Student Checklist
UniSA Clinical Health Sciences
Nutrition and Food Science Program

This Checklist has been developed to assist you with obtaining Conditional Evidence documents required by students to be eligible to attend placement. Conditional Evidence is required to be current for the duration of your placement unless otherwise notified.

Students are required to submit Conditional Evidence documents to their InPlace student profile for verification by the Clinical Placement Unit.

You are required to:

- Complete your relevant checklist and keep original documents in a folder, placement sites may ask to view original documents.
- Upload copies of conditional evidence items to InPlace: (https://unisa-prod.inplace.com.au/)
- Present conditional evidence documents to placement venue staff on the first day and/or as requested
- Keep your conditional evidence documents current for the duration of your placement.
- **Important: Do not action the conditional evidence requirements on this checklist, until you have reviewed the Conditional Evidence Matrix below**

Conditions Evidence Key

☑ = Condition must be met by student and evidence submitted to InPlace.

☒ = Condition does not need to be met by student

☑ = Condition is not mandatory but recommended

■ = Condition is required to be completed by student, placed in folder, and uploaded to InPlace. Document is not verified by CPU

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UniSA Clinical Health Sciences	
Compulsory Conditional Evidence Requirements	Bachelor of Nutrition and Food Sciences
All items with a green tick in this table **MUST** be completed, uploaded to InPlace and verified to be considered compliant and eligible to attend placement	
DHS Working with Children Check	☑
DHS NDIS Workers Clearance	☑
Please apply for your DHS/NDIS checks together, if possible. There is one cost for these checks if applied for together.	
Criminal History Check (CHC)	☑
Professional Placement Student Declaration	☑
Blood & Bodily Fluid Exposure Declaration	☑
SA Health Deed Poll	☑
Responding to Risks of Harm, Abuse and Neglect – Education & Care (RRHAN_EC) Online Course	☑
Sunrise EMR Training	☑
Immunisations	☑

Recommended Requirements	
IMPORTANT All items with a blue tick in this table **are recommended.** Please upload to InPlace for verification. Not providing the below will delay the release of your placement details as the Clinical Placement Unit (CPU) are required to coordinate with your course coordinator & placement providers to ensure placement sites are able to support your placement with your current vaccination status.	
Influenza Vaccine	☑
COVID-19 Vaccine	☑
COVID-19 Booster	☑
You are eligible to receive your Booster 3 months after receiving your 2nd Covid-19 Vaccination	

Additional Requirements	
Items in this table are compulsory to be completed before attending placement and uploaded to InPlace. These documents are required to be uploaded to InPlace but are not verified by the CPU.	
Undertaking a Safe Student Placement	▪
Manual Handling	▪
Hand Hygiene	▪

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Compulsory Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✔
APPLY FOR THESE CHECKS AT THE SAME TIME **DHS Working with Children Check*** (Valid for 5 years) *Formerly Department for Communities and Social Inclusion (DCSI) child-related employment check	**Information and access to the online application are available here:** www.unisa.edu.au/cpu/criminal_history_clearance • The DHS will not re-issue a clearance if there is more than **6 months** validity remaining on clearance. • Physical certificates are no longer issued, please upload a screenshot of the email stating you are "Not-Prohibited" • **There is one cost when applying for your Working with Children Check and NDIS Screening at the same time**	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder
DHS NDIS Screening (Valid for 5 years)	**Information and access to the online application are available here:** www.unisa.edu.au/cpu/criminal_history_clearance • The DHS will not re-issue a clearance if there is more than **6 months** validity remaining on clearance. • Physical certificates are no longer issued, please upload a screenshot of the email stating you are "Cleared" • **There is one cost when applying for your Working with Children Check and NDIS Screening at the same time** • **NDIS Employer ID: 4-GDEKZL2** (required when applying)	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder
Criminal History Check (CHC) (Valid for 3 years)	**Information to access and complete Criminal History Check are available here:** • UniSA have partnered with National Crime Check to provide cheaper and quicker criminal History checks • Follow the below link to utilise NCC for this opportunity https://unisa.nationalcrimecheck.com.au/ NCC Background Check User Guide • CHC's may be accepted from other organisations provided they meet UniSA standards and wording. Please visit the CPU website to view these.	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder
Professional Placement Student Declaration (Valid for duration of program)	**Information on completing the Student Declaration:** UniSA Student Placement Declaration • Follow the link on your InPlace homepage to complete the form • Read each Term and tick the acknowledgement • The CPU will update your InPlace section to "Complete" once you complete the form (this may take up to 7 days to occur) • You are not required to upload any document	N/A	☐ Upload to InPlace ☐ Placed in Folder
Student Blood and Bodily Fluid Exposure (BBFE) Information Declaration	**Student Bodily Fluid Exposure Information Declaration available here:** Blood and Bodily Fluid Exposure Form	N/A	☐ Upload to InPlace ☐ Placed in Folder
SA Health Deed Poll (Valid for Program Duration)	**SA Health Deed Poll available here:** SA Health Deed Poll • Signature must be witnessed by someone over the age of 18	N/A	☐ Upload to InPlace ☐ Placed in Folder

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Responding to Risks or Harm, Abuse and Neglect – Education and Care (RRHAN-EC) (Valid until 31/12/24)	**Complete the Department for Education RRHAN-EC online training here:** RRHAN-EC Online Training Course **Complete RRHAN-EC Fundamentals online course** • Print your certificate, place in your folder and upload certificate to InPlace **or** **UniSA Child Safe Environments** • If you have a valid UniSA Child Safe Environments Certificate obtained prior to December 2022, this can be used for this requirement • UniSA Child Safe Environment obtained after December 2022 won't be accepted. RRHAN-EC training must be completed moving forward	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder
Sunrise EMR Training (Valid for 12 months)	**Sunrise EMR Training module available here:** https://lo.unisa.edu.au/course/view.php?id=4344 • Sunrise EMR training is required for access to SA Health Patient Management system • All students must complete Sunrise training	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder
Immunisation Requirements for Placement: Certificate of Compliance (Valid for Program duration)	**Information available here:** Immunisation Requirements • Complete the TB Screening Questionnaire First • Sections on pages 1 & 2 with blue headings are required to be completed by your Medical / Nurse Practitioner, ensuring all boxes in the "Acceptable Evidence of Immunisation Provided" column are ticked & "Serological Evidence of Immunity" box is completed • Sections on pages 1 & 2 with green headings are to be completed by the student • Combine into one document and upload to InPlace	**N/A**	☐ Upload to InPlace ☐ Placed in Folder

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Recommended Requirements

The below listed vaccinations are recommended. Please review the information provided on the Australian Technical Advisory Group on Immunisation (ATAGI) website for further information.

IMPORTANT:

Not providing the below will delay the release of your placement details as the Clinical Placement Unit (CPU) are required to coordinate with your course coordinator & placement providers to ensure placement sites are able to support your placement with your current vaccination status.

Item Required	Resource Information	Expiry Date	Completed ✔
Covid- 19 Vaccination	**Information available here:** Immunisation Requirements • Please upload evidence to InPlace in the Covid-19 section. **Acceptable evidence of Covid-19 Vaccination:** • Covid-19 Digital Certificate (available from your MyGov Portal) • Certificate / Card received at time of vaccination Immunisation Summary (available from your MyGov Portal)	_____ ☐ Renewal Reminder Set	☐ **Upload to InPlace** ☐ **Placed in Folder**
Covid-19 Booster (When Eligible)	**Information available here:** Immunisation Requirements • Please upload evidence to InPlace in the Covid-19 Booster section. • Eligible to receive Booster 3 months after receiving 2nd Covid-19 Vaccination **Acceptable evidence of Covid-19 Vaccination:** • Covid-19 Digital Certificate (available from your MyGov Portal) • Certificate / Card received at time of vaccination Immunisation Summary (available from your MyGov Portal)	_____ ☐ Renewal Reminder Set	☐ **Upload to InPlace** ☐ **Placed in Folder**
Influenza Vaccination (annually)	**Information available here:** Immunisation Requirements • Seasonal Vaccine - students are required to obtain the flu vaccine for the current year • New/yearly vaccines are available from March/April each year Students will receive correspondence around this once the vaccine is available	_____ ☐ Renewal Reminder Set	☐ **Upload to InPlace** ☐ **Placed in Folder**

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Additional Requirements

Item Required	Resource Information	Expiry Date	Completed ✔
Undertaking a Safe Student Placement: Work Health and Safety (WHS) (Valid for Program Duration)	**Complete the Undertaking a Safe Student Placement Work Health and Safety (WHS) Module:** https://lo.unisa.edu.au/course/view.php?id=5521 • Print certificate of completion and add to PTP folder.	**N/A**	☐ **Upload to InPlace** ☐ **Placed in Folder**
Manual Handling Certificate (Valid for Program Duration)	**Complete Manual Handling Module:** https://lo.unisa.edu.au/course/view.php?id=2229 • Print certificate of completion and add to folder	**N/A**	☐ **Upload to InPlace** ☐ **Placed in Folder**
Hand Hygiene (Valid for 12 months)	**Complete Hand Hygiene online module here:** **https://nhhi.southrock.com/cgi-bin-secure/Home.cgi?msecs=1635467766021** **Registration process:** 1. Select "Register new Profile" 2. For "Organisation" type **"UniSA"**. 3. Occupation "Other – Student" 4. Complete "Hand Hygiene for clinical healthcare workers" 5. Print certificate of completion and add to folder 6. Upload certificate to InPlace (not verified by CPU)	_____ ☐ **Renewal Reminder Set**	☐ **Upload to InPlace** ☐ **Placed in Folder**

Note: Placement venues may have additional conditional requirements that must be completed prior to commencing placement. These additional requirements will be communicated to students through InPlace or by a direct email.