

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 ✓
<b>Department of Human Services (DHS) Child-Related Employment Screening*</b> (Valid for 3 years) <small>*Formerly Department for Communities and Social Inclusion (DCSI)</small>	<b>Details and access to the online application are available at:</b> <a href="http://www.unisa.edu.au/cpu/criminal_history_clearance">www.unisa.edu.au/cpu/criminal_history_clearance</a>  <b>Note:</b> The DHS will not re-issue a clearance if there is more than <b>6 months</b> validity remaining on clearance.	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
<b>National Police Certificate (NPC)</b> (Valid for 3 years)	<b>Details available at:</b> <a href="http://www.unisa.edu.au/cpu/npc">www.unisa.edu.au/cpu/npc</a> <b>Please include the following descriptors:</b> PURPOSE OF CHECK/OCCUPATION: I. <i>Position Title, Occupation or Position Being Sought</i> <b>HEALTH / AGED CARE UNI PLACEMENT</b> II. <i>Proposed Place of Work (Name of Organisation or Type or Workplace)</i> <b>HEALTH CARE SECTOR</b> III. <i>Location of Employment (Town and State/Territory, or Country if not Australia)</i> <b>VARIOUS – AUSTRALIA WIDE</b> CONTACT WITH VULNERABLE GROUPS: “Yes, I will have <b>supervised</b> contact with vulnerable groups” CATEGORY: <b>“Employment”</b> CHECK TYPE: <b>“Individual Concession (IC)”</b> (F/T Students) or <b>“Individual”</b> (P/T students)	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
<b>Consent &amp; Authority to Release Information Form</b> (Expiry to match NPC form)	<b>Details available at:</b> <a href="http://www.unisa.edu.au/cpu/npc">www.unisa.edu.au/cpu/npc</a>  <b>Form available at:</b> <a href="http://www.unisa.edu.au/cpu/consent">http://www.unisa.edu.au/cpu/consent</a>	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
<b>Immunisation Requirements for Placement Package: Certificate of Compliance</b> (Valid on Program Entry)	<b>Details available at:</b> <a href="https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/">https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/</a> Complete the <i>Health Care Worker Immunisation Screening Questionnaire</i>	<input type="checkbox"/> PTP Folder
	Complete the <i>Certificate of Compliance</i> (pages 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
<b>(EPAS) Enterprise Patient Administration System Training*</b> (valid for 12 months)  <small>*Pharmacy students only require EPAS for 4<sup>th</sup> year placements</small>	<b>Complete EPAS (SA Health) online learning package at:</b> <a href="https://lo.unisa.edu.au/enrol/index.php?id=4344">https://lo.unisa.edu.au/enrol/index.php?id=4344</a>	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder
<b>SA Health Deed Poll</b> (Valid for Program Duration)	<b>Deed Poll available at:</b> <a href="https://i.unisa.edu.au/siteassets/students/health/documents/cpu/sa-health-deed-poll.pdf">https://i.unisa.edu.au/siteassets/students/health/documents/cpu/sa-health-deed-poll.pdf</a>  Read and complete the SA Health Deed Poll.	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> PTP Folder

## Additional Conditional Evidence Requirements

Item Required	Resource information	Completed ✓
<b>Undertaking a Safe Student Placement Work Health and Safety (WHS)</b> (Valid for duration of the program)	<b>Complete the Undertaking a Safe Student Placement Work Health and Safety (WHS) Module at:</b> <a href="https://lo.unisa.edu.au/course/view.php?id=5521">https://lo.unisa.edu.au/course/view.php?id=5521</a> .  Print certificate of completion.	<input type="checkbox"/> PTP Folder
<b>Manual Handling Certificate</b> (Valid for 3 years)	<b>Details available at:</b> <a href="https://lo.unisa.edu.au/course/view.php?id=2229">https://lo.unisa.edu.au/course/view.php?id=2229</a> Print certificate on completion	<input type="checkbox"/> PTP Folder
<b>Work Health and Safety</b> (Each Placement)	<b>Complete Work Health &amp; Safety Checklist available at:</b> <a href="https://unisa.edu.au/cpu/OHSW_Checklist">unisa.edu.au/cpu/OHSW_Checklist</a> . <b>Note:</b> Checklist is to be completed and signed by student and venue supervisor. One checklist required for each placement venue.	<input type="checkbox"/> PTP Folder
<b>Hand Hygiene</b> (Update yearly)	<b>Complete learning package at:</b> <a href="https://www.hha.org.au/online-learning/learning-module-information">https://www.hha.org.au/online-learning/learning-module-information</a> <b>Registration process:</b> 1. For "Who should see your records?" Select "Education Facility". 2. For "Organisation", type "UniSA". The remaining questions are self-explanatory.	<input type="checkbox"/> PTP Folder