

Student Checklist

UniSA Allied Health & Human Performance

Non-Clinical Programs

This Checklist has been developed to assist you with obtaining Conditional Evidence documents required by students to be eligible to attend placement. Conditional Evidence is required to be current for the duration of your placement unless otherwise notified. Students are required to submit Conditional Evidence documents to their [InPlace](#) student profile for verification by the Clinical Placement Unit.

You are required to:

- Complete your relevant checklist and keep original documents in a folder, placement sites may ask to view original documents.
- Upload copies of conditional evidence items to InPlace: (<https://unisa-prod.inplace.com.au/>).
- Present conditional evidence documents to placement 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 must be met by student and evidence submitted to CPU.

☒ = Condition does not need to be met by student

☑ = Condition is not mandatory but recommended

■ = Condition is required to be completed by student, placed in folder and uploaded to InPlace, document is not verified by CPU

UniSA Allied Health & Human Performance: Non-Clinical Programs Matrix			
Compulsory Conditional Evidence	Bachelor of Human Movement / Bachelor of Exercise & Sport Science	Bachelor of Outdoor and Environmental Leadership	Bachelor of Health Sciences (Public Health & Wellbeing)
All items with a green tick in this table MUST be completed to be considered compliant and eligible to attend placement <ul style="list-style-type: none"> • First Aid is recommended for Health Science Students 			
DHS Working with Children Check	☑	☑	☑
DHS NDIS Workers Clearance / Disability Services Employment Screening	☑	☑	☑
Please apply for your DHS/NDIS checks together, if possible. There is one cost for these checks if applied for together.			
National Police Certificate (NPC)	☑	☑	☑
Consent & Authority to Release Form	☑	☑	☑
COVID-19 Vaccine * If you do not intend to get vaccinated, please see “unvaccinated students” section in the table below	☑	☑	☑
COVID-19 Booster	☑	☑	☑
Covid-19 Booster is a requirement once eligible. You are eligible to receive your Booster 3 months after receiving your 2nd Covid-19 Vaccination, your Booster MUST be obtained within 4 months of receiving your 2nd Covid-19 Vaccination.			
Student Blood and Bodily Fluid Exposure (BBFE) Information Declaration	☑	☑	☑
Provide First Aid	☑	☑	☑
Responding to Risks of Harm, Abuse and Neglect – Education & Care (RRHAN EC) Online Course OR UniSA Child Safe Environments	☑	☑	☑

UniSA Allied Health & Human Performance: Non-Clinical Programs Matrix

Recommended Conditional Evidence	Bachelor of Human Movement / Bachelor of Exercise & Sport Science	Bachelor of Outdoor and Environmental Leadership	Bachelor of Health Sciences (Public Health & Wellbeing)
Items in this table are recommended (not compulsory) to be completed before attending placement. Some of these items may be site-specific, if you are allocated to a placement at a site that requires one (or more) of these items, you will be required to complete them.			
Immunisations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CPR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Influenza Vaccination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SA Health Deed Poll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>

Compulsory Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
<p><u>APPLY FOR THESE CHECKS AT THE SAME TIME</u></p> <p>DHS Working with Children Check* (Valid for 5 years)</p> <p>*Formerly Department for Communities and Social Inclusion (DCSI) child-related employment check</p>	<p>Information and access to the online application are available here: www.unisa.edu.au/cpu/criminal_history_clearance</p> <ul style="list-style-type: none"> The DHS will not re-issue a clearance if there is more than 6 months validity remaining on clearance. Physical certificates are no longer issued, please upload a screenshot of the email stating you are “Not-Prohibited” There is one cost when applying for your Working with Children Check and NDIS Screening at the same time 	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder
<p>DHS NDIS Screening (Valid for 5 years)</p> <p>OR</p> <p>DHS Disability Services Employment Screening (Valid for 3 years)</p>	<p>Information and access to the online application are available here: www.unisa.edu.au/cpu/criminal_history_clearance</p> <ul style="list-style-type: none"> The DHS will not re-issue a clearance if there is more than 6 months validity remaining on clearance. Physical certificates are no longer issued, please upload a screenshot of the email stating you are “Cleared” There is one cost when applying for your Working with Children Check and NDIS Screening at the same time NDIS Employer ID: 4-3LLQ-1912 (required when applying) 	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder
<p>National Police Certificate (NPC) (Valid for 3 years)</p>	<p>Information available here: www.unisa.edu.au/cpu/npc</p> <ul style="list-style-type: none"> Criminal History Checks through 3rd Party vendors are acceptable as long as they are conducted via the Australian Criminal Intelligence Commission (ACIC). <u>Criminal History Checks must contain specific wording, please view the CPU website for this wording.</u> Expiry is 3 years from NPC release date 	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder

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	<ul style="list-style-type: none"> National Crime Check is the preferred provider. Please do not use Fit 2 Work as your check will not meet requirements 		
Consent & Authority to Release Information Form (Expiry to match NPC)	Consent and Authority to Release Form available here: www.unisa.edu.au/cpu/consent	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder
Covid- 19 Vaccination	Information available here: https://study.unisa.edu.au/student-placements-and-internships/nursing-health-medical-sciences/cpu/ <ul style="list-style-type: none"> Please upload evidence to InPlace in the Covid-19 section. Acceptable evidence of Covid-19 Vaccination: <ul style="list-style-type: none"> Covid-19 Digital Certificate (available from your MyGov Portal) Certificate / Card received at time of vaccination Immunisation Summary (available from your MyGov Portal) 	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder
Covid-19 Booster (When Eligible) Covid-19 Booster must be obtained within 4 months of receiving your 2 nd TGA approved Covid-19 Vaccination	Information available here: https://study.unisa.edu.au/student-placements-and-internships/nursing-health-medical-sciences/cpu/ <ul style="list-style-type: none"> Please upload evidence to InPlace in the Covid-19 Booster section. Eligible to receive Booster 3 months after receiving 2nd Covid-19 Vaccination Acceptable evidence of Covid-19 Vaccination: <ul style="list-style-type: none"> Covid-19 Digital Certificate (available from your MyGov Portal) Certificate / Card received at time of vaccination Immunisation Summary (available from your MyGov Portal) 	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder
Unvaccinated Students	<ul style="list-style-type: none"> Most placement sites will require a Covid-19 Vaccination to attend It may be possible to complete a placement at a site that doesn't require a covid vaccination <u>Please contact your Program Director as soon as possible to discuss your options if you do not intend to get vaccinated</u> 		
Student Blood and Bodily Fluid Exposure (BBFE) Information Declaration	Student Bodily Fluid Exposure Information Declaration available here: Blood and Bodily Fluid Exposure Form	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder
Provide First Aid Course (Valid for 3 years)	Information available here: http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/ <ul style="list-style-type: none"> Provide First Aid is recommended for Health Science students but not mandatory 	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder

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<p>Responding to Risks or Harm, Abuse and Neglect – Education and Care (RRHAN-EC) (Valid until 31/12/24)</p> <p><u>Or</u></p> <p>UniSA Child Safe Environments (Valid for 4 years)</p>	<p>Complete the Department for Education RRHAN-EC online training here: https://www.education.sa.gov.au/working-us/rrhan-ec/rrhan-ec-mandatory-notification-training-list-courses</p> <p>Complete RRHAN-EC Fundamentals online course</p> <ul style="list-style-type: none"> Print your certificate, place in your folder and upload certificate to InPlace <p>or</p> <p>UniSA Child Safe Environments</p> <ul style="list-style-type: none"> completed prior to 31/12/2021 	<p><input type="checkbox"/> Renewal Reminder Set</p>	<p><input type="checkbox"/> Upload to InPlace</p> <p><input type="checkbox"/> Placed in Folder</p>
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Recommended Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
<p>Influenza Vaccination</p>	<p>Information available here: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/</p> <ul style="list-style-type: none"> Seasonal Vaccine, it is recommended students obtain the flu vaccine when it is released each year. 	<p><input type="checkbox"/> Renewal Reminder Set</p>	<p><input type="checkbox"/> Upload to InPlace</p> <p><input type="checkbox"/> Placed in Folder</p>
<p>Cardiopulmonary Resuscitation (CPR) Annual Update (Valid for 12 months)</p> <p>*Health Science students are <u>not required</u> to complete CPR Training</p>	<p>Information available here: http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/</p> <ul style="list-style-type: none"> CPR is recommended for Outdoor Leadership, Human Movement & Exercise Science Students, but not mandatory CPR is not required for Health Science Students 	<p><input type="checkbox"/> Renewal Reminder Set</p>	<p><input type="checkbox"/> Upload to InPlace</p> <p><input type="checkbox"/> Placed in Folder</p>
<p>Immunisation Requirements for Placement: Certificate of Compliance</p> <p>** Students are encouraged to complete the BBFE Form instead of immunisations</p>	<p>Information available here: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/</p> <ul style="list-style-type: none"> Complete the TB Screening Questionnaire First Page 7 MUST be completed by your GP, ensuring all boxes in the “Acceptable Evidence of Immunisation Provided” Column Page 8 is completed by the student Combine into one document and upload to InPlace 	<p>N/A</p>	<p><input type="checkbox"/> Upload to InPlace</p> <p><input type="checkbox"/> Placed in Folder</p>
<p>SA Health Deed Poll (Valid for Program Duration)</p> <p>* Health Science Students only</p>	<p>SA Health Deed Poll available here: https://i.unisa.edu.au/siteassets/students/health/documents/cpu/sa-health-deed-poll.pdf</p> <ul style="list-style-type: none"> Signature must be witnessed by someone over the age of 18 	<p>N/A</p>	<p><input type="checkbox"/> Upload to InPlace</p> <p><input type="checkbox"/> Placed in Folder</p>
<p>Undertaking a Safe Student Placement Work Health and Safety (WHS) (Valid for Program Duration)</p>	<p>Undertaking a Safe Student Placement Module available here: https://lo.unisa.edu.au/course/view.php?id=5521</p> <ul style="list-style-type: none"> Print certificate of completion and add to PTP folder Upload certificate to InPlace (not verified by CPU) 	<p>N/A</p>	<p><input type="checkbox"/> Upload to InPlace</p> <p><input type="checkbox"/> Placed in Folder</p>
<p>Work Health and Safety (Completed Each Placement)</p>	<p>Work Health & Safety Checklist available here: unisa.edu.au/cpu/WHS_Checklist.pdf</p> <ul style="list-style-type: none"> Checklist is to be completed and signed by student and venue supervisor. 	<p>N/A</p>	<p><input type="checkbox"/> Placed in Folder</p>

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	<ul style="list-style-type: none"> One checklist required for each placement venue. 		
Manual Handling Certificate (Valid for Program Duration)	Manual Handling Training module available here: https://lo.unisa.edu.au/course/view.php?id=2229 <ul style="list-style-type: none"> Print certificate of completion and add to folder Upload certificate to InPlace (not verified by CPU) 	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder
Hand Hygiene (Valid for 12 months)	Complete Hand Hygiene online module here: https://nhhi.southrock.com/cgi-bin-secure/Home.cgi?msecs=1635467766021 Registration process: <ol style="list-style-type: none"> For "Organisation" type "UniSA". Occupation "Other – Student" Complete "Hand Hygiene Standard Theory Online Learning Module" Print certificate of completion and add to folder Upload certificate to InPlace (not verified by CPU) 	<input type="checkbox"/> Renewal <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder