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

<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](https://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. | ——— | □ 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 available at: [www.unisa.edu.au/cpu/npc](https://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. | ——— | □ 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](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/](https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/) | N/A | □ PTP Folder |
□ PTP Folder  
□ Renewal Reminder Set  
□ PTP Folder |
□ PTP Folder  
□ Renewal Reminder Set  
□ PTP Folder |
Print certificate of completion. | ——— | □ Upload to InPlace  
□ PTP Folder  
□ Renewal Reminder Set  
□ PTP Folder |
# Conditional Evidence Requirements

<table>
<thead>
<tr>
<th>Item Required</th>
<th>Resource Information</th>
<th>Expiry Date</th>
<th>Completed</th>
</tr>
</thead>
</table>
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/Midwifery-Learn-Online](http://www.unisa.edu.au/cpu/Midwifery-Learn-Online)  
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                |
Print certificate of completion and add to PTP folder. | ___________ | [ ] Upload to InPlace  
[ ] PTP Folder                |
- Clinical Transfusion Practice  
- Collecting Blood Specimens  
Print certificate of completion and add to PTP folder. | N/A         | [ ] PTP Folder                |
Registration process:  
1. For “Who should see your records?” Select “Education Facility”.  
2. For “Organisation”, type “UniSA”.  
The remaining questions are self-explanatory. | ___________ | [ ] Renewal Reminder Set  
[ ] PTP Folder                |
| **Nursing and Midwifery Student Clinical Placement Orientation Package (SA Health) (As Required)** | Orientation package available at: [Nursing and Midwifery Student Clinical Placement Orientation Package](http://www.unisa.edu.au/cpu/Midwifery-Learn-Online)  
Print and read the orientation package, complete the Student Orientation Checklist and Immunisation Declaration (Attachment 1, pg. 14). | ___________ | [ ] PTP Folder                |
Print certificate of completion and add to PTP folder. | ___________ | [ ] Upload to InPlace  
[ ] PTP Folder                |
*Note: Checklist is to be completed and signed by student and venue supervisor. One checklist required for each placement venue.* | ___________ | [ ] PTP Folder                |

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**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.