

## Bachelor of Medical Science (Laboratory Medicine) 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:
  - 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, 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>Student Consent for Placement</b>	Read and acknowledge the relevant essential conditions around student consent for placement using the applicable form on the <a href="#">Essential pre-placement checks</a> website	<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 <a href="#">Essential pre-placement checks</a> website	<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>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>  Laboratory 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	<input type="checkbox"/>	
<b>Required Compulsory Compliance BMSLM students</b>			
<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>	<p>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</p> <p>Ensure the medical practitioner provides copies of the supporting evidence identified on the Form B including vaccination dates and blood test results (serology)</p> <p>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</p> <p><b>Hepatitis B:</b> Confirmation of immunity post-vaccination is required for all students after completion of vaccination course. Refer to page 2 of the <a href="#">Immunisation Compliance Certificate</a> for further detail</p>	<input type="checkbox"/> <i>In progress (at commencement of VPD course)</i>	indefinite
		<input type="checkbox"/> <i>Compliant (at completion of VPD course)</i>	
<b>Annual Influenza Vaccination</b>	Book an annual influenza vaccination from an immunisation provider and upload <a href="#">certificate</a> or other evidence to InPlace	<input type="checkbox"/>	1 year
<b>Police Check</b> <b>*note NCCHC and NPC are the same thing*</b>	<p>All students require a Police Check</p> <p>Students require a National Coordinated Criminal History Check (NCCHC) that specifies <i>Unsupervised Contact with Vulnerable Groups</i> and states the purpose as being for <i>University Placement within the Aged/Health care sector</i></p> <p><i>Fast Checks are accepted provided they contain the above purpose/type information</i></p>	<input type="checkbox"/>	3 years (NCCHC)
<b>SA Health Deed Poll</b>	<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 <a href="#">SA Health Deed Poll</a>, and upload to InPlace</p>	<input type="checkbox"/>	indefinite
<b>DHS Clearance – Working With Children Check</b>	<p>DHS (Department of Human Services) screenings were previously known as DCSI screenings. WIL initiates this clearance and an email will be sent to students to action</p> <p><i>*Clearances issued before July 01, 2019 are valid for 3 years from date of issue only</i></p>	<input type="checkbox"/>	5 years*
<b>DHS Clearance – Aged Care Sector</b>	DHS (Department of Human Services) screenings were previously known as DCSI screenings. WIL initiates this clearance and an email will be sent to students to action	<input type="checkbox"/>	3 years
<b>DHS Clearance – Vulnerable Person Related Screening</b>	DHS (Department of Human Services) screenings were previously known as DCSI screenings. WIL initiates this clearance and an email will be sent to students to action	<input type="checkbox"/>	3 years
<b>Tuberculosis screening SA</b>	<p>Complete the online <a href="#">SA Tuberculosis Service screening questionnaire</a>. <b>It is strongly recommended</b> you do this before commencing any vaccinations</p> <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</p> <p><i>*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)</i></p>	<input type="checkbox"/>	indefinite*
<b>Hand Hygiene Certificate</b>	Register online with <a href="#">National Hand Hygiene Initiative</a> and complete the <i>Hand Hygiene Student Health Practitioners</i> module. A certificate is provided upon completion	<input type="checkbox"/>	1 year
<b>Placement uniform</b>	Acknowledge that you have the appropriate uniform for placement. Further information on the <a href="#">Medical Science professional student placements</a> webpage	<input type="checkbox"/>	
<b>Additional Compliance (if required – all students)</b>			
<b>Return to Placement Medical Certificate</b>	<p>Upload your Return to Placement Medical Certificate and enter the date you are able to recommence your placement</p> <p><i>*Only required if returning to placement after illness/injury</i></p>	<input type="checkbox"/>	
<b>Mask fit testing</b>	<p>Enter the date of your most recent face mask fit testing and upload evidence of fitting</p> <p><i>*Only if required by your host organisation/agency</i></p>	<input type="checkbox"/>	indefinite