

NT Paramedicine 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:
 - Criminal History screenings (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
Global Pre-Placement Requirements – ALL Students			
Fitness for Placement Declaration	Declare fitness for placement by reading and acknowledging the Fitness for Placement statement on InPlace.	<input type="checkbox"/>	Per Year
Access Plan	If you have an Access Plan, you will need to discuss your 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 on InPlace.	<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
Emergency Contact Details	It is mandatory that you update your Emergency Contact details on Student Systems. Please follow this link to update <i>*Please ensure you have current address details as this information may be used for placement allocation mapping*</i>	<input type="checkbox"/>	1 year
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 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"/> <i>In progress (at commencement of course)</i> <input type="checkbox"/> <i>Compliant (at completion of course)</i>	indefinite
Annual Influenza Vaccination Certificate	Book an annual influenza vaccination from an immunisation provider	<input type="checkbox"/>	1 year
SARS-CoV-2 (COVID – 19) Vaccination	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

Student & False Declarations	Acknowledge both statements in InPlace	<input type="checkbox"/>	
Ochre Card	To undertake placements in the Northern Territory you are required to have a Working With Children Clearance in the Northern Territory, known as an Ochre Card .	<input type="checkbox"/>	2 years
Student Deed of Undertaking (NT Government Deed Poll)	Download, read, understand and complete the Student Deed of Undertaking form : Please upload completed/signed form into InPlace. Only required for NT Department of Health placements. 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.	<input type="checkbox"/>	indefinite
Observer Indemnity	Acknowledge, agree & complete a St John Ambulance NT Observer Agreement to accompany a St John Ambulance NT operational staff member as an observer	<input type="checkbox"/>	Indefinite
Police Check	All students require a Police Check . Students will need to apply for a Police Check through SAFE NT with the purpose as being for <i>University Placement in Aged/Health care sector for unsupervised contact</i> . <i>*Please note St John will only accept SAFENT clearances</i>	<input type="checkbox"/>	3 years (NCCHC)
Tuberculosis Screening	I have read and understood the NT Government website information on Tuberculosis Screening . Please upload the NT Tuberculosis Clearance confirmation document to InPlace (this form can be found in shared documents on InPlace)	<input type="checkbox"/>	indefinite*

Additional Requirements			
PPE declaration	Please upload verified certificate of Personal Protective Equipment (PPE) Declaration Form once you have completed training in safely donning and doffing all Ambulance Service PPE requirements. <i>This is completed within the course program.</i>	<input type="checkbox"/>	1 year
Hand Hygiene Certificate	Register online with National Hand Hygiene Initiative and complete the <i>Hand Hygiene Student Health Practitioners</i> module. A certificate is provided upon completion	<input type="checkbox"/>	1 year
Face Mask Fit Testing	Enter the date of your most recent Face Mask Fit Testing and upload evidence of fitting into InPlace.	<input type="checkbox"/>	1 year
Medical and Functional Assessment	It is necessary to be medically and physically fit to meet the requirements for your ambulance placements.	<input type="checkbox"/>	indefinite
Placement uniform	You are required to wear your paramedic student uniform for ALL placements, practical sessions and at other times when requested. Order through Corporate Image	<input type="checkbox"/>	ongoing