

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 are required to

- Complete the checklist and place original documents in the PTP folder.
- Upload scanned copies of original 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.

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 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
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: ALL South Australian NPC applications MUST be requested through SAPOL (South Australia Police) via the link on the CPU website We do NOT accept police checks obtained through an online third party.	<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) *please see notes on page 2	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/ http://i.unisa.edu.au/siteassets/students/health/documents/cpu/student_bbf_exposure_information_declaration.pdf	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
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

Additional Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
UniSA Child Safe Environments (Valid for 4 years)	Complete the online training module at: https://lo.unisa.edu.au/course/view.php?id=5274 Print certificate of completion and add to PTP folder	_____	<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: 1. For “Who should see your records?” Select “ Education Facility ”. 2. 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 If choosing not to complete the Immunisation Requirements for Placement Package it is mandatory that students complete the Student BBFE declaration

***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.