

Student Checklist

School of Health Sciences (Non-Clinical Programs)

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/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
- **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 Health Sciences
DCSI Child Related Employment Screening	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
National Police Certificate (NPC)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consent & Authority to Release Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Immunisations ¹	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student Blood and Bodily Fluid Exposure (BBFE) Information Declaration ²	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide First Aid ³	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CPR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EPAS (SA Health)	<input type="checkbox"/>	<input type="checkbox"/>
Child Safe Environments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Child Safety and Wellbeing Induction ⁴	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SA Health Deed Poll	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Undertaking a Safe Student Placement Work Health and Safety (WHS)	<input type="checkbox"/>	<input type="checkbox"/>
Manual Handling	<input type="checkbox"/>	<input type="checkbox"/>
Hand Hygiene	<input type="checkbox"/>	<input type="checkbox"/>

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 BBRE 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.

Compulsory Conditional Evidence Requirements

Item Required	Resource Information	Completed ✓
<p>Department of Human Services (DHS) Child-Related Employment Screening* (Valid for 3 years) *Formerly Department for Communities and Social Inclusion (DCSI)</p>	<p>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.</p>	<p><input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder</p>
<p>National Police Certificate (NPC)* (Valid for 3 years) *must be a State Issued NPC from the police service in the state you currently reside</p>	<p>Details available at: www.unisa.edu.au/cpu/npc Please include the following descriptors: PURPOSE OF CHECK/OCCUPATION: I. <i>Position Title, Occupation or Position Being Sought</i> HEALTH / AGED CARE UNI PLACEMENT II. <i>Proposed Place of Work (Name of Organisation or Type or Workplace)</i> HEALTH CARE SECTOR III. <i>Location of Employment (Town and State/Territory, or Country if not Australia)</i> VARIOUS – AUSTRALIA WIDE CONTACT WITH VULNERABLE GROUPS: “Yes, I will have supervised contact with vulnerable groups” CATEGORY: “Employment” CHECK TYPE: “Individual Concession (IC)” (F/T Students) or “Individual” (P/T students)</p>	<p><input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder</p>
<p>Consent & Authority to Release Information Form (Expiry to match NPC form)</p>	<p>Details available at: www.unisa.edu.au/cpu/npc Form available at: www.unisa.edu.au/cpu/consent</p>	<p><input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder</p>
<p>Student Blood and Bodily Fluid Exposure (BBFE) Information Declaration* (Valid on Program Entry) *please see notes on page 1</p>	<p>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/</p>	<p><input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder</p>
<p>Provide First Aid Course (Valid for 3 years)</p>	<p>Details available at: http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/</p>	<p><input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder</p>
<p>Cardiopulmonary Resuscitation (CPR) Annual Update (Valid for 12 months)</p>	<p>Details available at: http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/</p>	<p><input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder</p>
<p>EPAS (Enterprise Patient Administration System) (Valid for 12 months)</p>	<p>Complete online EPAS (SA Health) training module at: https://lo.unisa.edu.au/enrol/index.php?id=4344 Print certificate of completion.</p>	<p><input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder</p>
<p>UniSA Child Safe Environments (Valid for 4 years)</p>	<p>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 on completion.</p>	<p><input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder</p>
<p>UniSA Child Safety and Wellbeing Induction Module (Valid for 3 years)</p>	<p>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.</p>	<p><input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder</p>
<p>SA Health Deed Poll (Valid for Program Duration)</p>	<p>Deed Poll available at: https://i.unisa.edu.au/siteassets/students/health/documents/cpu/sa-health-deed-poll.pdf Read and complete the SA Health Deed Poll.</p>	<p><input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder</p>

Additional Conditional Evidence Requirements

<p>Undertaking a Safe Student Placement Work Health and Safety (WHS) (Valid for Program Duration)</p>	<p>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.</p>	<p><input type="checkbox"/> PTP Folder</p>
<p>Work Health and Safety (Each Placement)</p>	<p>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.</p>	<p><input type="checkbox"/> PTP Folder</p>
<p>Manual Handling Certificate (Valid for Program Duration)</p>	<p>Details available at: https://lo.unisa.edu.au/course/view.php?id=2229 Print certificate on completion</p>	<p><input type="checkbox"/> PTP Folder</p>
<p>Hand Hygiene (Update yearly)</p>	<p>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”.</p>	<p><input type="checkbox"/> PTP Folder</p>