



Disability and Community Inclusion 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.
- All documents must be valid for the entire duration of the semester the placement topic is being undertaken in.
- 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](#). Questions regarding compliance should be sent to CNHS.placements@flinders.edu.au.

| 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 |
| 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 |
| Criminal history screenings | | | |
| DHS Clearance – Aged Care Sector | DHS (Department of Human Services) screenings. Students can initiate their DHS Screening Application through the DHS Website | <input type="checkbox"/> | 3 years |
| 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 | <input type="checkbox"/> | 5 years |
| Police Check | All students require a National Coordinated Criminal History Check (NCCHC) that specifies Unsupervised Contact with Vulnerable Groups (UNSUP/VUL GRPS) and states the purpose as being for University Placement within the Aged/Health care sector. | <input type="checkbox"/> | 3 years (NCCHC) |
| Other Requirements | | | |
| Aged Care Act statutory declaration | In order to comply with the requirements of the <i>Aged Care Act (1997)</i> , each student must complete a Statutory Declaration stating that <i>they have never been convicted of a murder or sexual assault or convicted of, and sentenced to imprisonment for, any other form of assault.</i> | <input type="checkbox"/> | indefinite |
| Annual Influenza Vaccination | Every current influenza season receive an influenza vaccination from an immunisation provider. Take this Influenza Vaccination Certificate with you to record your vaccination. | <input type="checkbox"/> | Annual |
| COVID-19 Vaccination | Ensure you have received a course of minimum 3x COVID-19 vaccinations and maintain your immunity as per SA/Federal Health Government Department directions. Book an appointment | <input type="checkbox"/> | N/A |

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| Hand Hygiene | Register online with National Hand Hygiene Initiative (NHHI) and complete the <i>Hand Hygiene for non-clinical healthcare workers</i> module. A certificate is provided upon completion. | <input type="checkbox"/> | 1 year |
| Responding to Risks of Harm, Abuse and Neglect - Education and Care (RRAN-EC) training (for placements in South Australia) | <p>Suitable for anyone who has a current RAN-EC (Response to Abuse and Neglect) certificate that expires on 31 Dec 2021.</p> <p>First step for anyone who has never done the training or who has a lapsed certificate</p> <p>If you have a current Child Safe Environments Through Their Eyes/Safe Environments full-day certificate, you can do the 2-hour fundamentals online component through Plink to meet the requirements of both CSE and RRHAN-EC which is suitable for placement as well as professional work.</p> | <input type="checkbox"/> | Current cycle valid until 31/12/2024 |