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 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>
</table>
| **Department of Human Services (DHS) Child-Related Employment Screening**     | Details and access to the online application are available at: [www.unisa.edu.au/cpu/criminal_history_clearance](https://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 the clearance. | [Upload to InPlace](#) [PTP Folder](#) |
Please include the following descriptors:  
PURPOSE OF CHECK/OCCUPATION:  
I. Position Title, Occupation or Position Being Sought  
HEALTH / AGED CARE UNI PLACEMENT  
II. Proposed Place of Work (Name of Organisation or Type or Workplace)  
HEALTH CARE SECTOR  
III. Location of Employment (Town and State/Territory, or Country if not Australia)  
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) | [Upload to InPlace](#) [PTP Folder](#) |
| **Consent & Authority to Release Information Form**                           | Details available at: [www.unisa.edu.au/cpu/npc](https://www.unisa.edu.au/cpu/npc)  
Form available at: [http://www.unisa.edu.au/cpu/consent](http://www.unisa.edu.au/cpu/consent) | [Upload to InPlace](#) [PTP Folder](#) |
Print certificate of completion | [Upload to InPlace](#) [PTP Folder](#) |
| **Immunisation Requirements for Placement Package: Certificate of Compliance**| Details available at: [https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/](https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/)  
Complete the Health Care Worker Immunisation Screening Questionnaire.  
Complete the Certificate of Compliance and upload pages 7&8 as one file to InPlace when signed by a Medical Practitioner. | [PTP Folder](#) |
### Compulsory Conditional Evidence Requirements

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</table>
*Note*: Medicine Calculations that have been successfully completed will be updated by the School of Nursing and Midwifery to your InPlace record. |          |

### Additional Conditional Evidence Requirements

<table>
<thead>
<tr>
<th>Item Required</th>
<th>Resource Information</th>
<th>Completed</th>
</tr>
</thead>
</table>
- Clinical Transfusion Practice  
- Collecting Blood Specimens  
Print certificate of completion. | ![PTP Folder](https://example.com) |
Registration process:  
1. For “Who should see your records?” Select “Education Facility”.  
2. For “Organisation” type “UniSA”. | ![PTP Folder](https://example.com) |
| 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/OHSW_Checklist)  
Print and read the orientation package. Complete the Student Orientation Checklist and Immunisation Declaration (Attachment 1, pg. 14). | ![PTP Folder](https://example.com) |
Print certificate of completion. | ![PTP Folder](https://example.com) |
*Note* Checklist is to be completed and signed by student and venue supervisor. One checklist is required for each placement venue. | ![PTP Folder](https://example.com) |

*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.