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 can view and submit their conditional evidence in the student placement system (InPlace).

You are required to:
- Complete the checklist (Page 2-3) and place original documents in your PTP folder.
- Upload scanned original copies of 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
- **Important** Do not action the conditional evidence requirements on this checklist, until you have reviewed the Health Sciences Conditional Evidence Matrix below

**Conditions Evidence Key**
- ☒ = Condition does not need to be met by student
- ☑ = Condition must be met by student and evidence submitted to CPU.
- ■ = Condition must be met by student, but evidence not submitted to CPU. Place document in your Passport to Placement folder (PTP)

### Conditions Evidence

<table>
<thead>
<tr>
<th>Conditions Evidence</th>
<th>Physiotherapy</th>
<th>Occupational Therapy</th>
<th>Medical Radiation Sciences</th>
<th>Clinical Exercise Physiology</th>
<th>Podiatry</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHS Working with Children Check</td>
<td>☐</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>National Police Certificate (NPC)</td>
<td>☐</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Consent &amp; Authority to Release Form</td>
<td>☐</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Immunisations¹</td>
<td>☐</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Provide First Aid²</td>
<td>☐</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>CPR</td>
<td>☐</td>
<td>☑</td>
<td>☑</td>
<td>RT only</td>
<td>☑</td>
</tr>
<tr>
<td>Sunrise EMR (SA Health)³</td>
<td>☐</td>
<td>☑</td>
<td>☑</td>
<td>NM</td>
<td>☑</td>
</tr>
<tr>
<td>Child Safe Environments</td>
<td>☐</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Child Safety and Wellbeing Induction⁴</td>
<td>☐</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>SA Health Deed Poll</td>
<td>☐</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Undertaking a Safe Student Placement Work Health and Safety (WHS)</td>
<td>☐</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Manual Handling</td>
<td>☐</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Hand Hygiene</td>
<td>☐</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
</tbody>
</table>

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¹ Complete the Health Care Worker Immunisation Screening Questionnaire (page 7) and submit to InPlace as one file when signed by a Medical Practitioner on page 8

² Physiotherapy, OT and Human Movement/Exercise & Sport Science students require their Provide First Aid to be current on entry. Med Rad and Exercise Physiology students require Provide First Aid to be current at all times.

³ Sunrise EMR is only required for OT students in the 4th year of the undergraduate program, unless otherwise notified by the Clinical Placement Unit.

⁴ Students attending a Department for Education and Child Development (DECD) site will be required to complete the Child Safety and Wellbeing Induction Module regardless of Program.

⁵ Medical Imaging students competing placement at Flinders Medical Centre require annual CPR training (as advised)
## Compulsory Conditional Evidence Requirements

<table>
<thead>
<tr>
<th>Item Required</th>
<th>Resource Information</th>
<th>Expiry Date</th>
<th>Completed</th>
</tr>
</thead>
</table>
| 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](http://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 clearance.  
**Check** | N/A | ☑️ Upload to InPlace  
☑️ Renewal Reminder Set  
☐ 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 at: [www.unisa.edu.au/cpu/npc](http://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. | N/A | ☑️ Upload to InPlace  
☐ Renewal Reminder Set  
☐ PTP Folder |
| Consent & Authority to Release Information Form  
(Expire to match NPC form) | Details and Form available at: [www.unisa.edu.au/cpu/consent](http://www.unisa.edu.au/cpu/consent) | N/A | ☑️ Upload to InPlace  
☐ PTP Folder |
| Immunisation Requirements for Placement Package: Certificate of Compliance *  
(Valid on Program Entry)  
*please see matrix on page 1 | Details at: [https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/](https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/)  
Complete the Health Care Worker Immunisation Screening Questionnaire  
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 student. Upload to InPlace as one file. | N/A | ☑️ Upload to InPlace  
☐ PTP Folder  
☐ Reminder Set |
| Provide First Aid Course  
(Valid for 3 years) | Details at: [http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/](http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/) | N/A | ☑️ Upload to InPlace  
☐ PTP Folder  
☐ Renewal Reminder Set |
| Cardiopulmonary Resuscitation (CPR) Annual Update  
(Valid for 12 months)  
*please see matrix on page 1 | Details at: [http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/](http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/) | N/A | ☑️ Upload to InPlace  
☐ PTP Folder  
☐ Renewal Reminder Set |
| Sunrise EMR (Electronic Medical Record) Training  
(Valid for 12 months)  
Print certificate of completion. | N/A | ☑️ Upload to InPlace  
☐ PTP Folder  
☐ Renewal Reminder Set |
| UniSA Child Safe Environments  
Print certificate on completion. | N/A | ☑️ Upload to InPlace  
☐ PTP Folder  
☐ Renewal Reminder Set |
| UniSA Child Safety and Wellbeing Induction Module  
Print certificate on completion. | N/A | ☑️ Upload to InPlace  
☐ PTP Folder  
☐ Renewal Reminder Set |
| SA Health Deed Poll  
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  
☐ Renewal Reminder Set |
### Additional Conditional Evidence Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
<th>Complete:</th>
<th>Upload to InPlace</th>
<th>Print certificate of completion and add to PTP folder</th>
</tr>
</thead>
</table>
*Note:* Checklist is to be completed and signed by student and venue supervisor. One checklist required for each placement venue. | N/A       |                   | Print certificate of completion and add to PTP folder |
Print certificate of completion and add to PTP folder. | N/A       |                   |                                                       |
*Registration process:*  
1. For “Who should see your records?” Select "Education Facility".  
2. For “Organisation” type “UniSA". | N/A       |                   | Print certificate of completion and add to PTP folder |

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