

# Student Checklist

## UniSA Allied Health & Human Performance

### Clinical Programs

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:

- Review the Matrix (Page 1) and then complete the checklist (Page 2-3) 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.
- **Important\* Do not action the conditional evidence requirements on this checklist, until you have reviewed the Conditional Evidence Matrix below**

#### Conditions Evidence Key

- ☒ = Condition does not need to be met by student
- ☑ = Condition must be met by student and evidence submitted to CPU.
- = Condition must be met by student, but evidence not submitted to CPU. Place document in your Passport to Placement folder (PTP)

| UniSA Allied Health & Human Performance: Clinical Programs Matrix  |   |   |  |  |                      |
|--|---|---|--|--|----------------------|
| Conditions Evidence  | Bachelor of Physiotherapy (Honours), Master of Physiotherapy (Graduate Entry) | Bachelor of Occupational Therapy (Honours), Master of Occupational Therapy (Graduate Entry) | Bachelor of Speech Pathology (Honours) | Bachelor of Clinical Exercise Physiology (Honours) | Bachelor of Podiatry |
| DHS Working with Children Check  | ☑   | ☑   | ☑                                      | ☑  | ☑                    |
| DHS NDIS Screening / Disability Services Employment Screening  | ☑   | ☑   | ☑                                      | ☑  | ☑                    |
| National Police Certificate (NPC)  | ☑   | ☑   | ☑                                      | ☑  | ☑                    |
| Consent & Authority to Release Form  | ☑   | ☑   | ☑                                      | ☑  | ☑                    |
| Immunisations  | ☑   | ☑   | ☑                                      | ☑  | ☑                    |
| Influenza Vaccination Certification  | ☑   | ☑   | ☑                                      | ☑  | ☑                    |
| COVID Vaccine  | ☑   | ☑   | ☑                                      | ☑  | ☑                    |
| Provide First Aid  | ☑   | ☑   | ☑                                      | ☑  | ☒                    |
| Provide Basic Emergency Life Support <sup>1</sup>  | ☒   | ☒   | ☒                                      | ☒  | ☑                    |
| CPR  | ☑   | ☑   | ☑                                      | ☑  | ☑                    |
| Sunrise EMR (SA Health) <sup>2</sup>   | ☑   | ☑   | ☑                                      | ☑  | ☑                    |
| Responding to Risks of Harm, Abuse and Neglect – Education and Care (Fundamentals) / Child Safe Environments | ☑   | ☑   | ☑                                      | ☑  | ☑                    |
| Child Safety and Wellbeing Induction <sup>3</sup>  | ☒   | ☑   | ☑                                      | ☒  | ☒                    |
| SA Health Deed Poll  | ☑   | ☑   | ☑                                      | ☑  | ☑                    |
| Undertaking a Safe Student Placement Work Health and Safety (WHS)  | ■   | ■   | ■                                      | ■  | ■                    |
| Manual Handling  | ■   | ■   | ■                                      | ■  | ■                    |
| Hand Hygiene   | ■   | ■   | ■                                      | ■  | ■                    |

<sup>1</sup> Podiatry students will require certification in HLTAID002 Provide basic emergency life support (or above), for 3<sup>rd</sup> and 4<sup>th</sup> year placements.

<sup>2</sup> Sunrise EMR is only required for OT students in the 4<sup>th</sup> year of the undergraduate program, unless otherwise notified by the Clinical Placement Unit.

<sup>3</sup> Students attending a Department for Education and Child Development (DECD) site will be required to complete the Child Safety and Wellbeing Induction Module regardless of Program.

**Compulsory Conditional Evidence Requirements**

| Item Required   | Resource Information   | Expiry Date                                   | Completed ✓   |
|---|--|---|---|
| <b>DHS Working with Children Check*</b><br>(Valid for 5 years)<br>*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><br><b>Note:</b><br>The DHS will not re-issue a clearance if there is more than <b>6 months</b> validity remaining on clearance.  | <input type="checkbox"/> Renewal Reminder Set | <input type="checkbox"/> Upload to InPlace<br><input type="checkbox"/> PTP Folder |
| <b>DHS NDIS Screening</b> (valid for 5 years) <b>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><br><b>Note:</b><br>The DHS will not re-issue a clearance if there is more than <b>6 months</b> validity remaining on clearance.  | <input type="checkbox"/> Renewal Reminder Set | <input type="checkbox"/> Upload to InPlace<br><input type="checkbox"/> PTP Folder |
| <b>National Police Certificate (NPC)</b><br>(Valid for 3 years)   | Details available at: <a href="http://www.unisa.edu.au/cpu/npc">www.unisa.edu.au/cpu/npc</a><br><b>Note:</b><br>1. When applying for the NPC ensure you specify that “ <i>you will have unsupervised contact with vulnerable groups</i> ”.<br>2. Reason for check: “ <i>HEALTH / AGED CARE UNI PLACEMENT</i> ”<br>3. Proposed Place of Work (Name of Organisation or Type or Workplace): “ <i>HEALTH CARE SECTOR</i> ”<br>Location of Employment (Town and State/Territory): “ <i>VARIOUS – AUSTRALIA WIDE</i> ” | <input type="checkbox"/> Renewal Reminder Set | <input type="checkbox"/> Upload to InPlace<br><input type="checkbox"/> PTP Folder |
| <b>Consent &amp; Authority to Release Information Form</b><br>(Expiry to match NPC form)  | Details and Form available at: <a href="http://www.unisa.edu.au/cpu/consent">www.unisa.edu.au/cpu/consent</a>  | <input type="checkbox"/> Renewal Reminder Set | <input type="checkbox"/> Upload to InPlace<br><input type="checkbox"/> PTP Folder |
| <b>Immunisation Requirements for Placement Package: Certificate of Compliance *</b><br>(Valid on Program Entry)<br><br>*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><br>Complete the Health Care Worker Immunisation Screening Questionnaire  | <input type="checkbox"/> Reminder Set         | <input type="checkbox"/> PTP Folder   |
|   | 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<br><input type="checkbox"/> PTP Folder |
| <b>Influenza Vaccination Certification</b><br>(Yearly)  | 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><br>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<br><input type="checkbox"/> PTP Folder |
| <b>COVID-19 Vaccination Certification</b><br>(Annual)   | Upload completed COVID-19 Digital Certificate<br>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>   | <input type="checkbox"/> Renewal Reminder Set | <input type="checkbox"/> Upload to InPlace<br><input type="checkbox"/> PTP Folder |
| <b>Provide First Aid Course</b><br>(Valid for 3 years)  | Details available at: <a href="http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/">http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/</a>  | <input type="checkbox"/> Renewal Reminder Set | <input type="checkbox"/> Upload to InPlace<br><input type="checkbox"/> PTP Folder |
| <b>Provide Basic Emergency Life Support</b><br>(Valid for 3 years)<br>*please see matrix on page 1  | Details available at: <a href="http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/">http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/</a>  | <input type="checkbox"/> Renewal Reminder Set | <input type="checkbox"/> Upload to InPlace<br><input type="checkbox"/> PTP Folder |
| <b>Cardiopulmonary Resuscitation (CPR) Annual Update</b><br>(Valid for 12 months)<br>*please see matrix on page 1   | Details available at: <a href="http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/">http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/</a>  | <input type="checkbox"/> Renewal Reminder Set | <input type="checkbox"/> Upload to InPlace<br><input type="checkbox"/> PTP Folder |

### Compulsory Conditional Evidence Requirements Continued

| Item Required  | Resource Information   | Expiry Date                                      | Completed ✓   |
|--|--|--|---|
| <b>Sunrise EMR (Electronic Medical Record) Training</b><br>(Valid for 12 months)<br>*please see matrix on page 1   | <b>Complete online Sunrise (SA Health) training module at:</b><br><a href="https://lo.unisa.edu.au/course/view.php?id=4344">https://lo.unisa.edu.au/course/view.php?id=4344</a><br>Print certificate of completion.  | <input type="checkbox"/> Renewal<br>Reminder Set | <input type="checkbox"/> Upload to InPlace<br><input type="checkbox"/> PTP Folder |
| <b>Responding to Risks of Harm, Abuse and Neglect – Education and Care (Fundamentals)</b> (Valid for 3 years) formerly:<br><b>UniSA Child Safe Environments</b><br>(Valid for 4 years) | <b>Complete the Fundamentals course: Responding to Risks of Harm, Abuse and Neglect – Education and Care online training at:</b> <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><br>Print certificate on completion. | <input type="checkbox"/> Renewal<br>Reminder Set | <input type="checkbox"/> Upload to InPlace<br><input type="checkbox"/> PTP Folder |
| <b>UniSA Child Safety and Wellbeing Induction Module</b><br>(Valid for 3 years)  | <b>Complete the UniSA Child Safety and Wellbeing Induction Module online training at:</b><br><a href="https://lo.unisa.edu.au/course/view.php?id=5274">https://lo.unisa.edu.au/course/view.php?id=5274</a><br>Print certificate on completion.   | <input type="checkbox"/> Renewal<br>Reminder Set | <input type="checkbox"/> Upload to InPlace<br><input type="checkbox"/> PTP Folder |
| <b>SA Health Deed Poll</b><br>(Valid for Program Duration)   | <b>Deed Poll available at:</b><br><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<br><input type="checkbox"/> PTP Folder |

### Additional Conditional Evidence Requirements

| Item Required  | Resource Information   | Expiry Date                                      | Completed ✓   |
|--|--|--|---|
| <b>Undertaking a Safe Student Placement Work Health and Safety (WHS)</b><br>(Valid for Program Duration) | <b>Complete the Undertaking a Safe Student Placement Work Health and Safety (WHS) Module at:</b><br><a href="https://lo.unisa.edu.au/course/view.php?id=5521">https://lo.unisa.edu.au/course/view.php?id=5521</a> .<br>Print certificate of completion and add to PTP folder.  | N/A  | <input type="checkbox"/> Upload to InPlace<br><input type="checkbox"/> PTP Folder |
| <b>Work Health and Safety</b><br>(Each Placement)  | <b>Complete Work Health &amp; Safety Checklist at:</b><br><a href="https://unisa.edu.au/cpu/WHS_Checklist.pdf">unisa.edu.au/cpu/WHS_Checklist.pdf</a><br><b>Note:</b> Checklist is to be completed and signed by student and venue supervisor. One checklist required for each placement venue.  | N/A  | <input type="checkbox"/> PTP Folder   |
| <b>Manual Handling Certificate</b><br>(Valid for Program Duration)                                       | <b>Details available at:</b><br><a href="https://lo.unisa.edu.au/course/view.php?id=2229">https://lo.unisa.edu.au/course/view.php?id=2229</a><br>Print certificate of completion and add to PTP folder   | N/A  | <input type="checkbox"/> PTP Folder   |
| <b>Hand Hygiene</b><br>(Valid for 12 months)   | <b>Complete learning package at:</b><br><a href="https://www.hha.org.au/online-learning/learning-module-information">https://www.hha.org.au/online-learning/learning-module-information</a><br><b>Registration process:</b><br>1. For “Who should see your records?” Select “ <b>Education Facility</b> ”.<br>2. For “Organisation” type “ <b>UniSA</b> ”. | <input type="checkbox"/> Renewal<br>Reminder Set | <input type="checkbox"/> PTP Folder   |