

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 can view and submit their conditional evidence in the student placement system (InPlace).

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.

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 the clearance.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad
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 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"/> PebblePad
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: 1. When applying for the NPC ensure you specify that “ <i>you will have unsupervised contact with vulnerable groups</i> ”. 2. Reason for check: “ <i>HEALTH / AGED CARE UNI PLACEMENT</i> ” 3. 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 Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad
Consent & Authority to Release Information Form (Expiry to Match NPC form)	Details and Form available at: http://www.unisa.edu.au/cpu/consent	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad
Immunisation Requirements for Placement Package: Certificate of Compliance (Valid on Program Entry)	Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/ Complete the <i>Health Care Worker Immunisation Screening Questionnaire</i>	N/A	<input type="checkbox"/> PebblePad
	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.		<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad
Influenza Vaccination Certification (Annual)	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 type="checkbox"/> PebblePad
COVID Vaccine (Annual)	Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad
Provide First Aid Certificate (Valid on program entry)	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 type="checkbox"/> PebblePad

Compulsory Conditional Evidence Requirements Continued

Item Required	Resource Information	Expiry Date	Completed ✓
Cardiopulmonary Resuscitation (CPR) Annual Update (Valid for 12 months)	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 type="checkbox"/> PebblePad
Sunrise EMR (Electronic Medical Record) Training (Valid for 12 months)	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 type="checkbox"/> PebblePad
SA Health Deed Poll (Complete Only Once)	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
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
Medication Calculations (Valid for 12 months)	Details available at: www.unisa.edu.au/cpu/Midwifery-Learn-Online Complete required assessment for relevant ELA course at: http://ilearn.e3learning.com.au/ Print certificate of completion and add to passport to placement folder. *Note: Medicine Calculations results are automatically uploaded to InPlace once per week. You do NOT need to upload anything.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> PebblePad

Additional Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
Blood Safe Online Module (Complete Only Once)	Complete the online learning modules available at: https://bloodsafelearning.org.au/our-courses/transfusion-practice-courses/ Clinical Transfusion Practice Print certificate of completion and add to Pebble Pad Portfolio	N/A	<input type="checkbox"/> PebblePad
Hand Hygiene (Valid for 12 months)	Complete learning package at: https://www.hha.org.au/online-learning/learning-module-information Registration process: 1. For “Who should see your records?” Select “Education Facility”. 2. For “Organisation”, type “UniSA”. The remaining questions are self-explanatory.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> PebblePad
Manual Handling Certificate (Valid for 3 years)	Details available at: http://www.unisa.edu.au/cpu/Nursing-Learn-Online	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> PebblePad
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
Work Health and Safety (Update Each Placement)	Complete Work Health & Safety Checklist available at: unisa.edu.au/cpu/OHSW_Checklist . Note: Checklist is to be completed and signed by student and venue supervisor. One checklist required for each placement venue.	N/A	<input type="checkbox"/> PebblePad

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.