



InPlace Quick Reference Student Compliance

InPlace is the University of Tasmania's web-based system used by staff to organise Professional Experience Placements (PEP).

In InPlace students can access, complete and submit their course compliance requirements.

Note: Any item marked with a red * must be completed.

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Compliance Required for your Course

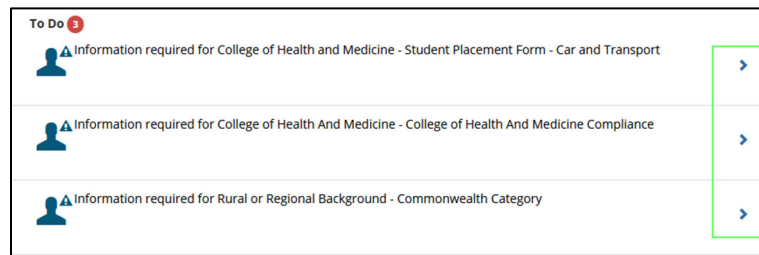
Compliance required includes e.g. Safety in Practice Agreement, criminal history check, among others, and may include other requirements specific to your course. Compliance must be completed and verified as required before you can enter any practice environment.

Access and complete compliance requirements

1. From your Home Screen Click on 'My Details' then scroll down to find required compliance items.



Alternatively, if there are items to complete a **To Do** list will appear on your home screen; you can click on any > which will redirect you to your details screen.



Your Compliance list will appear as below

- d. Year to (eg. 2007):	0	+
Health Workforce Research		+
College of Health and Medicine - Student Placement Form		
<i>Emergency Contact Information</i>		
Name		+
Address		+
Contact Number		+
Relationship		+
<i>Car and Transport</i>		
Car Access *		+
Drivers licence		+
College of Health And Medicine		
<i>College of Health And Medicine Compliance</i>		
Safety in Practice Agreement form *	Verified Submitted Rejected	+
Health Assessment form	Verified Submitted Rejected	+
National Police Check (Criminal History Check) *	Verified Submitted Rejected	+
Annual Influenza Vaccination *	Verified Submitted Rejected	+
TAS Immunisation Record/NSW Vaccination Record *	Verified Submitted Rejected	+
Diphtheria/Tetanus/Pertussis *	Verified Submitted Rejected	+
Hepatitis B *	Verified Submitted Rejected	+
Measles/Mumps/Rubella (MMR) *	Verified Submitted Rejected	+

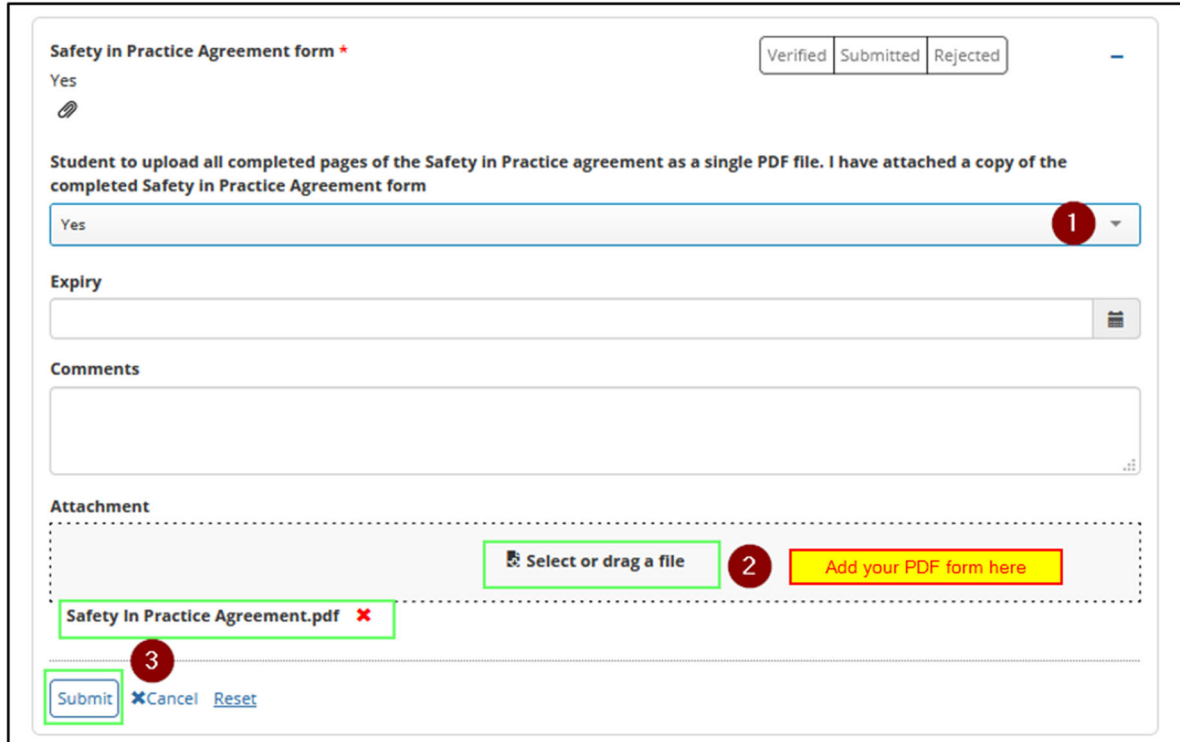
2. Locate the section requiring attention and click on the **+** icon to expand.

Note: Any item marked with a red ***** must be completed.

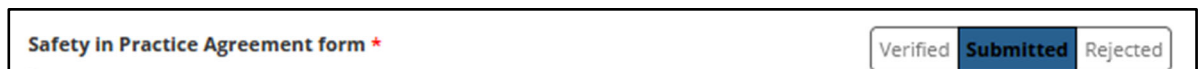


3. Populate the fields and upload relevant documents; then click 'Submit'

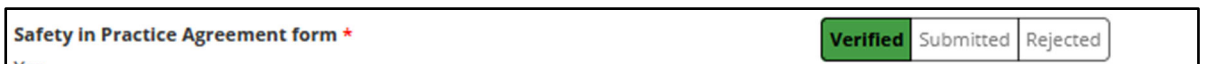
Note: Documents must be uploaded as a single PDF file; if you upload one page on top of another, the first page will be overridden.



4. Once successfully submitted the box in the top right will be blue.



5. When the information you have provided is confirmed the box in the top right will be green.



6. If you have not completed all details correctly, your submission will be rejected. The box in the top right will be red and feedback made available to you under 'Verification Comment'. This feedback will also appear on your home screen in the To Do section. You will then need to complete as requested, upload a new document, if required, and re-submit.

Safety in Practice Agreement form *

Verified
Submitted
Rejected

Yes
Expires 28/02/2021

Student to upload all completed pages of the Safety in Practice agreement as a single PDF file. I have attached a copy of the completed Safety in Practice Agreement form

Yes

Expiry
28/02/2021

Comments

Verification Comment
26/08/2020 Please complete all details on page 5 of the Safety in Practice agreement and re-submit

To Do 5

Verification of Safety in Practice Agreement form is Rejected. Feedback: 26/08/2020 Please complete all details on page 5 of the Safety in Practice agreement and re-submit

Safety in Practice Agreement

All students are required to complete a Safety in Practice Agreement on enrolment into a College of Health and Medicine course when a placement will be undertaken during their course.

Health Assessment Form (if required)

If you answer **YES** to any of the questions in the Safety in Practice Disclosure (Section 9, as below), you are required to have the [CHM Health Assessment Form](#) completed by a Medical Practitioner. Declaring a medical, physical and/or psychological condition will not automatically exclude you from undertaking PEP.

SECTION 9: SAFETY IN PRACTICE DISCLOSURE

Do you have any permanent, episodic or temporary health condition/s or impairment/s, including visual or auditory processing (learning disability)?
IMPORTANT: Minor treated and stable conditions (e.g. Asthma, hyper/hypothyroidism, stomach reflux, eye lenses) do not need to be disclosed.
Yes ☐ No ☐

Do you take any medication (prescribed or non-prescribed) or other substances that may affect your judgment, mental alertness and/or coordination (e.g. medication labelled with a warning sticker alerting the user not to drive a motor vehicle or operate machinery)?
Yes ☐ No ☐

Have you experienced seizures, fits, convulsions, epilepsy, recurrent fainting, significant visual or hearing impairment (which is unable to be corrected with devices, such as glasses or hearing aids), sleep disorders, sleep apnoea, narcolepsy or diabetes within the last 5 years?
Yes ☐ No ☐

Do you have any other known medical conditions, physical conditions, psychological issues or medication requirements which may impair your capacity to safely undertake Professional Experience Placements, laboratory and/or field activities?
Yes ☐ No ☐

After reading the College of Health and Medicine **Mandatory Functional Requirements** (pages 3 & 4), do you have any concerns about your capacity to safely undertake Professional Experience Placements, laboratory and/or field activities?
Yes ☐ No ☐

If you have answered YES to any of the questions above please take the [Health Assessment Form](#) to your Medical Practitioner for completion or procure a copy of your Educational Psychological Assessment Report (learning disability), then scan and submit the Form or Report via InPlace.

1. If you are required to submit, you can upload your completed Health Assessment form in the My Details section in InPlace.

Health Assessment form

Verified

Submitted

Rejected

+

Health Assessment form

Verified

Submitted

Rejected

-

I have attached a copy of the completed Health Assessment form – ONLY REQUIRED if you have answered YES to any of the questions in Section 9 of the Safety in Practice Agreement or advised by PEP staff. If you are not sure if this item is applicable to you please contact your Placement Coordinator. If NOT APPLICABLE to you, please DO NOT make any changes to this item – LEAVE BLANK and select Cancel. Your Health Assessment Form is treated with the strictest confidence and once loaded to InPlace can only be viewed by the College of Health and Medicine PEP Safety in Practice Manager and the Director/Manager PEP.

Select status...

Yes **1**

Comments

Attachment

2

Select or drag a file

Add your PDF form here

3

Submit

✕Cancel

Reset

2. Once successfully submitted the box in the top right will be blue; the paperclip indicates there is a document attached.

Health Assessment form

Verified

Submitted

Rejected

+

Yes

3. Once verified, the box in the top right will be green and you will see an expiry date. A notification will also appear on your home screen.

Health Assessment form

Verified

Submitted

Rejected

+

Yes

Expires 28/02/2022

Notifications **1**

Health Assessment form successfully verified.