Nursing Student Checklist

UniSA | Clinical & Health Sciences

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

Item Required	Resource Information	Expiry Date	Completed ✓
Department of Human Services (DHS) Working with Children Check ***** (Valid for 5 years) *Formerly Department for Communities and Social Inclusion (DCSI) child-related employment check	**Details and access to the online application are available at:** 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.	_____ ☐ Renewal Reminder Set	☐ **Upload to InPlace** ☐ **PTP Folder**
Department of Human Services (DHS) Disability Services Employment Check* (Valid for 3 years) *Formerly Department for Communities and Social Inclusion (DCSI) child-related employment check	**Details and access to the online application are available at:** 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.	_____ ☐ Renewal Reminder Set	☐ **Upload to InPlace** ☐ **PTP Folder**
National Police Certificate (NPC)* (Valid for 3 years) *must be a State Issued NPC from the police service in the state you currently reside	**Details available at:** www.unisa.edu.au/cpu/npc **Note:** ALL South Australian NPC applications **MUST** be requested through SAPOL (South Australia Police) via the link on the CPU website We do **NOT** accept police checks obtained through an online third party.	_____ ☐ Renewal Reminder Set	☐ **Upload to InPlace** ☐ **PTP Folder**
Consent & Authority to Release Information Form (Expiry to match NPC form)	**Details and Form available at:** http://www.unisa.edu.au/cpu/consent	_____	☐ **Upload to InPlace** ☐ **PTP Folder**
Immunisation Requirements for Placement Package: Certificate of Compliance (Valid on Program Entry)	Complete the *Health Care Worker Immunisation Screening Questionnaire*. **Details available at:** https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/	**N/A**	☐ **Upload to InPlace** ☐ **PTP Folder**
	Complete the Certificate of Compliance – Page 7 to be completed and signed by a Medical Practitioner and Page 8 to be completed and signed by the student. Upload to InPlace as one file.		☐ **Upload to InPlace** ☐ **PTP Folder**
Influenza Vaccination Certification	**Details available at:** https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/ Please ensure your certificate includes the details as listed on the CPU website.	_____ ☐ Renewal Reminder Set	☐ **Upload to InPlace** ☐ **PTP Folder**

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Provide First Aid Certificate (Valid on program entry)	**Details available at:** http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ PTP Folder
Cardiopulmonary Resuscitation (CPR) Annual Update (Valid for 12 months)	**Details available at:** http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ PTP Folder
Sunrise EMR (Electronic Medical Record) Training (Valid for 12 months)	**Complete online Sunrise (SA Health) training module at:** https://lo.unisa.edu.au/enrol/index.php?id=4344 Print certificate of completion	_____ ☐ Renewal Reminder Set	☐ Upload to InPlace ☐ PTP Folder

Compulsory Conditional Evidence Requirements

SA Health Deed Poll (Complete once only)	**Deed Poll available at:** https://i.unisa.edu.au/siteassets/students/health/documents/cpu/sa-health-deed-poll.pdf Print, read and sign the SA Health Deed Poll in front of a witness (must be 18 years of age or older).	**N/A**	☐ Upload to InPlace ☐ PTP Folder
Medication Calculations (Valid for 12 months)	**Details available at:** www.unisa.edu.au/cpu/Nursing-Learn-Online **Complete required assessment for relevant ELA course at:** http://ilearn.e3learning.com.au/ - Print certificate of completion and add to passport to placement folder. ***Note:** Medicine Calculations results are automatically uploaded to InPlace once per week. You do NOT need to upload anything.	_____ ☐ Renewal Reminder Set	☐ PTP Folder

Additional Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
Blood Safe Online Module (Complete once only)	**Complete the online learning modules available at:** https://bloodsafelearning.org.au/our-courses/transfusion-practice-courses/ • Clinical Transfusion Practice • Collecting Blood Specimens Print certificate of completion and add to PTP folder.	**N/A**	☐ PTP Folder
Hand Hygiene (Valid for 12 months)	**Complete learning package at:** https://www.hha.org.au/online-learning/learning-module-information **Registration process:** 1. For "Who should see your records?" Select **"Education Facility".** 2. For "Organisation" type **"UniSA".**	_____ ☐ Renewal Reminder Set	☐ PTP Folder
Manual Handling Certificate (Valid for 3 years)	**Details available at:** http://www.unisa.edu.au/cpu/Nursing-Learn-Online	_____ ☐ Renewal Reminder Set	☐ PTP Folder
Nursing and Midwifery Student Clinical Placement Orientation Package (SA Health)	**Orientation package available at:** Nursing and Midwifery Student Clinical Placement Orientation Package		☐ PTP Folder

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(As required)	Print and read the orientation package. Complete the Student Pre-Placement Checklist (pg. 12).		
Undertaking a Safe Student Placement Work Health and Safety (WHS) (Valid for duration of the program)	**Complete the Undertaking a Safe Student Placement Work Health and Safety (WHS) Module at:** https://lo.unisa.edu.au/course/view.php?id=5521. Print certificate of completion and add to PTP folder.		☐ **Upload to InPlace** ☐ **PTP Folder**
Work Health and Safety (Each placement)	**Complete Work Health & Safety Checklist available at:** unisa.edu.au/cpu/OHSW_Checklist. Checklist is to be completed and signed by student and venue supervisor. One checklist is required for each placement venue.		☐ **PTP Folder**

*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.