

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

¹ 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.

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

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

⁴ 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.

⁵ Whilst students are encouraged to have an annual Flu Vaccine, it is not compulsory for Non- Clinical placements. However it may be required if it is a site specific requirement.

Compulsory Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
DHS Working with Children Check* (Valid for 5 years) *Formerly Department for Communities and Social Inclusion (DCSI) child-related employment check	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.	<hr/> <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.	<hr/> <input checked="" type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
National Police Certificate (NPC)* (Valid for 3 years) *must be a State Issued NPC from the police service in the state you currently reside	Details available at: www.unisa.edu.au/cpu/npc Note: ALL South Australian NPC applications MUST be requested through SAPOL (South Australia Police) via the link on the CPU website We do NOT accept police checks obtained through an online third party.	<hr/> <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	<hr/>	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
Student Blood and Bodily Fluid Exposure (BBFE) Information Declaration* (Valid on Program Entry) *please see notes on page 1	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/ http://i.unisa.edu.au/siteassets/students/health/documents/cpu/student_bbf_exposure_information_declaration.pdf	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
Influenza Vaccination Certification* Please refer to note 5 on the matrix on page 1	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.	<hr/> <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) *please see note 1 matrix on page 1	Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/ Complete the Health Care Worker Immunisation Screening Questionnaire 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.	<hr/> <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
Provide First Aid Course (Valid for 3 years)	Details available at: http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/	<hr/> <input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder

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Cardiopulmonary Resuscitation (CPR) Annual Update (Valid for 12 months)	Details available at: http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/	<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)	Complete online Sunrise (SA Health) training module at: https://lo.unisa.edu.au/course/view.php?id=4344 Print certificate of completion and add to PTP folder	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
UniSA Child Safe Environments (Valid for 4 years)	Complete the UniSA Child Safe Environments: Reporting Child Abuse and Neglect online training at: https://lo.unisa.edu.au/course/view.php?id=5274 Print certificate of completion and add to PTP folder	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
UniSA Child Safety and Wellbeing Induction Module (Valid for 3 years)	Complete the UniSA Child Safety and Wellbeing Induction Module online training at: https://lo.unisa.edu.au/course/view.php?id=5274 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
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

Additional Conditional Evidence Requirements

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”. 2. For “Organisation” type “UniSA”.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> PTP Folder