Student Checklist
UniSA Clinical Health Sciences
Health Service Management

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 are required to 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 original documents in a folder, placement sites may ask to view original documents.
- Upload copies of conditional evidence items to InPlace: (https://unisa-prod.inplace.com.au/) and PebblePad
- Present conditional evidence documents to placement 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 must be met by student and evidence submitted to InPlace.
☒ = Condition does not need to be met by student
☑ = Condition is not mandatory but recommended
■ = Condition is required to be completed by student, placed in folder, and uploaded to InPlace. Document is not verified by CPU

UniSA Clinical Health Sciences	
Compulsory Conditional Evidence Requirements	Master of Health Services Management
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	☑
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	

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Compulsory Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✔
APPLY FOR THESE 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 there is more than **6 months** validity remaining on clearance. • Physical certificates are no longer issued, please upload a screenshot of the email stating you are "Not-Prohibited" • **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 there is more than **6 months** validity remaining on 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. Please visit the CPU website to view these standards.	☐ Renewal Reminder Set	☐ **Upload to InPlace** ☐ **Placed in Folder**
Professional Placement Student Declaration (Valid for duration of program)	**Information to access and complete the Student Declaration are available here:** **UniSA Student Placement Declaration** • Follow the link on your InPlace homepage to complete the form • Read each Term and tick the acknowledgement • Once all Terms have been read and acknowledged, submit the form • Students only need to complete the form once • 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**	**N/A**
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	☐ Renewal Reminder Set	☐ **Upload to InPlace** ☐ **Placed in Folder**

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University of South Australia

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	**Information 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)	**Information 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)	**Information available here:** Immunisation Requirements • Seasonal Vaccine - students are required to obtain the flu vaccine for the current year • New/yearly 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

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.

April 2024