

**THE PARTIES HAVE EXECUTED THESE SCHEDULES ON THE DATES APPEARING BELOW:**

Signed for and on behalf of **QUEENSLAND HEALTH** )  
)

This day of 200 )  
)

By \_\_\_\_\_ )  
(full name) )

Who is a duly authorised officer in the presence of: )  
)

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
*(insert title of District/Facility delegated officer)*

Signed for and on behalf of )  
)

**«Tertiary\_Education\_Provider»** )  
)

This day of 200 )  
)

By \_\_\_\_\_ )  
(full name) )

Who is a duly authorised officer in the presence of: )  
)

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
*(insert title of University delegated officer)*

**Schedule 1 – Health Service Districts**

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**1. Health Service Districts**

*(insert names of Districts where placements will occur)*

## Schedule 2 – Miscellaneous

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### 1. Liaison

#### 1.1 Queensland Health Liaison Officer

Student Deed Officer (or nominated representative)  
Workforce Design & Liaison Unit  
Workforce Planning and Coordination Branch  
Queensland Health  
Floor 6 Queensland Health Building  
147-163 Charlotte Street  
GPO Box 48  
BRISBANE Q 4001  
Ph: 07 323 40886  
Fax: 07 323 40909  
Email: student\_deed@health.qld.gov.au

#### 1.2 Tertiary Education Provider Liaison Officer

«JobTitle» (or nominated representative)  
«Dept»  
«Tertiary\_Education\_Provider»  
«Address1»  
«City» «State» «PostalCode»  
Ph: «Phone»  
Fax: «Fax»  
Email: «Email»

#### 1.3 Liaison Requirements

To occur primarily through the Queensland Health Education and Research Council (formally the Queensland Health University Deans Workforce Liaison Committee).

Urgent and/or confidential matters may be raised through written correspondence between the Queensland Health Liaison Officer and Tertiary Education Provider Liaison Officer.

### **Schedule 3 – Health Related Disciplines**

Audiology	Environmental Health Science
Music Therapy	Health Physics
Nutrition & Dietetics	Medical Entomology
Occupational Therapy	Forensic Science
Pharmacy	Medical Laboratory Science
Physiotherapy	Optometry
Podiatry	Sonography
Psychology	Exercise Physiology
Prosthetics/Orthotics	Paramedics
Social Work	
Speech Pathology	
Orthoptics	
Radiography	
Leisure Therapy	
Dentistry	
Oral Hygiene	
Environmental Health	
Public Health	
Health Information Management	
Occupational Health and Safety	
Health Promotion	
Perfusionists	
Clinical Measurement	
Master of Applied Epidemiology	

Note: the list provided is not exhaustive. Additional health related disciplines may be added as required, by agreement in writing between the parties.

## Schedule 4 – Operational Aspects Schedule Template

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### 1. Discipline

[To be inserted]

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### 2. Facility/Health Service District

[To be inserted]

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### 3. Health Service District Liaison Officer

[To be inserted or delete if not applicable]

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### 4. Facility Liaison Officer

[To be inserted]

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### 5. Liaison Officer

[To be inserted]

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### 6. Clinical and/or Other Learning Objectives

[To be inserted]

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### 7. Program

[To be inserted]

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### 8. Commencement Date and Placement Timetable

[Insert commencement date, if different from the default date of 1 June 2008 (non-Qld institution) or 1 January 2009 (Qld institution).]

[Placement timetable to be inserted]

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### 9. Supervisor(s)

[To be inserted]

Note: if a proposed Supervisor is a not a staff member or employee of Queensland Health or Tertiary Education provider (eg. private practitioner) then they must meet Queensland Health's credentialing requirements prior to participating as a Supervisor of Placements. Details of their success in meeting the requirements must be stated here (if they do not meet the requirements they must not participate).

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### 10. Student Details

[To be inserted]

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### 11. Area of Clinical or Other Practice

[To be inserted]

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**12. Dates and Times of Student Attendance**

[To be inserted]

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**13. Learning Assessment Tools**

[To be inserted]

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**14. Student's Placement to be Assessed**

[To be inserted]

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**15. Clinical Entry Point required prior to Placement**

[To be inserted]

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**16. Competency Assessment Services Details**

[To be inserted or delete if not applicable]

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**17. Payment Details**

[To be inserted or delete if not applicable]

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**18. Specific Policies Guidelines or Procedures applicable to this Placement**

[Insert titles of relevant policies, guidelines and procedures that apply to this Placement. These can be attached to this Schedule.]

## Schedule 5 – Policies, Guidelines and Requirements

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### 1. General

The policies and guidelines contained in this Schedule or referred to in this Schedule must be complied with by the Tertiary Education Provider, Tertiary Education Provider Staff and Students, as the case may be:

- (a) Students and Tertiary Education Provider Staff attending Facilities and participating in Placement shall be bound by the legislation (including, for example, occupational health and safety legislation), standards, regulations, policies, procedures and by-laws of the Facility as notified to the Tertiary Education Provider from time to time.
- (b) Students and Tertiary Education Provider Staff are to be available to be inducted into the occupational health and safety procedures/principles and the emergency procedures of the Facility
- (c) Code of dress prescribed by the Tertiary Education Provider and the Facility must be complied with.
- (d) Additional dress requirements of the Facility, required as a result of the tasks being undertaken by the Students including the wearing of hygienic masks, hygienic gloves and the like, must be complied with.
- (e) Students and Tertiary Education Provider Staff shall use the mutually agreed upon communication channels in the Facility when making arrangements for Placement and allow sufficient time for negotiations regarding these arrangements to take place.
- (f) The Tertiary Education Provider will formally seek feedback regarding the functioning of a Program from the Facilities where Placements occur. Feedback will be sought from, but is not limited to Supervisors for Placement who are staff of the Facilities, Facility Managers (eg. Director of Nursing for nursing Placements, Directors/Seniors of Allied Health for Allied Health Placements, Medical Directors for medical Placements) or any other person nominated by a Facility or the Tertiary Education Provider.
- (g) The Tertiary Education Provider and Queensland Health shall collaborate for the purposes of ensuring that Students have completed the internet based Student Orientation Package and met the requirements stated below prior to their commencing a Placement. This process and the requirements include the Student:
  - (i) giving privacy consents for disclosure of Student personal information by Queensland Health to the Tertiary Education Provider and by the Tertiary Education Provider to Queensland Health for the purposes of giving effect to clauses 3.3 and 4.10(b);
  - (ii) giving confidentiality undertakings in accordance with clauses 4.6(a) and (b);
  - (iii) providing agreement upon reasonable terms as required by Queensland Health in relation to access to and use of Queensland Health information and technology systems;
  - (iv) providing an assignment on reasonable terms of Student's Intellectual Property in Patient Treatment Records to Queensland Health;

- (v) where agreed, providing assignments or licences on reasonable terms of Intellectual Property in Student Material in order to give effect to clause 12.2(a) of this Deed.; and
  - (vi) providing moral rights consents to Queensland Health.
- (h) The Tertiary Education Provider shall require and direct Tertiary Education Provider Staff to complete the internet based Student Orientation Package and meet the requirements below prior to their commencing as a Supervisor of Placements or undertaking any other activities associated with a Placement. This process and the requirements include the Tertiary Education Provider Staff member:
  - (i) giving privacy consents for disclosure of Tertiary Education Provider Staff personal information by Queensland Health to the Tertiary Education Provider and by the Tertiary Education Provider to Queensland Health for the purposes of giving effect to clauses 3.3 and 4.10(b);
  - (ii) giving confidentiality undertakings in accordance with clauses 4.6(a) and (b);
  - (iii) providing agreement upon reasonable terms as required by Queensland Health in relation to access to and use of Queensland Health information and technology systems;
  - (iv) where agreed, providing assignments or licences on reasonable terms of Intellectual Property in New Material as created by the Tertiary Education Provider Staff in order to give effect to clause 12.5 of this Deed; and
  - (v) providing moral rights consents to Queensland Health.
- (i) Health professional students attending placement in a corrective services facility under this deed must undergo a “Corrective Services Criminal History Check” regardless of the length of placement.

## **Schedule 6 - Management of Human Immunodeficiency Virus (HIV), Hepatitis B Virus and Hepatitis C Virus Infected Health Care Workers**

Queensland Health policy is available at:

[http://www.health.qld.gov.au/chrisp/ic\\_guidelines/appendix\\_P4.pdf](http://www.health.qld.gov.au/chrisp/ic_guidelines/appendix_P4.pdf)

or by going to the following web address and following the links to the Infection Control Guidelines:

[http://www.health.qld.gov.au/chrisp/ic\\_guidelines/contents.asp](http://www.health.qld.gov.au/chrisp/ic_guidelines/contents.asp)