Student Checklist
UniSA Clinical Health Sciences
Bachelor of Midwifery

This Checklist has been developed to assist you with obtaining Conditional Evidence documents required by students to be eligible to attend placement. Conditional Evidence is required to be current for the duration of your placement unless otherwise notified. Students are required to submit Conditional Evidence documents to their InPlace student profile for verification by the Clinical Placement Unit.

You are required to:

- Complete your relevant checklist and keep original documents in a folder, placement sites may ask to view original documents.
- Upload copies of conditional evidence items to InPlace: (https://unisa-prod.inplace.com.au/) and PebblePad
- Present conditional evidence documents to placement 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 must be met by student and evidence submitted to InPlace.
☒ = Condition does not need to be met by student
☑ = Condition is not mandatory but recommended
■ = Condition is required to be completed by student, placed in folder, and uploaded to InPlace. Document is not verified by CPU

UniSA Clinical Health Sciences	
Compulsory Conditional Evidence	Bachelor of Midwifery
All items with a green tick in this table **MUST** be completed, uploaded to InPlace and verified to be considered compliant and eligible to attend placement	
DHS Working with Children Check	☑
DHS NDIS Workers Clearance	☑
Please apply for your DHS/NDIS checks together, if possible. There is one cost for these checks if applied for together.	
Criminal History Check (CHC)	☑
Professional Placement Student Declaration	☑
Immunisations	☑
Influenza Vaccine	☑
COVID-19 Vaccine	☑
COVID-19 Booster	☑
Covid-19 Booster is a requirement once eligible. You are eligible to receive your Booster 3 months after receiving your 2nd Covid-19 Vaccination	
Cardiopulmonary Resuscitation (CPR)	☑
Sunrise EMR Training	☑
SA Health Deed Poll	☑

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Additional Conditional Evidence	**Bachelor of Midwifery**
Items in this table are compulsory to be completed before attending placement and uploaded to InPlace. These documents are required to be uploaded to InPlace but are not verified by the CPU.	
Undertaking a Safe Student Placement	■
Manual Handling	■
Hand Hygiene	■

Compulsory Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✔
APPLY FOR THESE CHECKS AT THE SAME TIME **DHS Working with Children Check*** (Valid for 5 years) *Formerly Department for Communities and Social Inclusion (DCSI) child-related employment check	**Information and access to the online application are available here:** www.unisa.edu.au/cpu/criminal_history_clearance • The DHS will not re-issue a clearance if there is more than **6 months** validity remaining on clearance. • Physical certificates are no longer issued, please upload a screenshot of the email stating you are "Not-Prohibited" • **There is one cost when applying for your Working with Children Check and NDIS Screening at the same time**	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder
DHS NDIS Screening (Valid for 5 years)	**Information and access to the online application are available here:** www.unisa.edu.au/cpu/criminal_history_clearance • The DHS will not re-issue a clearance if there is more than **6 months** validity remaining on clearance. • Physical certificates are no longer issued, please upload a screenshot of the email stating you are "Cleared" • **There is one cost when applying for your Working with Children Check and NDIS Screening at the same time** • **NDIS Employer ID: 4-GDEKZL2** (required when applying)	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder
Criminal History Check (CHC) (Valid for 3 years)	**Information to access and complete Criminal History Check are available here:** • UniSA have partnered with National Crime Check to provide cheaper and quicker criminal History checks • Follow the below link to utilise NCC for this opportunity https://unisa.nationalcrimecheck.com.au/ NCC Background Check User Guide • CHC's may be accepted from other organisations provided they meet UniSA standards and wording. Please visit the CPU website to view these.	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder
Professional Placement Student Declaration (Valid for duration of program)	**Information on completing the Student Declaration:** UniSA Student Placement Declaration • Follow the link on your InPlace homepage to complete the form • Read each Term and tick the acknowledgement • The CPU will update your InPlace section to "Complete" once you complete the form (this may take up to 7 days to occur) • You are not required to upload any document	N/A	☐ Upload to InPlace ☐ Placed in Folder

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Immunisation Requirements for Placement: Certificate of Compliance (Valid for Program duration)	**Information available here:** Immunisation Requirements • Complete the TB Screening Questionnaire First • Page 7 **MUST** be completed by your GP, ensuring all boxes in the "Acceptable Evidence of Immunisation Provided" column are ticked & "Serological Evidence of Immunity" box is completed • Page 8 is completed by the student • Combine into one document and upload to InPlace	N/A	☐ Upload to InPlace ☐ Placed in Folder
Influenza Vaccination	**Information available here:** Immunisation Requirements • Seasonal Vaccine, students are required to obtain the flu vaccine when it is released each year. • Students will receive correspondence around this once the vaccine is available	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder
Covid- 19 Vaccination	**Information available here:** Immunisation Requirements • Please upload evidence to InPlace in the Covid-19 section. **Acceptable evidence of Covid-19 Vaccination:** • Covid-19 Digital Certificate (available from your MyGov Portal) • Certificate / Card received at time of vaccination • Immunisation Summary (available from your MyGov Portal)	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder
Covid-19 Booster (When Eligible)	**Information available here:** Immunisation Requirements • Please upload evidence to InPlace in the Covid-19 Booster section. • Eligible to receive Booster 3 months after receiving 2nd Covid-19 Vaccination **Acceptable evidence of Covid-19 Vaccination:** • Covid-19 Digital Certificate (available from your MyGov Portal) • Certificate / Card received at time of vaccination • Immunisation Summary (available from your MyGov Portal)	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder
Cardiopulmonary Resuscitation (CPR) (Valid for 12 months)	**Information available here:** http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/ • CPR course must have element of face-to-face training, fully online courses are not accepted	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder
Sunrise EMR Training (Valid for 12 months)	**Sunrise EMR Training module available here:** https://lo.unisa.edu.au/course/view.php?id=4344 • Sunrise EMR training is required for access to SA Health Patient Management system • All students must complete Sunrise training	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder
SA Health Deed Poll (Valid for Program Duration)	**SA Health Deed Poll available here:** SA Health Deed Poll • Signature must be witnessed by someone over the age of 18	N/A	☐ Upload to InPlace ☐ Placed in Folder

University of
South Australia

Additional Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✔
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:** https://lo.unisa.edu.au/course/view.php?id=5521 • Print certificate of completion and add to folder.	**N/A**	☐ **Upload to InPlace** ☐ **Placed in Folder**
Manual Handling Certificate (Valid for Program Duration)	**Complete Manual Handling Module:** https://lo.unisa.edu.au/course/view.php?id=2229 • Print certificate of completion and add to folder	**N/A**	☐ **Upload to InPlace** ☐ **Placed in Folder**
Hand Hygiene (Valid for 12 months)	**Complete Hand Hygiene online module here:** **https://nhhi.southrock.com/cgi-bin-secure/Home.cgi?msecs=1635467766021** **Registration process:** 1. For "Organisation" type **"UniSA"**. 2. Occupation "Other – Student" 3. Complete "Hand Hygiene Standard Theory Online Learning Module" 4. Print certificate of completion and add to folder 5. Upload certificate to InPlace (not verified by CPU)	_____ ☐ **Renewal Reminder Set**	☐ **Upload to InPlace** ☐ **Placed in Folder**
N-95 Mask Fitting	**N-95 Mask Fitting is a requirement to attend placement, please see below for information regarding this:** • If you have previously been fitted for a N95 Mask, please upload the detail (ie mask type and size) to InPlace and PebblePad • If you have not 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**	☐ **Upload to InPlace** ☐ **Placed in Folder**

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 (e.g. Medication calculations), that will be assessable components of courses over the duration of your program.

Note: Placement venues may have additional conditional requirements that must be completed prior to commencing placement. These additional requirements will be communicated to students through InPlace or by a direct email.