

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. It is the responsibility of students to ensure that their conditional evidence is current for the duration of their program. 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 Clinical & Health Sciences Matrix			
Conditions Evidence	Bachelor of Laboratory Medicine	Bachelor of Pharmacy	Bachelor of Pharmaceutical Science
DHS Working with Children Check	☑	☑	☑
DHS NDIS Screening or Disability Employment Screening Check	☑	☑	☑
National Police Certificate (NPC)	☑	☑	☑
Consent & Authority to Release Form	☑	☑	☑
Immunisations ¹	☑	☑	☑
COVID Vaccine	☑	☑	☑
Influenza Vaccination Certification	☑	☑	☑
Student Blood and Bodily Fluid Exposure (BBFE) Information Declaration ²	☒	☑ ⁶	☑
Sunrise EMR (SA Health) ⁴	☑	☑	☒
SA Health Deed Poll	☑	☑	☑
National Inpatient Medication Chart Training (Adult & Paediatric) ⁴	☒	☑	☒
Undertaking a Safe Student Placement Work Health and Safety (WHS)	☑	☑	☑
Manual Handling	■	■	■
Hand Hygiene	■	■	■
Work Health and Safety	■	■	■

¹It 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.

² If choosing not to complete the Immunisation Requirements for Placement Package it is mandatory that students complete the Student BBFE Declaration.

⁴ Pharmacy students only require this document for 4th year placements.

⁶ Student Blood and Bodily Fluid Exposure (BBFE) Information Declaration only acceptable for first year PHAR1009 pharmacy students completing non-clinical project.

Compulsory Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
DHS Working with Children Check* (Valid for 5 years)	Details and access to the online application are available at: www.unisa.edu.au/cpu/criminal_history_clearance Note: The DHS will not re-issue a clearance if there is more than 6 months validity remaining on clearance.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
DHS NDIS Screening (valid for 5 years) OR Disability Services Employment Screening* (Valid for 3 years)	Details and access to the online application are available at: www.unisa.edu.au/cpu/criminal_history_clearance Note: The DHS will not re-issue a clearance if there is more than 6 months validity remaining on clearance.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
National Police Certificate (NPC)* (Valid for 3 years)	Details available at: www.unisa.edu.au/cpu/npc Note: 1. <u>When applying for the NPC ensure you specify that “you will have unsupervised contact with vulnerable groups”.</u> 2. <u>Reason for check: “HEALTH / AGED CARE UNI PLACEMENT”</u> 3. <u>Proposed Place of Work (Name of Organisation or Type or Workplace): “HEALTH CARE SECTOR”</u> 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
Consent & Authority to Release Information Form (Expiry to match NPC form)	Details and Form available at: www.unisa.edu.au/cpu/consent	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
Immunisation Requirements for Placement Package: Certificate of Compliance (Valid on Program Entry)	Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/ Complete the <i>Health Care Worker Immunisation Screening Questionnaire</i> 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
COVID Vaccine (annual)	Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
Influenza Vaccination Certification (Yearly)	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.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
Sunrise EMR (Electronic Medical Record) Training * (valid for 12 months) *Pharmacy students only require Sunrise for 4 th year placements	Complete Sunrise EMR (SA Health) online learning package at: https://lo.unisa.edu.au/course/view.php?id=4344	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
SA Health Deed Poll (Valid for Program Duration)	Deed Poll available at: https://i.unisa.edu.au/siteassets/students/health/documents/cpu/sa-health-deed-poll.pdf 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
National Inpatient Medication Chart Training (Adult & Paediatric) *Pharmacy students only require Sunrise for 4 th year placements	Complete the five training modules available at: https://www.nps.org.au/cpd/activities/national-standard-medication-charts-course	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder

Additional Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
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 <input type="checkbox"/> PTP Folder
Work Health and Safety (Each Placement)	Complete Work Health & Safety Checklist at: unisa.edu.au/cpu/OHSW_Checklist Note: 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
Manual Handling Certificate (Valid for Program Duration)	Details available at: https://lo.unisa.edu.au/course/view.php?id=2229 Print certificate of completion and add to PTP folder	N/A	<input type="checkbox"/> PTP Folder
Hand Hygiene (Valid for 12 months)	Complete learning package at: https://www.hha.org.au/online-learning/learning-module-information Registration process: 1. For “Who should see your records?” Select “Education Facility”. For “Organisation” type “UniSA”.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> PTP Folder
Student Blood and Bodily Fluid Exposure (BBFE) Information Declaration* (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 here. Complete the Student Bodily Fluid Exposure Information Declaration available at: http://i.unisa.edu.au/students/health/cpu/forms/	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder