

Student Checklist

UniSA Allied Health & Human Performance

Sonography Program



University of
South Australia

Note: This Checklist only applies for students who are not employees of the host placement organisation

For students who are employees, compliance requirements should be covered by existing policies and procedures of host organisation.

This Checklist has been developed to assist you with obtaining compulsory conditional evidence documentation. You can view and submit your conditional evidence documentation in the student placement system (**InPlace**).

You are required to:

- Review the conditional evidence checklist below.
- Upload scanned original copies of conditional evidence items to InPlace : (<https://unisa-prod.inplace.com.au/>).
- 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/training.

Conditional Evidence Key

- ☑ Condition must be met by student and evidence submitted to Inplace and verified by the Clinical Placement Unit (CPU).
- Condition must be met by student only if it is a site-specific requirement.

Conditional Evidence	Requirement
Child Related Employment Screening	☑
National Police Certificate (NPC)	☑
Consent & Authority to Release Form	☑
Immunisations	■
Influenza	■
Provide First Aid	■
Child Safe Environments	☑
Child Safety and Wellbeing Induction	☑
State Specific Deed Poll/Code of conduct	■
Undertaking a Safe Student Placement Work Health and Safety (WHS)	☑

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Conditional Evidence Description and Checklist

Item Required	Resource Information	Expiry Date	Completed
Working with Children Check* **Please Complete your states requirements**	Details regarding each state's requirements can be found via the ACIC link below. https://www.acic.gov.au/our-services/national-police-checking-service/find-out-more-information/working-children-checks	<hr/> <input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace
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	<hr/> <input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace
Consent & Authority to Release Information Form (Expiry to match NPC form)	Details and Form available at: www.unisa.edu.au/cpu/consent	<hr/> <input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace
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.	<hr/> <input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace
Provide First Aid Course (Valid for 3 years)	Details available at: http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/	<hr/> <input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace
UniSA Child Safe Environments (Valid for 4 years)	Complete the UniSA Child Safe Environments: Reporting Child Abuse and Neglect online training at: https://lo.unisa.edu.au/course/view.php?id=5274 Print certificate on completion.	<hr/> <input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace
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.	<hr/> <input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace
State Specific Deed Poll/ Code of Conduct (Valid for Program Duration)	Please complete your states/workplaces requirement	N/A	<input type="checkbox"/> Upload to InPlace
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 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