

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 are required to

- Complete the checklist and place original documents in the PTP folder.
- Upload scanned copies of original conditional evidence items to [InPlace](https://unisa-prod.inplace.com.au/default.aspx) (<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.

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		
	Bachelor of Laboratory Medicine	Bachelor of Pharmacy	Bachelor of Pharmaceutical Science
DHS Working with Children Check	☑	☑	☑
DHS Disability Employment Screening Check	☑	☑	☑
National Police Certificate (NPC)	☑	☑	☑
Consent & Authority to Release Form	☑	☑	☑
Immunisations ¹	☑	☑	☑
Influenza Vaccination Certification	☑	☑	☑
Student Blood and Bodily Fluid Exposure (BBFE) Information Declaration ²	☒	☒	☑
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	■	■	■

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.

⁴ Pharmacy students only require Sunrise for 4th year placements

⁵ 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 ✓
Department of Human Services (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.	_____ <input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
Department of Human Services (DHS) Disability Services Employment Check* (Valid for 3 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 the 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: 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.	_____ <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: http://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
Influenza Vaccination Certification	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/enrol/index.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) *4 th year Pharmacy students only	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 duration of the program)	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
Manual Handling Certificate (Valid for 3 years)	Details available at: https://lo.unisa.edu.au/course/view.php?id=2229 Print certificate of completion and add to PTP folder	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> PTP Folder
Work Health and Safety (Each Placement)	Complete Work Health & Safety Checklist available 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
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 ”. The remaining questions are self-explanatory.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> PTP Folder