

SA Bachelor of Paramedic Science - Year 1 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, Ochre, 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/Compulsory Compliance – 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
Do you have an Access Plan	Read and action	<input type="checkbox"/>	
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
PPE declaration	Please upload verified certificate of Personal Protective Equipment (PPE) Declaration Form once you have completed training in safely donning and doffing all Ambulance Service PPE requirements. <i>This is completed within the course program.</i>	<input type="checkbox"/>	1 year

Student Declaration	Declare by reading and acknowledging on InPlace.	<input type="checkbox"/>	Per Year
False Declaration	Declare by reading and acknowledging on InPlace.	<input type="checkbox"/>	Per Year
Compulsory Compliance (SA Placements)			
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 – 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. *Clearances issued before July 01, 2019 are valid for 3 years from date of issue only	<input type="checkbox"/>	5 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
Police Check	All students require a Police Check. Students require a National Coordinated Criminal History Check (NCCHC) that specifies Unsupervised Contact with Vulnerable Groups and states the purpose as being for University Placement within the Aged/Health care sector . NTMP placements require a National Police Check (ie Fast Checks are not accepted) SA students upload in SA section and NT students upload in NT section	<input type="checkbox"/>	3 years (NCCHC)
Observer Indemnity	Acknowledge and agree to accompany a SAAS 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. *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)	<input type="checkbox"/>	indefinite*
Additional Requirements			
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
Uniform	You are required to wear your paramedic student uniform for ALL placements, practical sessions and at other times when requested. Order through Corporate Image	<input type="checkbox"/>	indefinite
Face Mask Fit Testing	Enter the date of you most recent Face Mask Fit Testing and upload evidence of fitting	<input type="checkbox"/>	