

Graduate Diploma in Intensive Care Paramedicine Pre-Placement Compliance Checklist

Placement compliance requirements are an industry pre-requisite for all students and health professionals prior to entering any health facility. Students will not be allocated a placement until all compliance criteria are completed and provided to the College of Medicine and Public Health.

Students are responsible to:

- Allow adequate time to complete all pre-placement requirements:
 - Criminal History screenings (DHS clearances, interstate equivalent clearances, Police Checks) may take 6-8 weeks.
 - Vaccinations may interfere with tuberculosis test results; therefore, it is strongly recommended to complete the Tuberculosis Service screening *before* commencing any vaccinations.
- All documents must be valid for the entire duration of your placement. Clearances and certificates have expiry dates as noted below and must be renewed prior to placement allocation.
- Keep all ORIGINAL documents safe and secure in a placement folder which is taken to all placements. – any site can ask to view them at any time.
- Upload all required documents via InPlace. Consult the [InPlace User Guide](#) for help.
- Ensure address details and emergency contact details are correct and updated on Student Systems, when required.
- Complete any additional venue specific compliance requirements, if requested.

Further information can be found on our [website](#).

Requirement	Detail	Completed (✓)	Expiry
Global Pre-Placement Requirements – ALL Students			
Fitness for Placement Declaration	Declare fitness for placement by reading and acknowledging the Fitness for Placement statement on InPlace.	<input type="checkbox"/>	Per Year
Student Consent for Placement	Read and acknowledge the relevant essential conditions around student consent for placement using the applicable form on InPlace.	<input type="checkbox"/>	indefinite
Intellectual Property for Placement	Read the student IP declaration on InPlace and acknowledge the changes to intellectual property while you are on placement.	<input type="checkbox"/>	indefinite
Emergency Contact Details	It is mandatory that you update your Emergency Contact details on Student Systems. Please follow this link to ensure updated.	<input type="checkbox"/>	1 year
Immunisation Standard and Precautionary Advisory Booklet	Students are required to read and understand the Immunisation Standard and Precautionary Advisory Booklet. Refusal to Immunise – information regarding refusal to immunise is included in booklet and a refusal to Immunise Declaration must be completed and uploaded to InPlace	<input type="checkbox"/>	indefinite
Immunisation Compliance Certificate	Provide immunity evidence of the Vaccine Preventable Diseases (VPDs) listed on the Flinders University Immunisation Compliance Certificate . The form must be completed by a medical practitioner. Ensure the medical practitioner provides copies of the supporting evidence identified on the Form B including vaccination dates and blood test results (serology). If vaccination against poliomyelitis has been completed but not documented, students can complete a Statutory Declaration and provide this to the medical practitioner.	<input type="checkbox"/> <i>In progress (at commencement of course)</i> <input type="checkbox"/> <i>Compliant (at completion of course)</i>	indefinite
Annual Influenza Vaccination	Book an annual influenza vaccination from an immunisation provider and upload certificate / evidence of vaccination to InPlace	<input type="checkbox"/>	1 year
COVID-19 Vaccination	The Emergency Management (Healthcare Setting Workers Vaccination) (COVID-19) Direction 2021 requires all students undertaking placements within a SA Health site regardless of whether they are in a patient or a non-patient area to be fully vaccinated for COVID-19. Please upload evidence of vaccination after each dose to InPlace	<input type="checkbox"/>	

Screening clearances			
Police Check	All students require a Police Check. Students require a National Coordinated Criminal History Check (NCCHC/NPC) that specifies Unsupervised Contact with Vulnerable Groups and states the purpose as being for University Placement within the Aged/Health care sector.	<input type="checkbox"/>	3 years (NCCHC)
DHS Clearance – Working With Children Check	DHS (Department of Human Services) screenings were previously known as DCSI screenings. WIL initiates this clearance and an email will be sent to students to action. <i>*Clearances issued before July 01, 2019 are valid for 3 years from date of issue only</i>	<input type="checkbox"/>	5 years*
DHS Clearance – Aged Care Sector	DHS (Department of Human Services) screenings were previously known as DCSI screenings. WIL initiates this clearance and an email will be sent to students to action.	<input type="checkbox"/>	3 years
DHS Clearance – Vulnerable Person Related Screening	DHS (Department of Human Services) screenings were previously known as DCSI screenings. WIL initiates this clearance and an email will be sent to students to action.	<input type="checkbox"/>	3 years
Interstate placements	Interstate students are required to upload their state’s equivalent clearance to InPlace	<input type="checkbox"/>	
Other Requirements			
Observer Indemnity	Acknowledge and agree to accompany a SAAS (or each state’s equivalent) staff member as an observer	<input type="checkbox"/>	Indefinite
SA Health Deed Poll	Students will have access to a range of confidential information whilst attending a placement and need to be familiar with and understand the relevant requirements of maintaining confidentiality. Students must read, understand and sign the SA Health Deed Poll . and upload to InPlace	<input type="checkbox"/>	indefinite
Tuberculosis screening	Complete the online SA Tuberculosis Service screening questionnaire . It is strongly recommended you do this before commencing any vaccinations. Depending on the assessment outcome, clearance may be given straight away, or additional testing and/or a chest clinic appointment may be required by SA TB Services. <i>*Valid indefinitely unless the questionnaire responses have changed (e.g. travel to an area with a high TB prevalence or contact with someone who has active TB)</i>	<input type="checkbox"/>	indefinite*
Additional Compliance			
Hand Hygiene	Register online with Hand Hygiene Australia and complete the <i>Hand Hygiene Student Health Practitioners</i> module. A certificate is provided upon completion	<input type="checkbox"/>	1 year
Return to Placement Medical Certificate	Please upload your Return to Placement Medical Certificate and enter the date you are able to recommence your placement		
Face Mask Fit Testing	Enter the date of you most recent Face Mask Fit Testing and upload evidence of fitting	<input type="checkbox"/>	