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). 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**

<table>
<thead>
<tr>
<th>Item Required</th>
<th>Resource Information</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Human Services (DHS) Child-Related Employment Screening* (Valid for 3 years)</td>
<td>Details and access to the online application are available at: <a href="http://www.unisa.edu.au/cpu/criminal_history_clearance">www.unisa.edu.au/cpu/criminal_history_clearance</a>&lt;br&gt;Note: The DHS will not re-issue a clearance if there is more than 6 months validity remaining on the clearance.</td>
<td>□ Upload to InPlace □ PTP Folder</td>
</tr>
<tr>
<td>National Police Certificate (NPC) (Valid for 3 years)</td>
<td>Details available at: <a href="http://www.unisa.edu.au/cpu/npc">www.unisa.edu.au/cpu/npc</a>&lt;br&gt;Please include the following descriptors:&lt;br&gt;PURPOSE OF CHECK/OCCUPATION:&lt;br&gt;HEALTH / AGED CARE UNI PLACEMENT&lt;br&gt;II. Proposed Place of Work (Name of Organisation or Type or Workplace)&lt;br&gt;HEALTH CARE SECTOR&lt;br&gt;III. Location of Employment (Town and State/Territory, or Country if not Australia)&lt;br&gt;VARIOUS – AUSTRALIA WIDE&lt;br&gt;CONTACT WITH VULNERABLE GROUPS:&lt;br&gt;“Yes, I will have supervised contact with vulnerable groups”&lt;br&gt;CATEGORY: “Employment”&lt;br&gt;CHECK TYPE: “Individual Concession (IC)” (F/T Students) or “Individual” (P/T students)</td>
<td>□ Upload to InPlace □ PTP Folder</td>
</tr>
<tr>
<td>Immunisation Requirements for Placement Package: Certificate of Compliance (valid on program entry)</td>
<td>Complete the Health Care Worker Immunisation Screening Questionnaire. Details available at: <a href="https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/">https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/</a>  &lt;br&gt;Complete the Certificate of Compliance (pages 7&amp;8) and upload as one file to InPlace when signed by a Medical Practitioner.</td>
<td>□ PTP Folder</td>
</tr>
<tr>
<td>Provide First Aid Certificate (valid on program entry)</td>
<td>Details available at: <a href="http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/">http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/</a></td>
<td>□ Upload to InPlace □ PTP Folder</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation (CPR) Annual Update (valid for 12 months)</td>
<td>Details available at: <a href="http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/">http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/</a></td>
<td>□ Upload to InPlace □ PTP Folder</td>
</tr>
<tr>
<td>EPAS (Enterprise Patient Administration System) (valid for 12 months)</td>
<td>Complete EPAS (SA Health) online training module at: <a href="https://lo.unisa.edu.au/enrol/index.php?id=4344">https://lo.unisa.edu.au/enrol/index.php?id=4344</a>&lt;br&gt;Print certificate of completion.</td>
<td>□ Upload to InPlace □ PTP Folder</td>
</tr>
</tbody>
</table>
## Conditional Evidence Requirements

<table>
<thead>
<tr>
<th>Item Required</th>
<th>Resource Information</th>
<th>Completed</th>
</tr>
</thead>
</table>
Read and complete the SA Health Deed Poll. Witness must be 18 years of age or older.                                                                 | [✔️]      |
Print certificate of completion.                                                                            | [✔️]      |
Print certificate on completion.                                                                                 | [✔️]      |
• Clinical Transfusion Practice  
• Collecting Blood Specimens  
Print certificate of completion.                                                                                               | [✔️]      |
Registration process:  
1. For “Who should see your records?” Select “Education Facility”.  
2. For “Organisation”, type “UniSA”.  
The remaining questions are self-explanatory.                                                                               | [✔️]      |
| **Manual Handling Certificate** (Valid for 3 years) | Details available at: [http://www.unisa.edu.au/cpu/Midwifery-Learn-Online](http://www.unisa.edu.au/cpu/Midwifery-Learn-Online)                                      | [✔️]      |
| **Nursing and Midwifery Student Clinical Placement Orientation Package** (SA Health) (As Required) | Orientation package available at: [Nursing and Midwifery Student Clinical Placement Orientation Package](http://www.unisa.edu.au/cpu/Midwifery-Learn-Online)  
Print and read the orientation package, complete the Student Orientation Checklist and Immunisation Declaration (Attachment 1, pg. 14). | [✔️]      |
Print certificate of completion.                                                                                       | [✔️]      |
Note: Checklist is to be completed and signed by student and venue supervisor. One checklist required for each placement venue. | [✔️]      |

*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.*