

Postgraduate Child and Family Health Nursing Pre-Placement Compliance Checklist

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 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, as requested.

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

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			
DHS Clearance – Working With Children Check (SA ONLY), or relevant state Working with Children clearances	<p>Students can request the initiation of their DHS Screening Application by completing the online request form on our website.</p> <p>*Clearances issued before July 01, 2019 are valid for 3 years from date of issue only</p> <p>Where a student is completing placements in more than one state or Territory, a current clearance must be held for all relevant locations.</p>	<input type="checkbox"/>	5 years*
Police Check	<p>All students require a Police Check.</p> <p>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>.</p> <p>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.</p>	<input type="checkbox"/>	3 years (NCCHC) Or 12 months (ICHC)