

Physiotherapy 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.

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.
- Check address (Semester) & mobile number is up to date on Student Management System

All students will be advised of a deadline to upload your documents to InPlace. These deadlines are given to allow the WIL team enough time to check your documentation and confirm details with your placement host.

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, CPR training, Safe Environment – Through Their Eyes
Green	Quick Wins	InPlace declarations, SA Health Deed Poll, Hand Hygiene, Infection Control, Face Mask Fit Test.
Blue	Recommended	Influenza Vaccination, COVID 19 Vaccinations.

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
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 .	<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
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
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.	<input type="checkbox"/>	3 Years (NCCHC)

Requirement	Detail	Completed	Expiry
Infectious Diseases and Immunisations			
Tuberculosis Screening Need help? User guide available here - TB Screening	Complete the online SA Tuberculosis Service screening questionnaire . It is strongly recommended you do this before commencing any vaccinations.	<input type="checkbox"/>	Indefinite*

User Guide	<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. Check 'compliance requirements for placement eligibility' info on placement website if follow up required.</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>		
Immunisation Compliance Certificate Need help? User guide available here - Vaccinations Guide *Flinders University Health Services is located on main campus. *Upload your form to InPlace after every visit to your Medical Practitioner.	<p>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.</p> <p>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.</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>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.</p> <p>If you are required to have this vaccination, please ensure you receive your influenza vaccination from a qualified immunisation provider.</p> <p>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.</p>	<input type="checkbox"/>	Annual
COVID-19 Vaccination (Recommended)	<p>COVID-19 vaccination is no longer mandatory, but may be required by some placement providers. Students will be notified if this applies to their placement.</p>	<input type="checkbox"/>	N/A

Requirement	Detail	Completed	Expiry
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
Cardiopulmonary Resuscitation (CPR)	<p>Attend and complete a practical training course that is compliant with (or equivalent to) the HLTAID009 - Provide CPR standard.</p> <p>Acceptable evidence includes a certificate of completion or a letter on company letterhead stating student name and the date of</p>	<input type="checkbox"/>	1 Year

		completion.		
	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
	Infection Control	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
	SA Health Electronic Medical Records (EMR)	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. Acceptable evidence is a screenshot showing student name, assessment name (including year) and grade.	<input type="checkbox"/>	Annual- expires on calendar year
	Safe Environment – Through Their Eyes	Through Their Eyes training is a compulsory pre-placement requirement for SA placements. There are many providers in Adelaide who deliver this training. Utilise the link to source a provider - link to list of training providers	<input type="checkbox"/>	3 years
	Face Mask Fit Testing Students to complete as instructed by WIL	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. Face Mask Fit results will be uploaded onto InPlace by the Mask Fit Tester. *Test validity assumes an individual's facial structure remains consistent over time. In cases of face shape / features changing, test should be re-done.	<input type="checkbox"/>	Indefinite*

*** Please note there will be additional compliance required for NT placements.