

# Student Checklist – (Non-Clinical Programs)

## UniSA Allied Health & Human Performance / UniSA Clinical & Health Sciences



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/default.aspx>). 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
- **Important\* Do not action the conditional evidence requirements on this checklist, until you have reviewed the Health Sciences 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).

| Conditions Evidence   | Health Sciences Matrix<br>(Non-Clinical Programs) |                                |  |
|---|---|--------------------------------|--|
|   | Human Movement/<br>Exercise & Sport Science       | Bachelor of Health<br>Sciences | Bachelor of Nutrition<br>and Food Sciences |
| DHS Working with Children Check   | ☑   | ☑                              | ☑  |
| DHS Disability Employment Screening Check   | ☑   | ☑                              | ☑  |
| National Police Certificate (NPC)   | ☑   | ☑                              | ☑  |
| Consent & Authority to Release Form   | ☑   | ☑                              | ☑  |
| Immunisations <sup>1</sup>  | ☑   | ☑                              | ☑  |
| Influenza Vaccination Certification   | ☑   | ☑                              | ☑  |
| Student Blood and Bodily Fluid Exposure (BBFE) Information Declaration <sup>2</sup> | ☑   | ☑                              | ☑  |
| Provide First Aid <sup>3</sup>  | ☑   | ☒                              | ☒  |
| CPR   | ☑   | ☒                              | ☒  |
| Sunrise EMR (SA Health)   | ☒   | ☒                              | ☒  |
| Child Safe Environments   | ☑   | ☑                              | ☑  |
| Child Safety and Wellbeing Induction <sup>4</sup>                                   | ☑   | ☑                              | ☑  |
| SA Health Deed Poll   | ☒   | ☑                              | ☑  |
| Undertaking a Safe Student Placement Work Health and Safety (WHS)                   | ■   | ■                              | ■  |
| Manual Handling   | ■   | ■                              | ■  |
| Hand Hygiene  | ■   | ■                              | ■  |

<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> If choosing not to complete the Immunisation Requirements for Placement Package it is mandatory that students complete the Student BBFE declaration

<sup>3</sup> Human Movement/Exercise & Sport Science students require their Provide First Aid to be current on entry

<sup>4</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>Department of Human Services (DHS) Working with Children Check*</b> (Valid for 5 years)<br>*Formerly Department for Communities and Social Inclusion (DCSI) child-related employment check          | <b>Details and access to the online application are available at:</b><br><a href="http://www.unisa.edu.au/cpu/criminal_history_clearance">www.unisa.edu.au/cpu/criminal_history_clearance</a><br><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.  | <hr/> <input type="checkbox"/> Renewal Reminder Set            | <input type="checkbox"/> Upload to InPlace<br><br><input type="checkbox"/> PTP Folder |
| <b>Department of Human Services (DHS) Disability Services Employment Check*</b> (Valid for 3 years)<br>*Formerly Department for Communities and Social Inclusion (DCSI) child-related employment check | <b>Details and access to the online application are available at:</b><br><a href="http://www.unisa.edu.au/cpu/criminal_history_clearance">www.unisa.edu.au/cpu/criminal_history_clearance</a><br><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.  | <hr/> <input checked="" type="checkbox"/> Renewal Reminder Set | <input type="checkbox"/> Upload to InPlace<br><br><input type="checkbox"/> PTP Folder |
| <b>National Police Certificate (NPC)*</b> (Valid for 3 years)<br><br>*must be a State Issued NPC from the police service in the state you currently reside   | <b>Details available at:</b> <a href="http://www.unisa.edu.au/cpu/npc">www.unisa.edu.au/cpu/npc</a><br><br><b>Note:</b> ALL South Australian NPC applications <b>MUST</b> be requested through SAPOL (South Australia Police) via the link on the CPU website<br>We do <b>NOT</b> accept police checks obtained through an online third party.   | <hr/> <input type="checkbox"/> Renewal Reminder Set            | <input type="checkbox"/> Upload to InPlace<br><br><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>   | <hr/>  | <input type="checkbox"/> Upload to InPlace<br><br><input type="checkbox"/> PTP Folder |
| <b>Influenza Vaccination Certification</b>   | Details available at:<br><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.  | <hr/> <input type="checkbox"/> Renewal Reminder Set            | <input type="checkbox"/> Upload to InPlace<br><br><input type="checkbox"/> PTP Folder |
| <b>Student Blood and Bodily Fluid Exposure (BBFE) Information Declaration*</b> (Valid on Program Entry)<br><br>*please see notes on page 1   | Students in non-clinical programs are not required to complete the Immunisation Requirements for Placement package.<br><b>Review the SA Health information available <a href="#">here</a>.</b><br><br><b>Complete the Student Bodily Fluid Exposure Information Declaration available at:</b><br><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<br><br><input type="checkbox"/> PTP Folder |
| <b>Provide First Aid Course</b> (Valid for 3 years)  | <b>Details available at:</b><br><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>  | <hr/> <input type="checkbox"/> Renewal Reminder Set            | <input type="checkbox"/> Upload to InPlace<br><br><input type="checkbox"/> PTP Folder |
| <b>Cardiopulmonary Resuscitation (CPR) Annual Update</b> (Valid for 12 months)   | <b>Details available at:</b><br><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>  | <hr/> <input type="checkbox"/> Renewal Reminder Set            | <input type="checkbox"/> Upload to InPlace<br><br><input type="checkbox"/> PTP Folder |
| <b>Sunrise EMR (Electronic Medical Record) Training</b> (Valid for 12 months)  | <b>Complete online Sunrise (SA Health) training module at:</b><br><a href="https://lo.unisa.edu.au/enrol/index.php?id=4344">https://lo.unisa.edu.au/enrol/index.php?id=4344</a><br>Print certificate of completion and add to PTP folder   | <hr/> <input type="checkbox"/> Renewal Reminder Set            | <input type="checkbox"/> Upload to InPlace<br><br><input type="checkbox"/> PTP Folder |
| <b>UniSA Child Safe Environments</b> (Valid for 4 years)   | <b>Complete the UniSA Child Safe Environments: Reporting Child Abuse and Neglect 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 of completion and add to PTP folder   | <hr/>  | <input type="checkbox"/> Upload to InPlace<br><br><input type="checkbox"/> PTP Folder |

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### UniSA Allied Health & Human Performance / UniSA Clinical & Health Sciences



|   |   |   |   |
|---|---|---|---|
| <b>UniSA Child Safety and Wellbeing Induction Module</b><br>(Valid for 3 years) | Complete the UniSA Child Safety and Wellbeing Induction Module online training at:<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 and add to PTP folder  | <input type="checkbox"/> Renewal 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)                      | Deed Poll available at:<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

|  |   |   |   |
|--|---|---|---|
| <b>Undertaking a Safe Student Placement Work Health and Safety (WHS)</b><br>(Valid for Program Duration) | Complete the Undertaking a Safe Student Placement Work Health and Safety (WHS) Module at:<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)  | Complete Work Health & Safety Checklist at:<br><a href="https://unisa.edu.au/cpu/OHSW_Checklist">unisa.edu.au/cpu/OHSW_Checklist</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)                                       | Details available at:<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)   | Complete learning package at:<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 “Education Facility”.<br>2. For “Organisation” type “UniSA”. | <input type="checkbox"/> Renewal Reminder Set | <input type="checkbox"/> PTP Folder   |