

Work-Integrated Learning (WIL) - Placements

Student Compliance

Please ensure that you have read and understood the requirements of undertaking a placement.

PRE-PLACEMENT REQUIREMENTS

Pre-placement requirements are necessary for health professionals working with government, private practice, and health organisations, ensuring they can safely practice in the workplace. As a student undertaking a placement in these settings, they will be required to complete immunisation and health screening requirements to meet the contractual agreements with the organisation and the university's pre-placement requirements before they can start their placement. The university calls this **compliance** - it is *compulsory for all students*. Students will not be able to commence their placement until they are compliant. Students should start this process as soon as they are enrolled in their course, as some requirements can take many months to complete.

The below compliance list should be used as a guide to help students become compliant and undertake a placement within the Faculty of Health at Charles Darwin University (CDU). In becoming compliant, it is important to know:

- Student contact details (especially their address) need to be correct in 'My Student Info'. This information is used to allocate a student a placement.
- All pre-placement documents must be current for the entire duration of a student's placement. If these documents are due to expire while a student is on placement, they must be renewed before the student starts their placement.
- Students need to allow time to complete all of the pre-placement requirements.
 - Police, Children, and Vulnerable People clearances may take up to *3 months*.
 - Immunisations may require multiple doses and can take up to *8 months* before the student is considered compliant.
- Students need to provide evidence of their immunisation status. This needs to be completed by a medical practitioner or immunisation provider (where students have this evidence, they can upload directly).
- Students need to keep their vaccination and serology documents safe. The host organisation can ask to view these documents during their placement.
- Students may be required to complete additional organisation-specific placement requirements. These will need to be completed before a student can start their placement.
- These pre-placement requirements are stipulated by the Faculty of Health, CDU.

PLEASE NOTE: *All pre-placement documents must be uploaded into InPlace with the appropriate evidence. Each document needs to be uploaded as indicated in InPlace – only one document can be uploaded. All documents should be uploaded as a pdf file. If there are multiple pages, please scan and upload them as one pdf document.*

Pre-placement documents need to be verified by the Work Integrated Learning (WIL) team before a student can commence their placement. If the appropriate documents/evidence is not provided, the WIL team will mark the compliance as 'rejected' and provide details as to why. Students will need to upload the correct/additional documents to be verified. If rejected again, students are encouraged to contact the WIL team for assistance. Students should not ignore any requests from the WIL team regarding their

compliance as it may result in their placement being *cancelled*. It is a student's responsibility to make sure they check their CDU email account, as this is how the university communicates with students. Students should allow up to 5 business days for their documents to be verified by the WIL team. Placements are generally confirmed 8 weeks before the placement start date, hence the verification process is based on allocated placement dates.

When contacting the WIL team via email, please use your CDU student email account and include your student number and state and placement query in the subject line. This will decrease the amount of time it will take to receive a response.

The WIL team's contact details are:

- **Phone number:** 08 8998 4205
- **Email:** Pre-placement enquires - foh_compliance@cdu.edu.au
General placement enquires - foh_placements@cdu.edu.au

For all unit and/or course inquiries, please contact your Unit Coordinator and/or Course Coordinator.

REQUIREMENT	DETAIL	EXPIRY	COMPLETED (✓)
LEGAL/HOST ORGNISATION REQUIREMENTS			
<u>Student ID Card</u>	Mandatory for all students. Card must be accessible while on placement	Annually (must be valid)	<input type="checkbox"/>
<u>Student Placement Agreement</u>	Mandatory for all students. Form must be read and signed. Upload all pages of the agreement as one pdf document.	Annually	<input type="checkbox"/>
<u>Student Deed Poll</u>	Mandatory for all students. Form must be read and signed. Upload all pages of the agreement as one pdf document.	For each placement	<input type="checkbox"/>
<u>Fitness to Practice Declaration</u>	Mandatory for all students. Students must acknowledge any areas of concern and be signed. Upload all pages of the agreement as one pdf document.	Annually	<input type="checkbox"/>
<u>National Police Check</u>	Mandatory for all students. Document should have an accessible link or QR code Only National Police Checks are accepted	1 year	<input type="checkbox"/>
Working with Children Check/Working with Vulnerable People <i>(specific details can be found on the website)</i>	Mandatory for all students. Upload a scan of your current card. You need to complete for the state/territory in which you are undertaking your placement.	2-5 years (as per expiry date on the card)	<input type="checkbox"/>

NORTHERN TERRITORY (NT) SPECIFIC REQUIREMENTS			
<u>NT Department of Health Deed of Undertaking</u> (NT placements only)	Only required if confirmed to attend NT Department of Health.	For each placement	<input type="checkbox"/> (NT placements only)
<u>Territory Families Deed of Undertaking</u> (NT placements only)	Only required if confirmed to attend Territory Families (TFHC). You will be notified if required.	Annually	<input type="checkbox"/> (NT placements only)
<u>Territory Families Placement Application</u> (NT placements only)	Only required if confirmed to attend Territory Families (TFHC).	Annually	<input type="checkbox"/> (NT placements only)
<u>St John Ambulance Agreement</u> (Paramed NT placements only)	Complete and upload (include your name, date, and signature).	Annually	<input type="checkbox"/> (Paramed NT placements only)
SOUTH AUSTRALIA (SA) SPECIFIC REQUIREMENTS			
<u>SA Deed Poll</u> (SA placements only)	Read the <u>Clinical Placement Requirements for Healthcare Students</u> handbook and complete the <u>SA Health – Student Deed Poll</u> Upload all pages of the agreement as one pdf document.	No expiry	<input type="checkbox"/> (SA placements only)
<u>DHS Clearance</u> (SA placements only)	SA Department of Human Services – Screening Unit Apply for/renew your clearance and upload a photo of your card	No expiry	<input type="checkbox"/> (SA placements only)
WESTERN AUSTRALIA (WA) SPECIFIC REQUIREMENTS			
<u>Criminal Record Screening Clearance Card</u> (WA placements only)	Required for all WA Health services. Upload a copy of your card.	Annually	<input type="checkbox"/> (WA placements only)
QUEENSLAND SPECIFIC REQUIREMENTS			
<u>QLD Health – Deed Poll</u> (QLD placements only)	Read and signed (needs to be witnessed). First page must include the name of CDU and its ABN details. Upload all pages of the agreement as one pdf document.	For each placement in a QLD Government Health Facility	<input type="checkbox"/> (QLD placements only)
<u>QLD Health – Student Orientation Checklist</u> (QLD placements only)	Read ‘ <u>Preparing for your Clinical Placement</u> ’ and complete the ‘ <u>Student Orientation Checklist</u> ’ (including ilearn training), and sign and date. Upload all pages as a pdf document.	For each placement in a QLD Government Health Facility	<input type="checkbox"/> (QLD placements only)
<u>QLD Health – VPD form</u> (QLD placements only)	Read and complete as indicated. Required for all QLD Department of Health placements.	For each placement in a QLD Government Health Facility	<input type="checkbox"/> (QLD placements only)

<u>Fit Test (N95 Face Mask)</u> <i>(QLD placements only)</i>	<p>You will be notified if required.</p> <p>Evidence of a mask fit must include your name, date tested, and type/brand of mask.</p> <p>A letter from the employer/GP with the same details will be accepted.</p>	<p>For each placement in a QLD Government Health Facility</p>	<input type="checkbox"/> <i>(QLD placements only)</i>
NEW SOUTH WALES (NSW) SPECIFIC REQUIREMENTS			
<u>Vaccination Record Card for Category A Workers</u> * <i>(NSW placements only)</i>	<p>Read and complete as indicated.</p> <p>Required for all NSW Department of Health placements.</p>	<p>For each placement in an NSW Government Health Facility</p>	<input type="checkbox"/> <i>(NSW placements only)</i>
<u>BBV Student Declaration Form</u> <i>(NSW placements only)</i>	<p>Only required if exposure-prone procedure disciplines (Medicine, Midwifery, Paramedicine, Oral therapy) attending NSW Department of Health placements.</p>	<p>For each placement in an NSW Government Health Facility</p>	<input type="checkbox"/> <i>(NSW placements only)</i>
AUSTRALIAN CAPITAL TERRITORY (ACT) SPECIFIC REQUIREMENTS			
<u>ACT Health Form</u> <i>(ACT placements only)</i>	<p>Only required if confirmed to attend Canberra Health Services.</p>	<p>No expiry</p>	<input type="checkbox"/> <i>(ACT placements only)</i>
IMMUNISATION REQUIREMENTS <i>Ensure the medical practitioner provides copies of the supporting evidence. Upload all pages as one pdf document</i>			
<p>Influenza</p>	<p>Mandatory for all students.</p> <p>Evidence of the current year's Influenza vaccine (need to have had by the 1st of June each year).</p>	<p>Annually</p>	<input type="checkbox"/>
<p>COVID-19</p>	<p>Mandatory for all students.</p> <p>Evidence of COVID-19 vaccinations (2 doses).</p>	<p>No expiry</p>	<input type="checkbox"/>
<p>Hepatitis B</p>	<p>Mandatory for all students.</p> <p>Evidence of 3 doses AND serology report showing immunity.</p> <p>A full primary course must be completed before commencing a booster course.</p> <p>If you cannot provide evidence of the full course (3 doses), a <i>Statutory Declaration</i> is accepted – it MUST state that the full course of Hepatitis B vaccinations was completed.</p> <p>The Statutory Declaration needs to be scanned with serology and uploaded as one document.</p> <p>Accelerated schedule not accepted.</p>	<p>No expiry</p> <p>Dose 1: 0 months Dose 2: 1 month Dose 3: 6 months</p> <p>Serology is required 4 weeks <i>after</i> Dose 3</p>	<input type="checkbox"/>

Diphtheria/Tetanus/Pertussis (dTpa)	Mandatory for all students. Evidence of dTpa vaccine (Boostrix) from within the last 10 years. Serology reports are not accepted.	10 years	<input type="checkbox"/>
Measles/Mumps/Rubella (MMR)	Mandatory for all students. Evidence of 2 doses of MMR vaccine OR serology report showing immunity.	No expiry Dose 1: 0 month Dose 2: 1 month	<input type="checkbox"/>
Varicella (Chickenpox)	Mandatory for all students. Evidence of 2 doses of Varicella vaccine OR serology report showing immunity.	No expiry	<input type="checkbox"/>
TB screening	Mandatory for all students. Based on State/Territory requirements. If the test returns a positive result, you MUST provide a clearance from your GP/Chest Clinic stating you can commence your placement. It must have a 6-month expiry date.	No expiry	<input type="checkbox"/>
Hepatitis A <i>(NT and WA placements only)</i> <i>(All Pharmacy students)</i>	Must provide evidence of 2 doses of Hepatitis A vaccine OR serology report showing immunity.	No expiry Dose 1: 0 month Does 2: 6 months	<input type="checkbox"/> <i>(NT and WA placements only)</i>
MRSA Screening <i>(WA placements only)</i>	MRA screening from a minimum of 2 swab sites (nose, throat and skin lesion). Should say not isolated or not detected.	No expiry	<input type="checkbox"/> <i>(WA placements only)</i>
Meningococcal B Vaccine <i>(MLS students only)</i> <i>(NT placement only)</i>	Mandatory for all students. Must provide evidence of vaccine OR serology report showing immunity.	No expiry	<input type="checkbox"/> <i>(NT placements only)</i>
ONLINE REQUIREMENTS			
<u>Equal opportunity online Training</u>	Mandatory for all students. Complete Module 1 ' <i>Diversity and Inclusion on Campus</i> ' Upload a copy of your certificate	No expiry	<input type="checkbox"/>
Cultural Safety Training	Mandatory for all students. Complete ' <i>Module 1: Principles and Practice</i> ' AND ' <i>Module 2: Culturally Safe Healthcare in Practice</i> ' OR Level 1 of the Indigenous Allied Health Australia (IAHA) Training. Upload evidence once completed.	No expiry	<input type="checkbox"/>

<u>Hand Hygiene Certificate</u>	Mandatory for all students. Complete <i>'Hand Hygiene for Clinical Healthcare Workers'</i> module. Upload a copy of your certificate.	Annually	<input type="checkbox"/>
<u>Sunrise EMR Training</u> <i>(SA placements only)</i>	Upload a screenshot of the completed training – It MUST include your name, your grade & date/time of completion. You need a score of ≥80%.	Annually	<input type="checkbox"/> <i>(SA placements only)</i>
COURSE SPECIFIC REQUIREMENTS			
AHPRA registration <i>(Clinical Psychology only)</i>	Mandatory for all students	Annually	<input type="checkbox"/>
All about allergens for Hospitals: Kitchen Managers and Supervisors <i>(Dietetics only)</i>	Mandatory for all students Complete online training and upload a copy of your certificate.	3 years	<input type="checkbox"/>
Blood Borne Virus Declaration <i>(Medicine & Oral Health only)</i>	Mandatory for all students. Upload all pages of the agreement as one pdf document.	Annually	<input type="checkbox"/>
Cardiopulmonary Resuscitation (CPR) Certificate <i>(Nursing, Midwifery, ESS, Dietetics, SLT, Oral Health, Pharmacy, Medicine only)</i>	Must have a course code of HLTAID009 . 100% online courses will not be accepted. Workplace certificates/BLS are accepted with relevant details including student's name and reference to HLTAID009. It is your responsibility to find a course provider.	Annually	<input type="checkbox"/>
DoFoodSafely Certificate <i>(Dietetics only)</i>	Mandatory for all students Complete online training and upload a copy of your certificate.	3 years	<input type="checkbox"/>
First Aid Certificate <i>(UG Nursing, UG Midwifery, ESS, Dietetics, SLT, Physiotherapy, Pharmacy, Medicine only)</i>	Must have a course code of HLTAID011 . 100% online courses will not be accepted. It is your responsibility to find a course provider. A letter from the employer with the same details will be accepted.	3 years	<input type="checkbox"/>
<u>Fit Test (N95 Face Mask)</u> <i>(Nursing & Midwifery only)</i>	You will be notified if required. Evidence of a mask fit must include your name, date tested, type/brand of mask. A letter from the employer/GP with the same details will be accepted.	Annually (unless directed otherwise)	<input type="checkbox"/>
Manual Handling Certificate <i>(Nursing, Midwifery, Pharmacy only)</i>	Online courses will not be accepted. Workplace certificates/BLS are accepted with relevant details including your name and reference to Health Care Manual Handling.	Annually	<input type="checkbox"/>

National disability insurance scheme (NDIS) worker screening clearance <i>(Nursing, Midwifery, OT, SLT, Dietetics, Physiotherapy only)</i>	You will be notified if required. Required for placements with NDIS service providers.	5 years	<input type="checkbox"/>
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* Students who are required to complete the Vaccination Record Card for Category A Workers as part of their ClinConnect requirements will not be required to complete the Faculty of Health Immunisation Compliance Form.