

# Student Checklist

## UniSA Allied Health & Human Performance

### Non-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:

- 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 is not mandatory but recommended

= 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: Non-Clinical Programs Matrix

Mandatory Conditions Evidence	Human Movement/ Exercise & Sport Science	Bachelor of Outdoor and Environmental Leadership	Bachelor of Health Sciences (Public Health)
DHS Working with Children Check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DHS NDIS Screening / Disability Services Employment Screening	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
National Police Certificate (NPC)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consent & Authority to Release Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student Blood and Bodily Fluid Exposure (BBFE) Information Declaration <sup>2</sup>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide First Aid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CPR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SA Health Deed Poll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responding to Risks of Harm, Abuse and Neglect – Education and Care (Fundamentals) / Child Safe Environments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Child Safety and Wellbeing Induction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Additional Conditions Evidence</b>			
Influenza Vaccination Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immunisations <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COVID Vaccine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undertaking a Safe Student Placement Work Health and Safety (WHS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> 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.

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

**Compulsory Conditional Evidence Requirements**

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	<b>Details and access to the online application are available at:</b> <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 clearance. <i>Application process takes roughly 6-8 weeks</i>	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <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)	<b>Details and access to the online application are available at:</b> <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 clearance. <i>Application process takes roughly 6-8 weeks</i>	<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)	<b>Details available at:</b> <a href="http://www.unisa.edu.au/cpu/npc">www.unisa.edu.au/cpu/npc</a> <b>Note:</b> 1. When applying for the NPC ensure you specify that “you will have <u>unsupervised</u> contact with vulnerable groups”. 2. Reason for check: “HEALTH / AGED CARE UNI PLACEMENT” 3. Proposed Place of Work (Name of Organisation or Type or Workplace): “HEALTH CARE SECTOR” Location of Employment (Town and State/Territory): “VARIOUS – AUSTRALIA WIDE” <i>Application process takes roughly 6-8 weeks</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)	<b>Details and Form available at:</b> <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 <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 instead: <b>Review the SA Health information available <a href="#">here</a>.</b> <b>Complete the Student Bodily Fluid Exposure Information Declaration available at:</b> <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>Provide First Aid Course</b> (Valid for 3 years)	<b>Details available at:</b> <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 <input type="checkbox"/> PTP Folder
<b>Cardiopulmonary Resuscitation (CPR) Annual Update</b> (Valid for 12 months)	<b>Details available at:</b> <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 <input type="checkbox"/> PTP Folder
<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)	<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/rrhanc/fundamentals-course-responding-risks-harm-abuse-and-neglect-education-and-care">https://www.education.sa.gov.au/working-us/rrhanc/fundamentals-course-responding-risks-harm-abuse-and-neglect-education-and-care</a> Print certificate on completion.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
<b>UniSA Child Safety and Wellbeing Induction Module</b> (Valid for 3 years)	<b>Complete the UniSA Child Safety and Wellbeing Induction Module online training at:</b> <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 and add to PTP folder	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
<b>SA Health Deed Poll</b> (Valid for Program Duration)	<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

**Additional Conditional Evidence Requirements**

Item Required	Resource Information	Expiry Date	Completed ✓
<b>Influenza Vaccination Certification</b> (Yearly)	<p>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>                      Please ensure your certificate includes the details as listed on the CPU website.</p>	<input type="checkbox"/> Renewal 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)  *please see matrix on page 1	<p>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>                      Complete the Health Care Worker Immunisation Screening Questionnaire</p> <p>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.</p>	<input type="checkbox"/> Reminder Set	<input type="checkbox"/> PTP Folder
<b>COVID-19 Vaccination Certification</b> (Annual)	<p>Upload completed COVID-19 Digital Certificate</p> <p>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></p>	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace  <input type="checkbox"/> PTP Folder
<b>Undertaking a Safe Student Placement Work Health and Safety (WHS)</b> (Valid for Program Duration)	<p>Complete the Undertaking a Safe Student Placement Work Health and Safety (WHS) Module at:  <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</p>	N/A	<input type="checkbox"/> Upload to InPlace  <input type="checkbox"/> PTP Folder
<b>Work Health and Safety</b> (Each Placement)	<p>Complete Work Health &amp; Safety Checklist at:  <a href="https://unisa.edu.au/cpu/OHSW_Checklist">unisa.edu.au/cpu/OHSW_Checklist</a>  <b>Note:</b> Checklist is to be completed and signed by student and venue supervisor. One checklist required for each placement venue.</p>	N/A	<input type="checkbox"/> PTP Folder
<b>Manual Handling Certificate</b> (Valid for Program Duration)	<p>Details available at:  <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</p>	N/A	<input type="checkbox"/> PTP Folder
<b>Hand Hygiene</b> (Valid for 12 months)	<p>Complete learning package at:  <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>                      1. For “Who should see your records?” Select “<b>Education Facility</b>”.                      2. For “Organisation” type “<b>UniSA</b>”.</p>	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> PTP Folder