

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 uploaded to InPlace.

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**.
  - Students will be required to pay for the clearances
  - 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 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, if requested.

Further information can be found on our [website](#).

Compulsory Compliance			
Requirement	Detail	Completed	Expiry
<b>Fitness for Placement Declaration</b>	Declare fitness for placement by reading and acknowledging 'Fitness for Placement Disclosure Declaration' on InPlace.	<input type="checkbox"/>	per year
<b>Access Plan</b>	Read and acknowledge statement. 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 on InPlace.	<input type="checkbox"/>	Indefinite
<b>Intellectual Property for Placement – IP Transfer &amp; Counselling video</b>	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
<b>Emergency Contact Details</b>	It is mandatory that you provide/update your Emergency Contact details on the Student Management System.	<input type="checkbox"/>	1 year
<b>Working With Children Check (WWCC)</b>	You will need to apply for your DHS (Department of Human Services) WWCC screening via this <a href="#">link</a> .  * Interstate students are to upload the equivalent clearance provided in your State/Territory	<input type="checkbox"/>	5 years
<b>Police Check</b> (NCCHC & NPC are the same)	Students require a National Coordinated Criminal History Check (NCCHC) that specifies ' <b>Unsupervised Contact with Vulnerable Groups</b> ' and states the purpose as being for ' <b>University Placement within the Aged/Health care sector</b> '  Flinders Uni have partnered with checked.com to provide cheaper criminal History checks - <a href="http://Flinders.checked.com.au">Flinders.checked.com.au</a>  * Fast Checks are accepted provided they contain the above purpose/information.	<input type="checkbox"/>	3 years
<b>Attach Resume</b>	Please upload the most recent version of your resume.	<input type="checkbox"/>	Indefinite

## SA Health Compliance – only required if attending SA Health

<b>Immunisation Compliance Certificate</b>  * <a href="#">Flinders University Health Services</a> is a free service for students – we highly recommend you utilise this service.	<ul style="list-style-type: none"> <li>• <b>Complete TB Screening before you have any vaccinations</b></li> <li>• <b>You may incur a cost if you need further vaccinations</b></li> <li>• <b>This can take up to 6 months to complete if you need to start the Hepatitis B Vaccination schedule or Booster regime.</b></li> </ul> Meet with a medical Practitioner to discuss your immunisation requirements. <ul style="list-style-type: none"> <li>• Download and print the <a href="#">Immunisation Compliance Certificate</a></li> <li>• Take the certificate with the cover letter to *<a href="#">Flinders University Health Services</a> or your medical practitioner with any immunisation evidence</li> <li>• Have a blood test (serology) to confirm Hepatitis B immunity</li> </ul> Return to your medical practitioner to have form signed off as complete Upload your form to InPlace after every visit to your Medical Practitioner.	<input type="checkbox"/> <i>In progress</i> (commencement of VPD course)  <input type="checkbox"/> <i>Compliant</i> (at completion of VPD course)	Indefinite once all vaccinations and serology completed
<b>SA Tuberculosis screening</b>	You will need to complete your TB Screening; <ul style="list-style-type: none"> <li>• Fill in the <a href="#">SATB Questionnaire</a></li> <li>• Results can take 2 weeks to be returned via email</li> <li>• <b>Cleared by email</b> – upload confirmation email to InPlace</li> <li>• Not Cleared – Arrange an appointment with your Medical Practitioner for an IGRA test (Blood test)</li> <li>• Have your medical practitioner complete the <a href="#">SA TB Clearance</a> form.</li> <li>• Upload your clearance to InPlace</li> </ul> *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).	<input type="checkbox"/>	*Indefinite
<b>International Police Check (IPC)</b>	<b>Have you lived outside of Australia for 12 months or more since you turned 18 years of age or in the last 10 years?</b>  If you have answered yes to the question, you must provide an International Police Clearance. <ul style="list-style-type: none"> <li>• If you have an international police clearance issued in the last 12 months upload it to InPlace for verification.</li> </ul> OR <ul style="list-style-type: none"> <li>• Apply online using <a href="#">Fit2Work</a></li> </ul>	<input type="checkbox"/>	Indefinite
<b>EMR Sunrise Module</b>	Required by SA Health to access patient records on Placement. <ul style="list-style-type: none"> <li>• Access your FLO page and locate the Sunrise EMR &amp; PAS current year module located in your courses</li> <li>• Upload your results to InPlace showing student name, assessment (including year) and grade (grade must be higher than 80%).</li> </ul>	<input type="checkbox"/>	per year
<b>SA Health Better Placed Deed Poll</b>	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"> <li>• Download the <a href="#">SA Health Better Placed Deed Poll</a></li> <li>• Sign the deed poll (anyone over 18 can witness)</li> </ul>	<input type="checkbox"/>	Indefinite
<b>Face Mask Fit Test</b>	<b>*Only if required by your placement host*</b>  When notified by the WIL team arrange to have your Mask Fit test <ul style="list-style-type: none"> <li>• You will be given a timeframe to book your test – if you miss the testing period you may have to arrange your own testing and incur the cost.</li> <li>• The fit test team will upload your result to InPlace</li> </ul> If you have been fit tested through work previously, upload evidence to InPlace.	<input type="checkbox"/>	Indefinite
Additional Compliance – you will be contacted if this is required			
<b>NDIS Workers Check</b>	You will need to apply for your NDIS check via this <a href="#">link</a> . It can be submitted together with your Working with Children Check in a single application for one combined fee.  The NDIS Employer ID is 4-3LLQ-260 and the Employer is Flinders University.	<input type="checkbox"/>	5 years
<b>Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC)</b>	A short course about mandatory notifications and child protection in education. Everyone must complete the 2 hour online fundamentals course and 4 hour masterclass workshop before they can work or volunteer in an education setting. The online course is free, however there is a fee associated with the masterclass. Please click this link to access the training; <a href="#">RRHAN-EC Training</a>	<input type="checkbox"/>	31 Dec 2027