

Student Checklist

UniSA Clinical Health Science

Graduate Diploma in Mental Health Nursing

This Checklist has been developed to assist you with obtaining and safekeeping compulsory conditional evidence documentation. Conditional Evidence is required to be current for the duration of your placement unless otherwise notified. Students can view and submit their conditional evidence in the student placement system (**InPlace**) and upload into PebblePad.

You are required to:

- 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.
- = Condition is not mandatory but recommended

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"/>
UniSA 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 Status Certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COVID-19 Vaccination Status Certification	<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
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"/>

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 Reminder Set	<input type="checkbox"/> Upload to InPlace <input checked="" type="checkbox"/> PTP Folder
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 Reminder Set	<input type="checkbox"/> Upload to InPlace <input checked="" type="checkbox"/> PTP Folder
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: ALL South Australian NPC applications MUST be requested through SAPOL (South Australia Police) via the link on the CPU website	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input checked="" type="checkbox"/> PTP Folder
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 Reminder Set	<input type="checkbox"/> Upload to InPlace <input checked="" type="checkbox"/> PTP Folder
Immunisation Requirements for Placement Package: Certificate of Compliance * (Valid on Program Entry) *please see matrix on page 1	Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/ Complete the Health Care Worker Immunisation Screening Questionnaire	<input type="checkbox"/> Reminder Set	<input checked="" type="checkbox"/> PTP Folder
	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 checked="" type="checkbox"/> PTP Folder
Influenza Vaccination Certification *please see matrix on page 1	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 Reminder Set	<input type="checkbox"/> Upload to InPlace <input checked="" type="checkbox"/> PTP Folder
COVID-19 Vaccination Certification	Details available at: https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid-19/vaccine/covid-19+vaccinations		<input type="checkbox"/> Upload to InPlace
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 Reminder Set	<input type="checkbox"/> Upload to InPlace <input checked="" type="checkbox"/> PTP Folder
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 Reminder Set	<input type="checkbox"/> Upload to InPlace <input checked="" type="checkbox"/> PTP Folder
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 checked="" type="checkbox"/> PTP Folder
UniSA Child Safe Environments (Valid for 4 years)	Complete the UniSA Child Safe Environments: Reporting Child Abuse and Neglect online training at: https://lo.unisa.edu.au/course/view.php?id=5274 Print certificate on completion.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input checked="" type="checkbox"/> PTP Folder
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"/> PTP Folder