

Graduate Diploma in Mental Health Nursing Checklist

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.

Compulsory Conditional Evidence Requirements

Item Required	Resource Information	Completed ✓
Department of Human Services (DHS) Child-Related Employment Screening* (Valid for 3 years) *Formerly Department for Communities and Social Inclusion (DCSI)	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 more than 6 months validity is remaining on the clearance.	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
National Police Certificate (NPC) (Valid for 3 years) *must be a State Issued NPC from the police service in the state you currently reside	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)	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
Consent & Authority to Release Information Form (Expiry matching NPC form)	Details available at: www.unisa.edu.au/cpu/npc Form available at: http://www.unisa.edu.au/cpu/consent	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
Immunisation Requirements for Placement Package: Certificate of Compliance (Valid on Program Entry)	Complete the <i>Health Care Worker Immunisation Screening Questionnaire</i> . Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/	<input type="checkbox"/> PTP Folder
	Complete the <i>Certificate of Compliance</i> (page 7&8) and upload as one file to InPlace when signed by a Medical Practitioner.	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
Cardiopulmonary Resuscitation (CPR) Annual Update (Valid for 12 months)	Details available at: http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
EPAS (Enterprise Patient Administration System) (Valid for 12 months)	Complete online EPAS (SA Health) training module at: https://lo.unisa.edu.au/enrol/index.php?id=4344 Print certificate of completion	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
SA Health Deed Poll (Complete once only)	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. Witness must be 18 years of age or older.	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
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.	<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 is required for each placement venue.	<input type="checkbox"/> PTP Folder

***Note** Students attending **interstate** placements may need to meet additional requirements. Following the allocation of an interstate clinical placement, additional requirement details will be communicated to students through InPlace or by email.