

This *Student Checklist* lists the compulsory conditional evidence required for all students enrolled in the Bachelor of Nursing program to proceed to clinical placements. It is the responsibility of students to ensure that their conditional evidence is current for the duration of their program.

Students are required to:

- Complete the checklist and upload copies of the required conditional evidence documents to the students individual PebblePad portfolio.
- Upload copies of the required conditional evidence documents to InPlace (<https://unisa-prod.inplace.com.au/>). All documents will be verified by the Clinical Placement Unit (CPU) office.
- Present conditional evidence documents to venue staff on the first day of clinical placement and or as requested by the venue.

Compulsory Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
National Police Certificate (NPC) (Valid for 3 years)	Details available at: www.unisa.edu.au/cpu/npc Note: 1. When applying for the NPC ensure you specify that “you will have <i>unsupervised</i> contact with vulnerable groups”. 2. Reason for check: “HEALTH / AGED CARE UNI PLACEMENT” 3. Proposed Place of Work (Name of Organisation or Type or Workplace): “HEALTH CARE SECTOR” Location of Employment (Town and State/Territory): “VARIOUS – AUSTRALIA WIDE”	_____	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio
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"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio
DHS Working with Children Check *(Valid for 5 years) *Formerly Department for Communities and Social Inclusion (DCSI) child-related employment check	Online application 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"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio
DHS NDIS Screening (valid for 5 years) OR Disability Services Employment Screening* (Valid for 3 years)	Online application 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"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio
COVID-19 Vaccination Certification (Annual)	Upload completed COVID-19 Digital Certificate Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/	_____	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio
Influenza Vaccination Certification (Yearly)	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"/> Upload to InPlace <input type="checkbox"/> PebblePad Portfolio
Immunisation Compliance (Valid on Program Entry)	Complete the Immunisation Compliance Certificate. Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/ Complete the <i>Health Care Worker Immunisation Screening Questionnaire</i> 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"/> PebblePad Portfolio

Compulsory Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
Cardiopulmonary Resuscitation (CPR) Valid on program entry and updated annually	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 Portfolio
SA Health Deed Poll (Complete once only)	Deed Poll available at: https://i.unisa.edu.au/siteassets/students/health/documents/cpu/s-a-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 Portfolio
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 Portfolio

***Note:** Placement venues may have specific 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.

Interstate placement cannot be guaranteed, however students attending **interstate** placements may need to meet additional specified requirements. Following allocation of an interstate clinical placement, any additional conditional requirements will be communicated to students through InPlace or by direct email.