

## NT Paramedicine 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 Medicine and Public Health.

Students are responsible to:

- Allow adequate time to complete all pre-placement requirements:
  - Criminal History screenings (Ochre, 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](#).

Requirement	Detail	Completed (✓)	Expiry
<b>Global Pre-Placement Requirements – ALL Students</b>			
<b>Fitness for Placement Declaration</b>	Declare fitness for placement by reading and acknowledging the Fitness for Placement statement on InPlace.	<input type="checkbox"/>	Per Year
<b>Access Plan</b>	If you have an Access Plan, you will need to discuss your placement options with your Topic Coordinator	<input type="checkbox"/>	indefinite
<b>Student Consent for Placement</b>	Read and acknowledge the relevant essential conditions around student consent for placement using the applicable form on InPlace.	<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
<b>Emergency Contact Details</b>	It is mandatory that you update your Emergency Contact details on Student Systems. Please <a href="#">follow this link</a> to update <i>*Please ensure you have <b>current</b> address details as this information may be used for placement allocation mapping*</i>	<input type="checkbox"/>	1 year
<b>Immunisation Standard and Precautionary Advisory Booklet</b>	Students are required to read and understand the Immunisation Standard and Precautionary Advisory Booklet. Refusal to Immunise – information regarding refusal to immunise is included in booklet and a refusal to Immunise Declaration must be completed and uploaded to InPlace	<input type="checkbox"/>	indefinite
<b>Immunisation Compliance Certificate</b>	Provide immunity evidence of the Vaccine Preventable Diseases (VPDs) listed on the Flinders University <a href="#">Immunisation Compliance Certificate</a> . The form must be completed by a medical practitioner. Ensure the medical practitioner provides copies of the supporting evidence identified on the Form B including vaccination dates and blood test results (serology). If vaccination against poliomyelitis has been completed but not documented, students can complete a <a href="#">Statutory Declaration</a> and provide this to the medical practitioner.	<input type="checkbox"/> <i>In progress (at commencement of course)</i> <input type="checkbox"/> <i>Compliant (at completion of course)</i>	indefinite
<b>Annual Influenza Vaccination Certificate</b>	Book an annual influenza vaccination from an immunisation provider	<input type="checkbox"/>	1 year
<b>SARS-CoV-2 (COVID – 19) Vaccination</b>	In line with the SA Health Policy – <a href="#">Addressing vaccine preventable disease: Occupational assessment, screening, and vaccination 18/11/22</a> Health care students are Classified as <a href="#">Category A</a> and are required to have and provide evidence of up-to date COVID -19 vaccinations as defined by <a href="#">ATAGI</a>  As of 10/02/2022 this is Two Doses plus a booster	<input type="checkbox"/>	Indefinite Boosters as required

<b>Student &amp; False Declarations</b>	Acknowledge both statements in InPlace	<input type="checkbox"/>	
<b>Ochre Card</b>	To undertake placements in the Northern Territory you are required to have a <a href="#">Working With Children Clearance</a> in the Northern Territory, known as an <a href="#">Ochre Card</a> .	<input type="checkbox"/>	2 years
<b>Student Deed of Undertaking (NT Government Deed Poll)</b>	Download, read, understand and complete <a href="#">the Student Deed of Undertaking form</a> : Please upload completed/signed form into InPlace. <b>Only required for NT Department of Health placements. 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.</b>	<input type="checkbox"/>	indefinite
<b>Observer Indemnity</b>	Acknowledge, agree & complete a St John Ambulance NT Observer Agreement to accompany a St John Ambulance NT operational staff member as an observer	<input type="checkbox"/>	Indefinite
<b>Police Check</b>	All students require a <a href="#">Police Check</a> .  Students will need to apply for a <a href="#">Police Check through SAFE NT</a> with the purpose as being for <i>University Placement in Aged/Health care sector for unsupervised contact</i> . <b><i>*Please note St John will only accept SAFENT clearances</i></b>	<input type="checkbox"/>	3 years (NCCHC)
<b>Tuberculosis Screening</b>	I have read and understood the <a href="#">NT Government website information on Tuberculosis Screening</a> . Please upload the <b>NT Tuberculosis Clearance</b> confirmation document to InPlace ( <b>this form can be found in shared documents on InPlace</b> )	<input type="checkbox"/>	indefinite*

Additional Requirements			
<b>PPE declaration</b>	Please upload verified certificate of Personal Protective Equipment (PPE) Declaration Form once you have completed training in safely donning and doffing all Ambulance Service PPE requirements. <b>This is completed within the course program.</b>	<input type="checkbox"/>	1 year
<b>Hand Hygiene Certificate</b>	Register online with <a href="#">National Hand Hygiene Initiative</a> and complete the <i>Hand Hygiene for clinical healthcare workers</i> module. A certificate is provided upon completion	<input type="checkbox"/>	1 year
<b>Face Mask Fit Testing</b>	Enter the date of your most recent Face Mask Fit Testing and upload evidence of fitting into InPlace.	<input type="checkbox"/>	1 year
<b>Medical and Functional Assessment</b>	It is necessary to be medically and physically fit to meet the requirements for your ambulance placements.	<input type="checkbox"/>	indefinite
<b>Placement uniform</b>	You are required to wear your paramedic student uniform for ALL placements, practical sessions and at other times when requested.  Order through <a href="#">Corporate Image</a>	<input type="checkbox"/>	ongoing