

Pre-Placement Compliance Checklist

Placement compliance requirements are an industry pre-requisite for all students and health professionals prior to entering any health facility. Students will not be allocated a placement until all compliance criteria are completed and provided to the College of Nursing and Health Sciences WIL Placement Team.

Student Responsibilities

- Upload all required documents via [InPlace](#). Consult the [InPlace User Guide](#) for help.
- Complete any additional venue specific compliance requirements, as requested.
- Check address (Semester) & mobile number is up to date on Student Management System

Please refer to the Compliance Deadline found on the website [NURS9027, NURS9029 Placement Website](#) for the deadline to upload your documents to InPlace. These deadlines are given to allow the WIL team enough time to check your documentation and confirm details with your placement host. Allow adequate time to complete all pre-placement requirements.

Further information can be found on our [website](#).

Students undertaking their workplace-based placement with their employer are required to complete the below requirements.

Requirement	Detail	Completed (✓)	Expiry
Global Pre-Placement Requirements			
Fitness for Placement Declaration	Declare fitness for placement by reading and acknowledging the Fitness for Placement statement on InPlace.	<input type="checkbox"/>	Annually
Do you have an Access Plan	Access plans are written by disability advisors and are based on an assessment of the student's verified condition/disability, the impact of the condition on study, and reasonable adjustments for the course they are enrolled into. An access plan makes recommendations (to lecturers, Exams Office, etc) about how a student's disability may need to be accommodated (note: disability information is not disclosed in the access plan). Provide your answer from the drop-down menu.	<input type="checkbox"/>	indefinite
Student Consent for Placement	Read and acknowledge the relevant essential conditions around student consent for placement using the applicable form on InPlace. Nursing students will undertake all placements outside Flinders University.	<input type="checkbox"/>	indefinite
Intellectual Property for Placement	Read the student IP declaration on InPlace and acknowledge the changes to intellectual property while you are on placement.	<input type="checkbox"/>	indefinite
Emergency Contact	Confirm your emergency contact details are up to date in the Student Information System.	<input type="checkbox"/>	indefinite
COVID 19 Vaccination	Not applicable to workplace-based placement and subject to the employer's policies.	<input type="checkbox"/>	No action required
Face Mask Fit Testing	Not applicable to workplace-based placement and subject to the employer's policies.	<input type="checkbox"/>	No action required
Other Requirements			
Placement Support Form	<p>Please upload your completed Placement Confirmation Form if you have no changes to the original SIPP form you completed and provided to the University during the Admission process. Since being admitted into the course If you have changed your placement venue, or advanced practice role, please complete the new Supernumerary Integrated Professional Practice (SIPP). Since being admitted into the course have you changed your Supervisor/Supervisors please complete the Supervisor Change Form – and email cnhs.placements@flinders.edu.au completed change forms at least six (6) weeks before the placement topic start date.</p> <p>NOTE: No changes to placement venue or supervisors are permitted once a placement topic commences (Applies to both topics NURS9027 & NURS9029). Any changes to venue or supervision after the placement topics start will result in withdrawal from the topic due to non-compliance with placement requirements.</p>	<input type="checkbox"/>	12 months