

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:
 - Screening and Police Clearances provides checks to ensure our organisation is contributing to creating a safe environment for children and vulnerable people. These clearances (DHS clearances, 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
Compulsory Compliance			
Fitness for Placement Declaration	Declare fitness for placement by reading and acknowledging 'Fitness for Placement Disclosure Declaration' on InPlace.	<input type="checkbox"/>	1 year
Access Plan	If you have an Access Plan, please discuss placement options with your Topic Coordinator.	<input type="checkbox"/>	Indefinite
Student Consent for Placement	Read and acknowledge the relevant essential conditions around Student Consent for Placement using the applicable form via Essential pre-placement checks website.	<input type="checkbox"/>	Indefinite
Intellectual Property Transfer and Video	Read the student IP Transfer declaration on InPlace and acknowledge. Watch the IP Counselling video via InPlace and acknowledge important information regarding intellectual property whilst on placement.	<input type="checkbox"/>	Indefinite
Emergency Contact Details	It is mandatory that you provide/update your Emergency Contact details on Student Systems – follow this link to do so. <i>*Please ensure you submit your current semester address as this information may be used for placement allocation mapping*</i>	<input type="checkbox"/>	1 year
DHS Clearance – Aged Care Sector	DHS (Department of Human Services) Aged Care screening. <i>*If you do not hold a current clearance, email cmph.compliance@flinders.edu.au and we can initiate for you</i>	<input type="checkbox"/>	3 years
DHS Clearance – Working With Children Check	DHS (Department of Human Services) WWC screening. <i>*Interstate students upload the equivalent clearance provided in your State/Territory</i> <i>*If you do not hold a current SA clearance, email cmph.compliance@flinders.edu.au and we can initiate for you</i>	<input type="checkbox"/>	5 years
DHS Clearance – Vulnerable Person Related Screening	DHS (Department of Human Services) Vulnerable Person screening. <i>*If you do not hold a current clearance, email cmph.compliance@flinders.edu.au and we can initiate for you</i>	<input type="checkbox"/>	3 years
Police Check <i>(NCCHC and NPC are the same)</i>	All students require a Police Check. Students require a National Coordinated Criminal History Check (NCCHC) that specifies 'Unsupervised Contact with Vulnerable Groups' and states the purpose as being for 'University Placement within the Aged/Health care sector'. <i>*Fast Checks are accepted provided they contain the above purpose/type information.</i> <i>*Interstate students upload the equivalent clearance provided in your State/Territory.</i>	<input type="checkbox"/>	3 years

SA Health Deed Poll	Students will have access to a range of confidential information whilst attending a SA Health 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. <i>*If attending SA Health location</i>	<input type="checkbox"/>	Indefinite
Immunisation Standard and Precautionary Advisory Booklet	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
Immunisation for Health Care Workers in SA	Read and meet the requirements of the Immunisation for Health Care Workers in South Australia. A copy of this form is available in your Shared Documents tab on InPlace.	<input type="checkbox"/>	Indefinite
Immunisation Compliance Certificate	Provide immunity evidence of the Vaccine Preventable Diseases (VPDs) listed on the Flinders University The form must be completed by a medical practitioner. Ensure the medical practitioner provides copies of the supporting evidence identified on Form B including vaccination dates and blood test results (serology). If vaccination against poliomyelitis has been completed but not documented, students may complete a Statutory Declaration and provide this to your medical practitioner. Hepatitis B: Confirmation of immunity post-vaccination is required for all students after completion of vaccination course. Refer to page 2 of the Immunisation Compliance Certificate for further details.	<input type="checkbox"/> <i>In progress (commencement of VPD course)</i> <input type="checkbox"/> <i>Compliant (at completion of VPD course)</i>	Indefinite once all vaccinations and serology completed
COVID Vaccination Certificate	In line with the SA Health Policy – Addressing vaccine preventable disease: Occupational assessment, screening, and vaccination 18/11/22 Health care students are Classified as Category A and are required to have and provide evidence of up-to date COVID -19 vaccinations as defined by ATAGI As of 10/02/2022 this is Two Doses plus a booster	<input type="checkbox"/>	Indefinite Boosters as required
Influenza Vaccination Certificate	Book an annual influenza vaccination from an Immunisation provider and upload certificate or other evidence of vaccination to InPlace. <i>*Yearly FLU vaccination strongly recommended</i> <i>*Yearly FLU vaccination is a requirement for placements in Aged Care settings</i>	<input type="checkbox"/>	1 year
Tuberculosis screening	Complete the online SA Tuberculosis Service screening questionnaire . Depending on your assessment outcome, clearance may be given immediately, or additional testing and/or a chest clinic appointment may be required by SA TB Services. <i>*Valid indefinitely unless questionnaire responses have changed (e.g., travelled to an area with a high TB prevalence or have been in contact with someone who has active TB).</i>	<input type="checkbox"/>	Indefinite*
Student and False Declarations	Acknowledge both statements	<input type="checkbox"/>	Indefinite
Additional Compliance (if required by your host organisation)			
SUNRISE EMR Training	To access patient records you must complete the SA Health Patient Management training for SUNRISE EMR. You can access the training via the ' Sunrise EMR & PAS eLearning for Students – current year ' FLO Site . Once complete, screenshot and upload the user report from the Grades page. Contact cmph.compliance@flinders.edu.au for access. Screenshot MUST include: Your name, your grade & the time/date of completion. You need a score of 80% or greater to complete training. <i>*Only required for SA Health locations using SUNRISE EMR</i>	<input type="checkbox"/>	Yearly
Return to Placement Medical Certificate	Upload your Return to Placement Medical Certificate and enter the date you are able to recommence your placement <i>*Only required if returning to placement after illness/injury</i>		
NDIS Workers Check	Not compulsory, unless required by your placement host agency/institution. If required, please upload evidence of your NDIS Workers Check and enter expiry date.	<input type="checkbox"/>	

Face Mask Fit Test	Enter the date of your most recent face mask fit testing and upload evidence of fitting. <i>*Only if required by your placement host</i>	<input type="checkbox"/>	Indefinite
General Requirements			
Allied Health Qualification	Provide details of any existing allied health qualification you have (e.g. Social Work, Psychology, Occupational Therapy, Mental Health Nurse)?	<input type="checkbox"/>	Indefinite
Information for placement			
Current Driving License	Do you hold a current, full Australian Driver's license?	<input type="checkbox"/>	Indefinite
Vehicle access during placement	Do you have access to a roadworthy, insured and registered vehicle during placement?	<input type="checkbox"/>	Indefinite
Upload your resume	Upload your current resume. This may be sent to potential placement hosts.	<input type="checkbox"/>	Indefinite