



University of  
South Australia

## Student Compliance Checklist

### Master of Health Services 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 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 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

Clinical Placement Unit: Email: [CPUOffice@unisa.edu](mailto:CPUOffice@unisa.edu) or Phone 08 8302 2214

<b>UniSA Clinical Health Sciences</b>	
Compulsory Conditional Evidence Requirements	Master of Health Services Management
All items with a green tick in this table <b>MUST</b> be completed, uploaded to InPlace and verified to be considered compliant and eligible to attend placement	
<a href="#">DHS Working with Children Check</a>	<input checked="" type="checkbox"/>
<a href="#">DHS NDIS Workers Clearance</a>	<input checked="" type="checkbox"/>
Please apply for your DHS/NDIS checks together, if possible. There is one cost for these checks if applied for together.	
<a href="#">Criminal History Check (CHC)</a>	<input checked="" type="checkbox"/>
<a href="#">Professional Placement Student Declaration</a>	<input checked="" type="checkbox"/>
<a href="#">SA Health Deed Poll</a>	<input checked="" type="checkbox"/>

Recommended Requirements	
<b>IMPORTANT</b>	
All items with a blue tick in this table <b>are recommended</b> . 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.	
<a href="#">Influenza Vaccine</a>	<input checked="" type="checkbox"/>
<a href="#">COVID-19 Vaccine</a>	<input checked="" type="checkbox"/>
<a href="#">COVID-19 Booster</a>	<input checked="" type="checkbox"/>
You are eligible to receive your Booster 3 months after receiving your 2 <sup>nd</sup> Covid-19 Vaccination	

### Compulsory Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
<b>APPLY FOR THESE CHECKS AT THE SAME TIME</b>	Information and access to the online application are available here: <a href="http://www.unisa.edu.au/cpu/criminal_history_clearance">www.unisa.edu.au/cpu/criminal_history_clearance</a>		
<b>DHS Working with Children Check*</b> (Valid for 5 years) <i>(Formerly Department for Communities and Social Inclusion (DCSI) child-related employment check)</i>	<ul style="list-style-type: none"> <li>The DHS will not re-issue a clearance if more than 3 months of validity remain on clearance.</li> <li>Physical certificates are no longer issued, please upload a screenshot of the email stating you are "Cleared"</li> <li><b>There is one cost when applying for your Working with Children Check and NDIS Screening at the same time</b></li> </ul>	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder
<b>DHS NDIS Screening</b> (Valid for 5 years)	<p>Information and access to the online application are available here: <a href="http://www.unisa.edu.au/cpu/criminal_history_clearance">www.unisa.edu.au/cpu/criminal_history_clearance</a></p> <ul style="list-style-type: none"> <li>The DHS will not re-issue a clearance if more than 3 months of validity remain on clearance.</li> <li>Physical certificates are no longer issued, please upload a screenshot of the email stating you are "Cleared"</li> <li><b>There is one cost when applying for your Working with Children Check and NDIS Screening at the same time</b></li> <li><b>NDIS Employer ID: 4-GDEKZL2</b> (required when applying)</li> </ul>	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder
<b>Criminal History Check (CHC)</b> (Valid for 3 years)	<p><u><a href="#">Information to access and complete Criminal History Check are available here:</a></u></p> <ul style="list-style-type: none"> <li>UniSA have partnered with National Crime Check to provide cheaper and quicker criminal History checks</li> <li>Follow the below link to utilise NCC for this opportunity <a href="https://unisa.nationalcrimecheck.com.au/NCC_Background_Check_User_Guide">https://unisa.nationalcrimecheck.com.au/NCC_Background_Check_User_Guide</a></li> <li>CHC's may be accepted from other organisations provided they meet UniSA standards and wording: <b>Health and Aged Care University Placement, Healthcare/Vuln Unsupervised</b>, please visit the <a href="#">CPU website</a> to view these.</li> </ul> <p><b>International Students:</b></p> <ul style="list-style-type: none"> <li>If you have lived in Australia less than 12 months, you are required to obtain an International Criminal History Check through <a href="#">Fit2Work</a> or <a href="#">AIS International</a> (Valid for 1 year)</li> <li>Once your <a href="#">Fit2Work</a> or <a href="#">AIS</a> check has expired, you are required to obtain a domestic criminal history check</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>If you have resided outside of Australia for longer than 12 months after turning 18, you are required to obtain an International Check through <a href="#">Fit2Work</a> or <a href="#">AIS</a></li> </ul>	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder
<b>Professional Placement Student Declaration</b> (Valid for duration of program)	<p>Information to access and complete the Student Declaration are available here: <a href="#">UniSA Student Placement Declaration</a></p> <ul style="list-style-type: none"> <li>Follow the link on your InPlace homepage to complete the form</li> <li>Read each Term and tick the acknowledgement</li> <li>Once all Terms have been read and acknowledged, submit the form</li> <li>Students only need to complete the form once</li> <li>The CPU will update your InPlace section to "Complete" once you complete the form (this may take up to 7 days to occur)</li> <li>You are not required to upload any document</li> </ul>	N/A	N/A
<b>SA Health Deed Poll</b> (Valid for Program Duration)	<p>SA Health Deed Poll available here: <a href="#">SA Health Deed Poll</a></p> <ul style="list-style-type: none"> <li>Signature must be witnessed by someone over the age of 18</li> </ul>	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> 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 ✓
<b>COVID-19 Vaccination</b>	<p><b>Information available here:</b>  <a href="#">Immunisation Requirements</a></p> <ul style="list-style-type: none"> <li>Please upload evidence to InPlace in the COVID-19 section.</li> </ul> <p><b>Acceptable evidence of COVID-19 vaccination:</b></p> <ul style="list-style-type: none"> <li>COVID-19 Digital Certificate (available from your MyGov Portal)</li> <li>Certificate / Card received at time of vaccination</li> <li>Immunisation Summary (available from your MyGov Portal)</li> </ul>	<input type="checkbox"/> Renewal <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder
<b>COVID-19 Booster (When Eligible)</b>	<p><b>Information available here:</b>  <a href="#">Immunisation Requirements</a></p> <ul style="list-style-type: none"> <li>Please upload evidence to InPlace in the COVID-19 Booster section.</li> <li>Eligible to receive Booster 3 months after receiving 2<sup>nd</sup> COVID-19 Vaccination</li> </ul> <p><b>Acceptable evidence of COVID-19 vaccination:</b></p> <ul style="list-style-type: none"> <li>COVID-19 Digital Certificate (available from your MyGov Portal)</li> <li>Certificate / Card received at time of vaccination</li> <li>Immunisation Summary (available from your MyGov Portal)</li> </ul>	<input type="checkbox"/> Renewal <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder
<b>Influenza Vaccination (annually)</b>	<p><b>Information available here:</b>  <a href="#">Immunisation Requirements</a></p> <ul style="list-style-type: none"> <li>Seasonal Vaccine - students are required to obtain the flu vaccine for the current year</li> <li>Seasonal vaccines are available from March/April each year</li> <li>Students will receive correspondence around this once the vaccine is available</li> </ul>	<input type="checkbox"/> Renewal <input type="checkbox"/> Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> 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.