

Student Checklist

UniSA Clinical & Health Sciences

Graduate Diploma in Mental Health Nursing

This *Student Checklist* lists the compulsory conditional evidence required for all students enrolled in the Graduate Diploma of Mental Health Nursing program to proceed to clinical placements. It is the responsibility of students to ensure that their conditional evidence is current for the duration of their program.

You are required to:

- Complete the checklist and upload copies of the required conditional evidence documents to the students individual PebblePad portfolio.
- Upload scanned original copies of conditional evidence items to InPlace: (<https://unisa-prod.inplace.com.au/>). All documents can be uploaded, only compulsory documents will be verified by the CPU office.
- Present conditional evidence documents to 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 does not need to be met by student

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

Conditions Evidence	Employed	Supernumerary
DHS Working with Children Check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DHS NDIS Screening / Disability Services Employment Screening	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
National Police Certificate (NPC)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consent & Authority to Release Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Immunisation Certificate of Compliance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Influenza Vaccination Certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COVID Vaccine	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CPR	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sunrise EMR (SA Health) ⁴	<input type="checkbox"/>	<input checked="" type="checkbox"/> Only for SA Health Providers
SA Health Deed Poll	<input type="checkbox"/>	<input checked="" type="checkbox"/> Only for SA Health Providers
Responding to Risks of Harm, Abuse and Neglect – Education and Care (Fundamentals) / Child Safe Environments	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Undertaking a Safe Student Placement Work Health and Safety (WHS)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

***Note** Students attending **interstate** placements may need to meet additional requirements. Following the allocation of an interstate clinical placement, additional requirement details will be communicated to students through InPlace or by email.

Compulsory Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
DHS Working with Children Check* (Valid for 5 years) *Formerly Department for Communities and Social Inclusion (DCSI) child-related employment check	Details and access to the online application are available at: www.unisa.edu.au/cpu/criminal_history_clearance Note: The DHS will not re-issue a clearance if there is more than 6 months validity remaining on clearance.	<input type="checkbox"/> Renewal <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio
DHS NDIS Screening (valid for 5 years) OR Disability Services Employment Screening* (Valid for 3 years)	Details and access to the online application are available at: www.unisa.edu.au/cpu/criminal_history_clearance Note: The DHS will not re-issue a clearance if there is more than 6 months validity remaining on clearance.	<input type="checkbox"/> Renewal <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio
National Police Certificate (NPC)* (Valid for 3 years) *must be a State Issued NPC from the police service in the state you currently reside	Details available at: www.unisa.edu.au/cpu/npc Note: <ol style="list-style-type: none"> When applying for the NPC ensure you specify that “<i>you will have <u>unsupervised</u> contact with vulnerable groups</i>”. <u>Reason for check: “HEALTH / AGED CARE UNI PLACEMENT”</u> Proposed Place of Work (Name of Organisation or Type or Workplace): “<i>HEALTH CARE SECTOR</i>” Location of Employment (Town and State/Territory): “<i>VARIOUS – AUSTRALIA WIDE</i>” 	<input type="checkbox"/> Renewal <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio
Consent & Authority to Release Information Form (Expiry to match NPC form)	Details and Form available at: www.unisa.edu.au/cpu/consent	<input type="checkbox"/> Renewal <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio
Immunisation Compliance (Valid on Program Entry)	Complete the Immunisation Compliance Certificate. Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/ Complete the <i>Health Care Worker Immunisation Screening</i>	<input type="checkbox"/> Reminder Set	<input type="checkbox"/> PebblePad Portfolio
	Complete the Certificate of Compliance – Page 7 to be completed and signed by a Medical Practitioner and Page 8 to be completed and signed by student. Upload to InPlace as one file.	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio
Influenza Vaccination Certification (Yearly update)	Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/ Please ensure your certificate includes the details as listed on the CPU website.	<input type="checkbox"/> Renewal <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio
COVID-19 Vaccination Certification (Annual)	Upload completed COVID-19 Digital Certificate Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/	<input type="checkbox"/> Renewal <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio
Cardiopulmonary Resuscitation (CPR) Annual Update (Valid for 12 months) *please see matrix on page 1	Details available at: http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/	<input type="checkbox"/> Renewal <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio
Sunrise EMR (Electronic Medical Record) Training (Valid for 12 months) *please see matrix on page 1	Complete online Sunrise (SA Health) training module at: https://lo.unisa.edu.au/course/view.php?id=4344 Print certificate of completion.	<input type="checkbox"/> Renewal <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio

Compulsory Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
SA Health Deed Poll (Valid for Program Duration)	Deed Poll available at: https://i.unisa.edu.au/siteassets/students/health/documents/cpu/sa-health-deed-poll.pdf . Print, read and sign the SA Health Deed Poll in front of a witness (must be 18 years of age or older).	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio
Responding to Risks of Harm, Abuse and Neglect – Education and Care (Fundamentals) (Valid for 3 years) formerly: UniSA Child Safe Environments (Valid for 4 years)	Complete the Fundamentals course: Responding to Risks of Harm, Abuse and Neglect – Education and Care online training at: https://www.education.sa.gov.au/working-us/rrhan-ec/fundamentals-course-responding-risks-harm-abuse-and-neglect-education-and-care Print certificate on completion.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio
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 at: https://lo.unisa.edu.au/course/view.php?id=5521 . Print certificate of completion and add to PTP folder.	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio