

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

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
Fit Testing for N95 Mask	If you have previously been fitted for a N95 Mask , please upload the detail (ie mask type and size) to InPlace If you have never been fitted for a N95 Mask, you will be contacted approximately 8 weeks prior to your first placement with the details of how to book your appointment. Once you have been fitted with an N95 mask, please upload the evidence to InPlace and PebblePad	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad

Note: INTERSTATE APPLICANTS: This program includes mandatory on-campus workshops and COCE. Due to current COVID restrictions all clinical placements must be undertaken in South Australia.

Note: There are additional requirements (such as Medication calculations), that will be assessable components of courses over the duration of your program.