

This Checklist has been developed to assist you with obtaining and safekeeping compulsory conditional evidence documentation required by **Project Providers external to the University** 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 check the project summary for conditional evidence requirements and must submit their required conditional evidence in the student placement system (**InPlace**) as required for their projects.

**You are required to:**

- Check the requirements of your Project provider, complete the requirements using 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, some documents as per the checklist below will require verification by the CPU
- Present conditional evidence documents to venue staff on the first day and/or as requested
- Ensure your conditional evidence documents current for the duration of your placement.
- Conditional Evidence requirement details will be communicated to students through Project Proposal, InPlace and by email.

**Conditional Evidence Requirements (Verifiable documents)**

Item Required	Resource Information	Expiry Date	Completed ✓
<b>DHS Working with Children Check</b> *(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: <a href="http://www.unisa.edu.au/cpu/criminal_history_clearance">www.unisa.edu.au/cpu/criminal_history_clearance</a> <b>Note:</b> The DHS will not re-issue a clearance if there is more than <b>6 months</b> validity remaining on the clearance.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
<b>DHS NDIS Screening (valid for 5 years) OR Disability Services Employment Screening*</b> (Valid for 3 years)	Details and access to the online application are available at: <a href="http://www.unisa.edu.au/cpu/criminal_history_clearance">www.unisa.edu.au/cpu/criminal_history_clearance</a> <b>Note:</b> The DHS will not re-issue a clearance if more than <b>6 months</b> validity is remaining on the clearance.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
<b>National Police Certificate (NPC)</b> (Valid for 3 years) *must be a State Issued NPC from the police service in the state you currently reside	Details available at: <a href="http://www.unisa.edu.au/cpu/npc">www.unisa.edu.au/cpu/npc</a> <b>Note:</b> <ol style="list-style-type: none"> <li>1. When applying for the NPC ensure you specify that <i>"you will have <u>unsupervised</u> contact with vulnerable groups"</i>.</li> <li>2. Reason for check: <i>"HEALTH / AGED CARE UNI PLACEMENT"</i></li> <li>3. Proposed Place of Work (Name of Organisation or Type or Workplace): <i>"HEALTH CARE SECTOR"</i></li> </ol> 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
<b>Consent &amp; Authority to Release Information Form</b> (Expiry to Match NPC form)	Details and Form available at: <a href="http://www.unisa.edu.au/cpu/consent">http://www.unisa.edu.au/cpu/consent</a>	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
<b>Student Blood and Bodily Fluid Exposure (BBFE) Information Declaration</b> (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 <a href="#">here</a> . Complete the Student Bodily Fluid Exposure Information Declaration available at: <a href="http://i.unisa.edu.au/students/health/cpu/forms/">http://i.unisa.edu.au/students/health/cpu/forms/</a>	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
<b>SA Health Deed Poll</b> (Complete once only)	<b>Deed Poll available at:</b> <a href="https://i.unisa.edu.au/siteassets/students/health/documents/cpu/sa-health-deed-poll.pdf">https://i.unisa.edu.au/siteassets/students/health/documents/cpu/sa-health-deed-poll.pdf</a> 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
<b>UniSA Child Safety and Wellbeing Induction Module</b> (Valid for 3 years)	Complete the UniSA Child Safety and Wellbeing Induction Module online training at: <a href="https://lo.unisa.edu.au/course/view.php?id=5274">https://lo.unisa.edu.au/course/view.php?id=5274</a> Print certificate on completion.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder

# Student Checklist

## UniSA Clinical & Health Sciences

### Nutrition and Food Science Program

<b>Responding to Risks of Harm, Abuse and Neglect – Education and Care (Fundamentals)</b> (Valid for 3 years) formerly: <b>UniSA Child Safe Environments</b> (Valid for 4 years)	Complete the Fundamentals course: Responding to Risks of Harm, Abuse and Neglect – Education and Care online training at: <a href="https://www.education.sa.gov.au/working-us/rrhan-ec/rrhan-ec-mandatory-notification-training-list-courses">https://www.education.sa.gov.au/working-us/rrhan-ec/rrhan-ec-mandatory-notification-training-list-courses</a> Print certificate on completion.	<input type="checkbox"/> Renewal <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
<b>COVID Vaccine</b> *please see matrix on page 1	Details available at: <a href="https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/">https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/</a>	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
<b>Sunrise EMR (Electronic Medical Record) Training</b> (Valid for 12 months)	<b>Complete online Sunrise (SA Health) training module at:</b> <a href="https://lo.unisa.edu.au/course/view.php?id=4344">https://lo.unisa.edu.au/course/view.php?id=4344</a> Print certificate of completion	<input type="checkbox"/> Renewal <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
<b>Influenza Vaccination Certification</b>	<b>Details available at:</b> <a href="https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/">https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/</a> Please ensure your certificate includes the details as listed on the CPU website.	<input type="checkbox"/> Renewal <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
<b>Immunisation Requirements for Placement Package: Certificate of Compliance</b> (Valid on Program Entry) Condition is not mandatory but recommended	Complete the <i>Health Care Worker Immunisation Screening Questionnaire</i> . <b>Details available at:</b> <a href="https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/">https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/</a> 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

### Conditional Evidence Requirements (Not verified by CPU)

Item Required	Resource Information	Expiry Date	Completed ✓
<b>Hand Hygiene</b> (Valid for 12 months)	<b>Complete learning package at:</b> <a href="https://www.hha.org.au/online-learning/learning-module-information">https://www.hha.org.au/online-learning/learning-module-information</a> <b>Registration process:</b> For “Who should see your records?” Select “ <b>Education Facility</b> ”. For “Organisation” type “ <b>UniSA</b> ”.	<input type="checkbox"/> Renewal <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
<b>Manual Handling Certificate</b> (Valid for Program Duration)	<b>Details available at:</b> <a href="https://lo.unisa.edu.au/course/view.php?id=2229">https://lo.unisa.edu.au/course/view.php?id=2229</a> Print certificate of completion and add to PTP folder	N/A	<input type="checkbox"/> PTP Folder
<b>Undertaking a Safe Student Placement Work Health and Safety (WHS)</b> (Valid for duration of the program)	<b>Complete the Undertaking a Safe Student Placement Work Health and Safety (WHS) Module at:</b> <a href="https://lo.unisa.edu.au/course/view.php?id=5521">https://lo.unisa.edu.au/course/view.php?id=5521</a> . Print certificate of completion and add to PTP folder.	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
<b>Work Health and Safety</b> (Each placement)	<b>Complete Work Health &amp; Safety Checklist available at:</b> <a href="https://unisa.edu.au/cpu/WHS_Checklist.pdf">unisa.edu.au/cpu/WHS_Checklist.pdf</a> 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