Student Compliance Checklist

Bachelor of Laboratory Medicine (Honours)

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 must 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 the original documents in a folder. Placement sites may ask to view your original documents when you attend placement.
- 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.
- Conditional evidence documents must be current for the entire duration of your placement unless otherwise notified. Placements will not be released if a document is expiring mid-placement.
- You are responsible for checking expiry dates and completing refresher courses as required.
- **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 the student, and evidence submitted to InPlace.
☒ = Condition does not need to be met by the student
☑ = Condition is not mandatory but recommended
■ = Condition must be completed by the student, placed in a folder, and uploaded to InPlace. The document is not verified by CPU

Contact the Clinical Placement Unit: Email: CPUOffice@unisa.edu or Phone 08 8302 2214

UniSA Clinical Health Sciences	
Compulsory Conditional Evidence Requirements	Bachelor of Laboratory Medicine (Honours)
All items with a green tick in this table **MUST** be completed, uploaded to InPlace and verified to be considered compliant and eligible to attend placement	
DHS Working with Children Check	☑
DHS NDIS Workers Clearance	☑
Please apply for your DHS/NDIS checks together, if possible. There is one cost for these checks if applied for together.	
Criminal History Check (CHC)	☑
Professional Placement Student Declaration	☑
Immunisations	☑
Sunrise EMR Training	☑
SA Health Deed Poll	☑

Recommended Requirements	
IMPORTANT All items with a blue tick in this table **are recommended.** Please upload to InPlace for verification. Not providing the below will delay the release of your placement details as the Clinical Placement Unit (CPU) are required to coordinate with your course coordinator & placement providers to ensure placement sites are able to support your placement with your current vaccination status.	
Influenza Vaccine	☑
COVID-19 Vaccine	☑
COVID-19 Booster	☑
You are eligible to receive your Booster 3 months after receiving your 2nd Covid-19 Vaccination	

Additional Requirements	
Items in this table are compulsory to be completed before attending placement and uploaded to InPlace. These documents are required to be uploaded to InPlace but are not verified by the CPU.	
Undertaking a Safe Student Placement	∎
Manual Handling	∎
Hand Hygiene	∎

Student Checklist
UniSA Clinical Health Sciences
Bachelor of Laboratory Medicine (Honours)

University of South Australia

Compulsory Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✔
APPLY FOR THESE TWO CHECKS AT THE SAME TIME **DHS Working with Children Check*** (Valid for 5 years) *Formerly Department for Communities and Social Inclusion (DCSI) child-related employment check*	**Information and access to the online application are available here:** www.unisa.edu.au/cpu/criminal_history_clearance • The DHS will not re-issue a clearance if more than 3 months of validity remain on the 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**	_____ ☐ **Renewal Reminder Set**	☐ Upload to InPlace ☐ Placed in Folder
DHS NDIS Screening (Valid for 5 years)	**Information and access to the online application are available here:** www.unisa.edu.au/cpu/criminal_history_clearance • The DHS will not re-issue a clearance if more than 3 months of validity remain on the 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-GDEKZL2** (required when applying)	_____ ☐ **Renewal Reminder Set**	☐ Upload to InPlace ☐ Placed in Folder
Criminal History Check (CHC) (Valid for 3 years)	**Information to access and complete Criminal History Check are available here:** • UniSA have partnered with National Crime Check to provide cheaper and quicker criminal History checks • Follow the below link to utilise NCC for this opportunity https://unisa.nationalcrimecheck.com.au/ NCC Background Check User Guide • CHC's may be accepted from other organisations provided they meet UniSA standards and wording: **Health and Aged Care University Placement, Healthcare/Vuln Unsupervised**, please visit the CPU website to view these. **International Students:** • If you have lived in Australia less than 12 months, you are required to obtain an International Criminal History Check through Fit2Work or AIS International (Valid for 1 year) • Once your Fit2Work or AIS check has expired, you are required to obtain a domestic criminal history check **Other:** • If you have resided outside of Australia for longer than 12 months after turning 18, you are required to obtain an International Check through Fit2Work or AIS	_____ ☐ **Renewal Reminder Set**	☐ Upload to InPlace ☐ Placed in Folder
Professional Placement Student Declaration (Valid for duration of program)	**Information on completing the Student Declaration:** UniSA Student Placement Declaration • Follow the link on your InPlace homepage to complete the form • Read each Term and tick the acknowledgement • The CPU will update your InPlace section to "Complete" once you complete the form (this may take up to 7 days to occur) • You are not required to upload any document	**N/A**	☐ Upload to InPlace ☐ Placed in Folder
Sunrise EMR Training (Valid for 12 months)	**Sunrise EMR Training module available here:** https://lo.unisa.edu.au/course/view.php?id=4344 • Sunrise EMR training is required for access to SA Health Patient Management system • All students must complete Sunrise training	_____ ☐ **Renewal Reminder Set**	☐ Upload to InPlace ☐ Placed in Folder

November 2024

Student Checklist
UniSA Clinical Health Sciences
Bachelor of Laboratory Medicine (Honours)

Item Required	Resource Information	Expiry Date	Completed ✔
Immunisation Requirements for Placement: Certificate of Compliance (Valid for Program duration)	**Information available here:** Immunisation Requirements • Complete the TB Screening Questionnaire First • Sections on pages 1 & 2 with blue headings are required to be completed by your Medical / Nurse Practitioner, ensuring all boxes in the "Acceptable Evidence of Immunisation Provided" column are ticked & "Serological Evidence of Immunity" box is completed • Sections on pages 1 & 2 with green headings are to be completed by the student • Combine into one document and upload to InPlace	N/A	☐ Upload to InPlace ☐ Placed in Folder
SA Health Deed Poll (Valid for Program Duration)	**SA Health Deed Poll available here:** SA Health Deed Poll • Signature must be witnessed by someone over the age of 18	N/A	☐ Upload to InPlace ☐ Placed in Folder

Recommended Requirements

The below listed vaccinations are recommended. Please review the information provided on the Australian Technical Advisory Group on Immunisation (ATAGI) website for further information.

IMPORTANT:

Not providing the below will delay the release of your placement details as the Clinical Placement Unit (CPU) are required to coordinate with your course coordinator & placement providers to ensure placement sites are able to support your placement with your current vaccination status.

Item Required	Resource Information	Expiry Date	Completed ✔
Covid- 19 Vaccination	**Further Information and Instructions are available here:** Immunisation Requirements • Please upload evidence to InPlace in the Covid-19 section. **Acceptable evidence of COVID-19 vaccination:** • Covid-19 Digital Certificate (available from your MyGov Portal) • Certificate / Card received at time of vaccination • Immunisation Summary (available from your MyGov Portal)	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder
Covid-19 Booster (When Eligible)	**Further Information and Instructions are available here:** Immunisation Requirements • 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:** • Covid-19 Digital Certificate (available from your MyGov Portal) • Certificate / Card received at time of vaccination • Immunisation Summary (available from your MyGov Portal)	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder
Influenza Vaccination (annually)	**Further Information and Instructions are available here:** Immunisation Requirements • Seasonal Vaccine - students are required to obtain the flu vaccine for the current year • Seasonal vaccines are available from March/April each year • Students will receive correspondence around this once the vaccine is available	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder

    Clinical Placement Unit: Email: CPUOffice@unisa.edu or Phone 08 8302 2214   November 2024

Additional 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:** https://lo.unisa.edu.au/course/view.php?id=5521 • Print certificate of completion and add to folder.	**N/A**	☐ Upload to InPlace ☐ Placed in Folder
Manual Handling Certificate (Valid for Program Duration)	**Complete Manual Handling Module:** https://lo.unisa.edu.au/course/view.php?id=2229 • Print certificate of completion and add to folder	**N/A**	☐ Upload to InPlace ☐ 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:** 1. Select "Register new Profile" 2. For "Organisation" type **"UniSA"**. 3. Occupation "Other – Student" 4. Complete "Hand Hygiene for clinical healthcare workers" 5. Print certificate of completion and add to folder 6. Upload certificate to InPlace (not verified by CPU)	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ Placed in Folder
N-95 Mask Fitting	**N-95 Mask Fitting is a requirement to attend placement, please see below for information regarding this:** • If you have previously been fitted for a N95 Mask, please upload the detail (i.e. mask type and size) to InPlace • If you have not been fitted for a N95 Mask, you will be contacted approximately 8 weeks prior to your first placement with the details of how to book your appointment. • Once you have been fitted with an N95 mask, please upload the evidence to InPlace	**N/A**	☐ Upload to InPlace ☐ Placed in Folder

Note: Placement venues may have additional conditional requirements that must be completed prior to commencing placement. These additional requirements will be communicated to students through InPlace or by a direct email.

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