|  |  |  |
| --- | --- | --- |
| **Student ID:**  **Course/Subject:** | | |
| **SA Documentation Required** | **Office use only** | |
| **Customer Service Officer (tick)** | **Course Coordinator (Initials)** |
| 1. Student ID Card (Head Shot Photo) |  |  |
| 1. Australian Police Check (must be less than 12 months old) |  |  |
| 1. Screening Check: Working With Children Check and NDIS |  |  |
| 1. Mask fit test |  |  |
| 1. Diphtheria Tetanus and Pertussis (DTPa) |  |  |
| 1. Hepatitis B |  |  |
| 1. Measles, Mumps and Rubella |  |  |
| 1. Varicella |  |  |
| 1. Influenza (seasonal) |  |  |
| 1. Tuberculosis assessment |  |  |
| 1. Proof of COVID-19 Vaccination (3 dose) |  |  |
| 1. Poliomyelitis |  |  |
| 1. Hepatitis A\* (recommended)   *\*Hepatitis A is only recommended for students working in Indigenous communities or with Indigenous children, and for carers of people with developmental disabilities. Discuss with your medical practitioner if you are concerned.* |  |  |
| 1. ***Before placement commences:*** EMR Sunrise Online Training |  |  |

# Clinical Placement Information

**What is a Compliance Pack?**

A Compliance Pack is a PDF document containing all the items required by the State Health to become compliant for clinical placement.

**What happens with my Compliance Pack?**

* You must compile the pack and send it to **clinicalplacement@acn.edu.au**
* It is reviewed by ACN to ensure it meets the requirements. If it does not, it will be sent back to you to amend.
* When correct, it is sent by ACN to your local health district for review and approval.
* You will be notified by ACN when you are verified with your state/facility.

Please note: Additional forms may be required pending to a placement provider request.

**When do I need to do this?**

Now! Every step in this process can take a long time (weeks).

Please be sure that your compliance documents are ready.

Please compile and send them as soon as the Student ID Card is received. Compliance verification is mandatory for public / private sector hospitals.

You will NOT be allowed to attend if is not finalised by the health service a few weeks before placement (due dates vary) and your non-compliance will be reported to the Unit Coordinator for follow up.

Instructions:

* Please scan all requested forms into ONE PDF document and name it with your full name and student ID number. For example: Jane Smith 123456 Compliance Pack
* Your pack must be scanned in colour.

If you are using, clear photos of your documents and require converting them from JPEG to PDF:

<https://jpg2pdf.com/>

## Required documents

1. Headshot photo or ACN student ID card (if available)

Please provide a professional headshot, this image will be used to create your ACN student ID card. Please bring this with you when on placement.

1. Australian Police Check

To apply for a national police check, please visit the South Australia Police website: <https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check>

1. Working with Children check and NDIS Screening

All students undertaking a placement in South Australia are required to hold a current Department of Human Services (DHS) screening check for:

* Working With Children Check (valid for five years) AND
* NDIS Screening (valid for five years)\*

\*Students with a current Disability Employment Service Check will not need to apply for the new NDIS screening until their current Disability Employment Service Check is due to expire, (less than six months from expiry), or their circumstances change. To apply for Working with Children Check and/or NDIS Screenings directly through the DHS Screening Unit portal using the link below:<https://screening.sa.gov.au/applications/application-information-for-individuals>

1. Mask fit testing and Personal Protective Equipment

Students may be required to undergo fit testing to reduce the risk of transmission of infectious agents. An SA Health training tool can be found [here](https://www.sahealth.sa.gov.au/wps/wcm/connect/b2f26b004fe33c4c979eb703541ce8ed/Training+tool+for+correct+use+PPE_v2.6+%28Oct2020%29.pdf?MOD=AJPERES&amp;CACHEID=ROOTWORKSPACE-b2f26b004fe33c4c979eb703541ce8ed-nwncpZH).

## Immunisation evidence

1. Diphtheria Tetanus and Pertussis (dTpa)

Confirmed evidence of immunity by one documented dose of adult DTPa vaccine within the last 10 years.

1. Hepatitis B

Confirmed evidence of immunity to Hepatitis B with surface protective antibodies of >10 IU/L following primary course OR Confirmed course of three (3) doses of Hepatitis B commenced

1. Measles, Mumps and Rubella

Confirmed evidence of immunity to Measles **AND** Mumps **AND** Rubella **OR** Confirmed course of two (2) doses of MMR given at least 28 days apart.

1. Varicella

Confirmed evidence of immunity to Varicella **OR** Confirmed course of two (2) doses of Varicella given at least 28 days apart.

1. Influenza (seasonal)

Influenza (seasonal) immunization is required for students undertaking clinical placement in all SA facilities.

1. Tuberculosis assessment

Students must complete the [Tuberculosis (TB) SA Health Online Screening Questionnaire](https://tbq.sahealth.sa.gov.au/tbquestionnaire). Shortly after submitting the online questionnaire, students will be notified via email by SA Health if they are low risk and cleared or high risk and require follow-up.

Upon receiving clearance, students are required to tick the box that relates to their outcome in the Tuberculosis Screening section on page 2 of the Immunisation Compliance Form. Please do not tick BOTH boxes, only tick the box that relates to the outcome of your screening. Students may be asked to show evidence of their screening on the first day of placement.

It is recommended to complete the TB Screening Questionnaire prior to receiving vaccinations as you are unable to complete the screening within four weeks of receiving a live vaccine (MMR, Varicella).

Step 1: All Health Care students must complete the online tuberculosis screening questionnaire. After completing the questionnaire, you will receive an email from SATB advising you of further instructions to complete your tuberculosis screening:

1. You have completed the TB Screening requirements, OR
2. You are required to attend a GP to arrange an IGRA blood test (Continue to Step 2)

Step 2: If you are instructed by SA TB Services to undergo an IGRA test, you will need to make an appointment with a GP. You should bring TB Screening Results to your appointment. At your first appointment, the GP will arrange your blood test. You will be required to see the GP again for your results at a follow-up appointment. Your GP will complete the TB Clearance for Clinical Placement Healthcare Worker form. Based on your test results, your GP will either:

1. Sign off indicating that you have completed the TB Screening requirements on your Immunisation Compliance Form, OR
2. Your GP will submit a request for a chest x-ray and for you to make another appointment with GP to review the chest x-ray results, (Continue to Step 3).

Step 3: If a Chest X-Ray is required, your GP will review the chest X-ray and perform a TB symptom check:

1. If the GP determines you are suitable to undertake a placement, they will complete the ‘TB Clearance for Clinical Placement Healthcare Worker’ form indicating follow-up with SATB is not required. OR
2. If the GP determines you are exhibiting TB symptoms or concerns with your chest x-ray, they will refer you to the Chest Clinic, and you will receive an appointment posted to you for the Chest Clinic at the Royal Adelaide Hospital (RAH). The Chest Clinic may require additional testing or prescribe treatment. Once the doctors at the Chest Clinic are satisfied that any Tuberculosis risk has been managed, you will be issued a certificate indicating that you have completed the TB Screening Requirements.

Keep a hard copy of the Certificate of Compliance and tuberculosis screening results in your records, ready for the commencement of your placement.

1. Proof of COVID-19 Vaccination (3 dose)

Three doses of COVID-19 vaccines, and according to the latest ATAGI Guidelines (March 2024), a single dose of the COVID-19 vaccination (2024 season) are highly recommended for people > over 18 years without risk factors.

1. Poliomyelitis

Confirmed evidence of immunity to Poliomyelitis vaccinations or Statutory Declaration confirming have received Polio vaccinations **OR** Confirmed courses of three (3) doses of polio vaccine given four weeks apart.

1. Hepatitis A\* (recommended)

Hepatitis A is only recommended for students working in Indigenous communities or with Indigenous children, and for carers of people with developmental disabilities. Discuss with your medical practitioner if you are concerned. Evidence required:

* Confirmed evidence of immunity to Hepatitis A **OR**
* Confirmed course of two (2) doses of Hepatitis A commenced.

## Mandatory online training

1. Sunrise EMR & PAS, SA Health’s electronic medical record

The patient electronic medical record used in South Australia is a state-based system called Sunrise EMR & PAS (Sunrise EMR). Sunrise EMR is used at many of the state’s public hospitals and healthcare. Please contact [health.emrtraining@sa.gov.au](mailto:health.emrtraining@sa.gov.au) or [Health.StudentHADActivations@sa.gov.au](mailto:Health.StudentHADActivations@sa.gov.au) to access the online training module. You must complete this online training module ***four weeks*** before your placement begins. Once done, please email your certificate to [clinicalplacement@acn.edu.au](mailto:clinicalplacement@acn.edu.au) so that we can update your compliance record in Placeright.