

# Student Checklist

## UniSA Allied Health

### Graduate Diploma in Medical Sonography

### Master of Medical Sonography

**Note: This Checklist only applies for students who are not employees of their host placement organisation.**  
(For students who are employees, compliance requirements are covered by the host organisation.)

This Checklist has been developed to assist you with obtaining Conditional Evidence documents required by students to be eligible to attend placement. Conditional Evidence is required to be current for the duration of your placement unless otherwise notified. Students are required to submit Conditional Evidence documents to their [InPlace](#) student profile for verification by the Clinical Placement Unit.

#### You are required to:

- Complete your relevant checklist and keep original documents in a folder, placement sites may ask to view original documents.
- Upload copies of conditional evidence items to InPlace: (<https://unisa-prod.inplace.com.au/>)
- Present conditional evidence documents to placement venue staff on the first day and/or as requested
- Keep your conditional evidence documents current for the duration of your placement.
- **Important: Do not action the conditional evidence requirements on this checklist, until you have reviewed the Conditional Evidence Matrix below**

#### Conditions Evidence Key

✓ = Condition must be met by student and evidence submitted to InPlace.

✗ = Condition does not need to be met by student

☑ = Condition is not mandatory but recommended

■ = Condition may be site specific, students may be required to obtain this requirement if their allocated site requires it

UniSA Allied Health		
Compulsory Conditional Evidence	Graduate Diploma in Medical Sonography Master of Medical Sonography	
All items with a green tick in this table <b>MUST</b> be completed, uploaded to InPlace and verified to be considered compliant and eligible to attend placement		
	Employer Sponsored Placement (Paid)	Non-Employer Sponsored Placement (Unpaid)
<a href="#">Student ASAR Number</a>	✓	✓
<a href="#">DHS Working with Children Check</a>	✗	✓
<a href="#">DHS NDIS Workers Clearance</a>	✗	✓
Please apply for your DHS/NDIS checks together, if possible. There is one cost for these checks if applied for together.		
<a href="#">Criminal History Check (CHC)</a>	✗	✓
<a href="#">Professional Placement Student Declaration</a>	✗	✓
<a href="#">Responding to Risks of Harm, Abuse and Neglect – Education &amp; Care (RRHAN EC) Online Course</a>	✗	✓
<a href="#">COVID-19 Vaccine</a>	✗	✓
<a href="#">COVID-19 Booster</a>	✗	✓
<a href="#">Undertaking a Safe Student Placement</a>	✗	✓

UniSA Allied Health	
Additional Conditional Evidence	Graduate Diploma in Medical Sonography
Items in this table may be required by students if it is an individual site requirement. Students will be contacted if they are required to obtain these requirements	
<a href="#">Influenza Vaccine</a>	■
<a href="#">Provide First Aid</a>	■
Deed Poll (State Specific)	■

## Compulsory Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
<b>Student ASAR Number</b>	Students are required to enter their ASAR Number on their InPlace Profile:  <a href="#">ASAR Number</a>	N/A	<input type="checkbox"/> Upload to InPlace
<b><u>APPLY FOR THESE CHECKS AT THE SAME TIME</u></b>  <b>DHS Working with Children Check*</b> (Valid for 5 years)  *Formerly Department for Communities and Social Inclusion (DCSI) child-related employment check	Information and access to the online application are available here: <a href="http://www.unisa.edu.au/cpu/criminal_history_clearance">www.unisa.edu.au/cpu/criminal_history_clearance</a> <ul style="list-style-type: none"><li>The DHS will not re-issue a clearance if there is more than <b>6 months</b> validity remaining on clearance.</li><li>Physical certificates are no longer issued, please upload a screenshot of the email stating you are "Not-Prohibited"</li><li><b>There is one cost when applying for your Working with Children Check and NDIS Screening at the same time</b></li></ul>	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder
<b>DHS NDIS Screening</b> (Valid for 5 years)	Information and access to the online application are available here: <a href="http://www.unisa.edu.au/cpu/criminal_history_clearance">www.unisa.edu.au/cpu/criminal_history_clearance</a> <ul style="list-style-type: none"><li>The DHS will not re-issue a clearance if there is more than <b>6 months</b> validity remaining on clearance.</li><li>Physical certificates are no longer issued, please upload a screenshot of the email stating you are "Cleared"</li><li><b>There is one cost when applying for your Working with Children Check and NDIS Screening at the same time</b></li><li><b>NDIS Employer ID: 4-GDEKZL2</b> (required when applying)</li></ul>	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder

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<p><b>Criminal History Check (CHC)</b> (Valid for 3 years)</p>	<p>Information to access and complete Criminal History Check are available here:</p> <ul style="list-style-type: none"> <li>UniSA have partnered with National Crime Check to provide cheaper and quicker criminal History checks</li> <li>Follow the below link to utilise NCC for this opportunity <a href="https://unisa.nationalcrimecheck.com.au/">https://unisa.nationalcrimecheck.com.au/</a></li> </ul> <p><a href="#">NCC Background Check User Guide</a></p> <ul style="list-style-type: none"> <li>CHC's may be accepted from other organisations provided they meet UniSA standards and wording. Please visit the <a href="#">CPU website</a> to view these.</li> </ul>	<p><input type="checkbox"/> Renewal Reminder Set</p>	<p><input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder</p>
<p><b>Professional Placement Student Declaration</b> (Valid for duration of program)</p>	<p>Information on completing the Student Declaration: <a href="#">UniSA Student Placement Declaration</a></p> <ul style="list-style-type: none"> <li>Follow the link on your InPlace homepage to complete the form</li> <li>Read each Term and tick the acknowledgement</li> <li>The CPU will update your InPlace section to "Complete" once you complete the form (this may take up to 7 days to occur)</li> <li>You are not required to upload any document</li> </ul>	<p>N/A</p>	<p><input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder</p>
<p><b>Responding to Risks or Harm, Abuse and Neglect – Education and Care (RRHAN-EC)</b> (Valid until 31/12/24)</p>	<p>Complete the Department for Education RRHAN-EC online training here: <a href="#">RRHAN-EC Online Training Course</a></p> <p>Complete RRHAN-EC Fundamentals online course</p> <ul style="list-style-type: none"> <li>Print your certificate, place in your folder and upload certificate to InPlace</li> </ul> <p>or</p> <p>UniSA Child Safe Environments</p> <ul style="list-style-type: none"> <li>If you have a UniSA Child Safe Environments Certificate that was obtained prior to December 2022, this can be used for this requirement</li> <li>UniSA Child Safe Environment obtained after December 2022 won't be accepted. RRHAN-EC training must be completed moving forward</li> </ul>	<p><input type="checkbox"/> Renewal Reminder Set</p>	<p><input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder</p>
<p><b>Covid- 19 Vaccination</b></p>	<p>Information available here: <a href="#">Immunisation Requirements</a></p> <ul style="list-style-type: none"> <li>Please upload evidence to InPlace in the Covid-19 section.</li> </ul> <p>Acceptable evidence of Covid-19 Vaccination:</p> <ul style="list-style-type: none"> <li>Covid-19 Digital Certificate (available from your MyGov Portal)</li> <li>Certificate / Card received at time of vaccination</li> <li>Immunisation Summary (available from your MyGov Portal)</li> </ul>	<p><input type="checkbox"/> Renewal Reminder Set</p>	<p><input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder</p>
<p><b>Covid-19 Booster (When Eligible)</b></p>	<p>Information available here: <a href="#">Immunisation Requirements</a></p> <ul style="list-style-type: none"> <li>Please upload evidence to InPlace in the Covid-19 Booster section.</li> <li>Eligible to receive Booster 3 months after receiving 2<sup>nd</sup> Covid-19 Vaccination</li> </ul> <p>Acceptable evidence of Covid-19 Vaccination:</p>	<p><input type="checkbox"/> Renewal Reminder Set</p>	<p><input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder</p>

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	<ul style="list-style-type: none"> <li>Covid-19 Digital Certificate (available from your MyGov Portal)</li> <li>Certificate / Card received at time of vaccination</li> <li>Immunisation Summary (available from your MyGov Portal)</li> </ul>		
<b>Undertaking a Safe Student Placement: Work Health and Safety (WHS)</b> (Valid for Program Duration)	<p>Complete the Undertaking a Safe Student Placement Work Health and Safety (WHS) Module:  <a href="https://lo.unisa.edu.au/course/view.php?id=5521">https://lo.unisa.edu.au/course/view.php?id=5521</a></p> <ul style="list-style-type: none"> <li>Print certificate of completion and add to folder.</li> </ul>	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder

### Additional Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
<b>Influenza Vaccination</b>	<p>Information available here:  <a href="#">Immunisation Requirements</a></p> <ul style="list-style-type: none"> <li>Seasonal Vaccine - students are required to obtain the flu vaccine for the current year</li> <li>New/yearly vaccines are available from March/April each year</li> <li>Students will receive correspondence around this once the vaccine is available</li> </ul>	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder
<b>Provide First Aid</b> (Valid for 3 years)	<p>Information available here:  <a href="http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/">http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/</a></p> <ul style="list-style-type: none"> <li>Provide First Aid course must have element of face-to-face training, fully online courses are not accepted</li> </ul>	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder
<b>Deed Poll</b> (Venue / State Specific)	<ul style="list-style-type: none"> <li>Student may be required to complete a state or venue specific deed poll or confidentiality document</li> </ul>	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder
<b>N-95 Mask Fitting</b>	<p>N-95 Mask Fitting is a requirement to attend placement, please see below for information regarding this:</p> <ul style="list-style-type: none"> <li>If you have previously been fitted for a N95 Mask, please upload the detail (i.e. mask type and size) to InPlace</li> <li>If you have not been fitted for a N95 Mask, you will be contacted approximately 8 weeks prior to your first placement with the details of how to book your appointment.</li> <li>Once you have been fitted with an N95 mask, please upload the evidence to InPlace</li> </ul>	N/A	<input type="checkbox"/> Upload to InPlace <input type="checkbox"/> Placed in Folder

**Note:** Placement venues may have additional conditional requirements that must be completed prior to commencing placement. These additional requirements will be communicated to students through InPlace or by a direct email.

