit test team will upload your result to InPlace • If you have been fit tested through work upload evidence to InPlace 	<p>Indefinite</p>	<p>Upload to InPlace</p> <p><input type="checkbox"/></p>
	<p>International Police Clearance</p>	<p>In the past 10 years, since you turned 18, have you lived in another country (not Australia) for more than one year?</p> <ul style="list-style-type: none"> • If yes, please upload a current International Police Check – this link is to Fit2Work (recommended provider of this check) • If no, select no from the drop-down list on InPlace. 	<p>Indefinite</p>	<p>Uploaded to InPlace</p> <p><input type="checkbox"/></p>
	<p>Placement Uniform</p> <p>*Students must order a Hi Vis Vest as part of the Uniform.</p>	<p>You are required to wear your uniform to ALL placements and practical sessions.</p> <ul style="list-style-type: none"> • Order your uniform online - Corporate Image • Delivery typically takes 2 weeks from order date • When received tick declaration box on InPlace 	<p>Indefinite</p>	<p>Declaration drop down box complete</p> <p><input type="checkbox"/></p>
	<p>Hand Hygiene - Clinical Health Care Workers</p>	<p>Register online with National Hand Hygiene Initiative (NHHI)</p> <ul style="list-style-type: none"> • Complete the Hand Hygiene - Clinical Health Care Workers modules. • After completion download the certificate and upload to InPlace 	<p>30 November Every year</p>	<p>Certificate uploaded to InPlace</p> <p><input type="checkbox"/></p>
	<p>Basics of Infection Control</p>	<p>Register online with National Hand Hygiene Initiative (NHHI)</p> <ul style="list-style-type: none"> • Complete the Basics of Infection Control module • After completion download the certificate and upload to InPlace 	<p>30 November Every year</p>	<p>Certificate uploaded to InPlace</p> <p><input type="checkbox"/></p>

	PPE Declaration	Sign and upload your PPE Declaration to InPlace <ul style="list-style-type: none"> • 2nd and 3rd Year students - Sign the form – this will be received by email and can be found under Shared Documents in InPlace • 1st year students – complete this in class with your lecturer/topic coordinator • Upload signed document to InPlace 	30 November Every year	Upload signed document to InPlace <input type="checkbox"/>
	Manual Tasks <i>*Online Modules</i> + <i>*Practical Workshop</i>	<ul style="list-style-type: none"> • 1st Year students to complete online modules through FLO. Upload screenshot of the Grades page to InPlace (it will not show a grade; it will only show the date you submitted the module) • All students to complete practical manual handling training workshop yearly. Dates will be announced on FLO at beginning of Semester 1. 	Online modules: Indefinite Practical session: 30 November every year	Upload grades page from FLO to InPlace <input type="checkbox"/>
	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 team will enter an expiry date for you. 	30 November Every year	Declaration drop down box complete <input type="checkbox"/>
	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. 	Indefinite unless your capability changes	Declaration drop down box complete <input type="checkbox"/>
	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 	Indefinite	Declaration box ticked <input type="checkbox"/>
	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 	Indefinite	Declaration box ticked <input type="checkbox"/>
	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 	Indefinite	Declaration box ticked <input type="checkbox"/>
	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 	Indefinite unless emergency contact changes	Declaration box ticked <input type="checkbox"/>
	SA Health Better Placed 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. <ul style="list-style-type: none"> • Download the SA Health Better Placed Deed Poll • Sign the deed poll, have anyone over 18 witness and sign too • Upload to InPlace 	Indefinite	Upload to InPlace <input type="checkbox"/>
	Return to Placement Medical Certificate <i>*Only required if returning to placement after injury or illness</i>	If you are returning to placement after illness or injury you must upload your Return to Placement Medical Certificate to InPlace	As required	Upload to InPlace <input type="checkbox"/>