

Pre-Placement Compliance Checklist (Non-SA student)

Students organising their own placement at a venue where they are not employed are required to complete the compliance shown below before commencing placement.

- Please allow adequate time to complete all pre-placement requirements:
 - Criminal History screenings (WWC, 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 questionnaire *before* commencing any vaccinations.
- All documents must be valid for the entire duration of your placement.
- Keep all documents safe and secure
- Upload all required documents via InPlace. Consult the [InPlace User Guide](#) for help.
- Complete any additional venue specific compliance requirements, as requested.

| Requirement | Detail | Completed (✓) | Expiry |
|--|--|--------------------------|---|
| Global Pre-Placement Requirements | | | |
| Fitness for Placement Declaration | Declare fitness for placement by reading and acknowledging the Fitness for Placement statement 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. Nursing students will undertake all placements 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 | | | |
| Working with Children Check | Students must have a valid Working with Children's check for the state where they are undertaking placement. | <input type="checkbox"/> | 5 years |
| Police Check | All students require a Police Check. Students who have been in Australia for 12 months or more 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> . Students who have been in Australia for less than 12 months are required to provide an International Criminal History Check (ICHC) from the last country in which they resided. A certified translation is also required if the international criminal history check is not in English. Fit2Work is an acceptable provider to obtain your individual ICHC. | <input type="checkbox"/> | 3 years (NCCHC) Or 12 months (ICHC) |
| Infectious diseases and immunisations | | | |
| Tuberculosis screening | Complete the online SA Tuberculosis Service screening questionnaire or the TB screening available in the state where the student is undertaking placement. It is strongly recommended students do this before commencing any vaccinations. Depending on the assessment outcome, clearance may be given straight away, or additional testing and/or a chest clinic appointment may be required. | <input type="checkbox"/> | indefinite |
| Immunisation Compliance Certificate | Provide immunity evidence of the Vaccine Preventable Diseases (VPDs) listed on the Flinders University Immunisation Compliance Certificate . The form must be completed by a medical practitioner. Ensure the medical practitioner provides copies of the supporting evidence identified on the Form B including vaccination dates and blood test results (serology). If vaccination against poliomyelitis has been completed but not documented, students can complete a Statutory Declaration and provide this to the medical practitioner. | <input type="checkbox"/> | indefinite |

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|--|--|--------------------------|------------|
| Other Requirements | | | |
| Cardiopulmonary Resuscitation (CPR) | Attend and complete a <i>practical</i> training course that is compliant with (or equivalent to) the <i>HLTAID001 - Provide CPR</i> standard. Acceptable evidence includes a certificate of completion or a letter on company letterhead stating student name and the date of completion. | <input type="checkbox"/> | 1 year |
| Completion of the online placement form | Complete the online Flinders University Mental Health Placement Form . | <input type="checkbox"/> | indefinite |