

# Graduate Diploma in Mental Health Nursing Checklist

This checklist has been developed to assist you with obtaining and safekeeping compulsory conditional evidence documentation and is to be used in combination with the Passport to Placement (PTP) folder.

Conditional Evidence is required to be current for the duration of your placement unless otherwise notified.

## Students are required to

- Complete the checklist and place original documents in the PTP folder.
- Upload scanned copies of original conditional evidence items to [InPlace](https://unisa-prod.inplace.com.au/default.aspx) (<https://unisa-prod.inplace.com.au/default.aspx>). 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.

## Compulsory Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
<b>Department of Human Services (DHS) Working with Children Check*</b> (Valid for 5 years) *Formerly Department for Communities and Social Inclusion (DCSI) child-related employment check	<b>Details and access to the online application are available at:</b> <a href="http://www.unisa.edu.au/cpu/criminal_history_clearance">www.unisa.edu.au/cpu/criminal_history_clearance</a>  <b>Note:</b> The DHS will not re-issue a clearance if more than 6 months validity is remaining on the clearance.	_____  <input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace  <input type="checkbox"/> PTP Folder
<b>Department of Human Services (DHS) Disability Services Employment Check*</b> (Valid for 3 years) *Formerly Department for Communities and Social Inclusion (DCSI) child-related employment check	<b>Details and access to the online application are available at:</b> <a href="http://www.unisa.edu.au/cpu/criminal_history_clearance">www.unisa.edu.au/cpu/criminal_history_clearance</a>  <b>Note:</b> The DHS will not re-issue a clearance if more than 6 months validity is remaining on the clearance.	_____  <input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace  <input type="checkbox"/> PTP Folder
<b>National Police Certificate (NPC)</b> (Valid for 3 years) *must be a State Issued NPC from the police service in the state you currently reside	<b>Details available at:</b> <a href="http://www.unisa.edu.au/cpu/npc">www.unisa.edu.au/cpu/npc</a>  <b>Note:</b> ALL South Australian NPC applications <b>MUST</b> be requested through SAPOL (South Australia Police) via the link on the CPU website. We do NOT accept police checks obtained through an online third party.	_____  <input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace  <input type="checkbox"/> PTP Folder
<b>Consent &amp; Authority to Release Information Form</b> (Expiry matching NPC form)	<b>Details and form available at:</b> <a href="http://www.unisa.edu.au/cpu/consent">http://www.unisa.edu.au/cpu/consent</a>	_____	<input type="checkbox"/> Upload to InPlace  <input type="checkbox"/> PTP Folder
<b>Immunisation Requirements for Placement Package: Certificate of Compliance</b> (Valid on Program Entry)	Complete the <i>Health Care Worker Immunisation Screening Questionnaire</i> . <b>Details available at:</b> <a href="https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/">https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/</a>	N/A	<input 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 type="checkbox"/> PTP Folder
<b>Influenza Vaccination Certification</b>	<b>Details available at:</b> <a href="https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/">https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/</a> 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 type="checkbox"/> PTP Folder
<b>Sunrise EMR (Electronic Medical Record) Training</b> (Valid for 12 months)	<b>Complete online Sunrise (SA Health) training module at:</b> <a href="https://lo.unisa.edu.au/enrol/index.php?id=4344">https://lo.unisa.edu.au/enrol/index.php?id=4344</a> Print certificate of completion	_____  <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace  <input type="checkbox"/> PTP Folder
<b>SA Health Deed Poll</b> (Complete once only)	<b>SA Health Deed Poll available at:</b> <a href="https://i.unisa.edu.au/siteassets/students/health/documents/cpu/sa-health-deed-poll.pdf">https://i.unisa.edu.au/siteassets/students/health/documents/cpu/sa-health-deed-poll.pdf</a> Print, read and sign the 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"/> PTP Folder

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<p><b>Undertaking a Safe Student Placement Work Health and Safety (WHS)</b> (Valid for duration of the program)</p>	<p><b>Complete the Undertaking a Safe Student Placement Work Health and Safety (WHS) Module at:</b> <a href="https://lo.unisa.edu.au/course/view.php?id=5521">https://lo.unisa.edu.au/course/view.php?id=5521</a>. Print certificate of completion and add to PTP folder</p>	<p>N/A</p>	<p><input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder</p>
<p><b>Work Health and Safety</b> (Each placement)</p>	<p><b>Complete Work Health &amp; Safety Checklist available at:</b> <a href="https://unisa.edu.au/cpu/OHSW_Checklist">unisa.edu.au/cpu/OHSW_Checklist</a>. Checklist is to be completed and signed by student and venue supervisor. One checklist is required for each placement venue.</p>		<p><input type="checkbox"/> PTP Folder</p>

**\*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.