

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 below and place original documents in your PTP folder.
- 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.
- Additional Conditional Evidence requirement details will be communicated to students through InPlace and by email.

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"/> PTP Folder
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"/> PTP Folder
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 <u>unsupervised</u> 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"/> PTP Folder
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"/> PTP Folder
Student Blood and Bodily Fluid Exposure (BBFE) Information Declaration* (Valid on Program Entry)	Students in non-clinical programs are not required to complete the Immunisation Requirements for Placement package. Review the SA Health information available here . Complete the Student Bodily Fluid Exposure Information Declaration available at: http://i.unisa.edu.au/students/health/cpu/forms/	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder

Additional Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
SA Health Deed Poll (Complete once only)	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"/> PTP Folder
UniSA Child Safety and Wellbeing Induction Module (Valid for 3 years)	Complete the UniSA Child Safety and Wellbeing Induction Module online training at: https://lo.unisa.edu.au/course/view.php?id=5274 Print certificate on completion.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
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"/> PTP Folder
COVID Vaccine *please see matrix on page 1	Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
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"/> PTP Folder
Influenza Vaccination Certification	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"/> PTP Folder
Immunisation Requirements for Placement Package: Certificate of Compliance (Valid on Program Entry) Condition is not mandatory but recommended	Complete the <i>Health Care Worker Immunisation Screening Questionnaire</i> . Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/ 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 the student. Upload to InPlace as one file.	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
Hand Hygiene (Valid for 12 months)	Complete learning package at: https://www.hha.org.au/online-learning/learning-module-information Registration process: For “Who should see your records?” Select “Education Facility”. For “Organisation” type “UniSA”.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
Manual Handling Certificate (Valid for Program Duration)	Details available at: https://lo.unisa.edu.au/course/view.php?id=2229 Print certificate of completion and add to PTP folder	N/A	<input type="checkbox"/> PTP Folder
Undertaking a Safe Student Placement Work Health and Safety (WHS) (Valid for duration of the program)	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"/> PTP Folder
Work Health and Safety (Each placement)	Complete Work Health & Safety Checklist available at: unisa.edu.au/cpu/OHSW_Checklist . Checklist is to be completed and signed by student and venue supervisor. One checklist is required for each placement venue.	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder

¹ It is recommended you ensure your immunisations are up to date, as during your placements you may still come into contact with blood/bodily fluids. Please refer to note 2 if you choose not to be vaccinated.

² It is mandatory that all students complete the Student BBFE Declaration unless they have completed Immunisation Certificate of Compliance.