

# Queensland Health Student Placement Deed

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## Frequently Asked Questions

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### **What is the process for a university to establish a Deed with Queensland Health?**

The Queensland Health website (<http://www.health.qld.gov.au/sop.asp>) provides information on this process, and allows you to view and download the Student Placement Deed document. The Student Deed Guidelines provide an easy step-by-step process for you to follow. In short, the university first peruses the Student Placement Deed document, and if it is satisfied with the terms of the document, adds in the university's details and sends 2 original signed (and witnessed) copies to Queensland Health at the address below. The signatory of the university should be Vice Chancellor or equivalent.

**Attention:** Student Placement Deed Officer  
Workforce Design and Liaison Team  
Queensland Health  
P.O. Box 48  
BRISBANE Qld 4000

Once the documents are received and signed by the Director General, Queensland Health, a letter of confirmation will be sent to the university, along with one original copy of the Deed.

The template for the Operational Schedules is also on the website under 'Template for Schedule'. It will include the practical details of the placement and other matters. It is agreed with, and signed by, a representative of the relevant school within the university and the relevant manager within the district where the placement is to occur.

If you have any queries regarding this process, please contact the Workforce Design and Liaison Unit on +61 7 3234 0886 or email [student\\_deed@health.qld.gov.au](mailto:student_deed@health.qld.gov.au)

### **What should the student do prior to placement?**

The student is required to access the Queensland Health website (<http://www.health.qld.gov.au/sop.asp>) and click on 'Essential Placement Requirements', to the left of the page. The student should go through the policies and download and sign the student orientation checklist. This is to stay with the student and be presented to the clinical supervisor at the placement so they can check the student has read, understood and complied with Queensland Health policies for students.

### **Which universities have a current Student Placement Deed?**

The Student Placement Deed web page (<http://www.health.qld.gov.au/sop.asp>) has an up-to-date list of the universities that have a current Deed in place.

### **My university won't sign the Deed. Can I still have a placement at Queensland Health?**

A Student Deed must be in place for all placements, including observation-only placements. The only exceptions to this are for TAFE students and students from state schools.

Even where a student wishes to pay for indemnity insurance for themselves, a Deed must be in place. This is because the Deed deals with a range of matters, and not just indemnity. The question of payment for indemnity insurance is for the student and the university to decide.

## **Do Vocational Education and Training (VET) sector organisations need to sign a Student Placement Deed?**

It is not necessary for VET sector organisations (eg. TAFE Colleges) to sign a Deed. There is existing legislation that covers vocational placement for the VET sector called the *Vocational Training, Education and Employment Act 2000*. Compliance with this legislation is all that is required by the VET sector when placing students in clinical areas.

## **Who is responsible for the Student Schedule?**

While the Student Placement Deed covers the corporate agreement between the organisations (which lasts 5 years when signed), the Operational Schedule needs to cover each placement. The Schedule is a subcomponent of the Deed and covers the details of the student placement at the District level. The Schedule is a legal agreement between the university and the district in which the placement occurs. It is agreed with, and signed by, a representative of the relevant school within the university and the relevant manager within the district where the placement is to occur.

It is possible to use one Operational Schedule to cover several placements in one district, providing it is of one student type from a particular university. For example, placements for 2<sup>nd</sup> year nursing students from \_\_ University, \_\_ Campus for 2006 to \_\_ Queensland Health facilities in \_\_ District).

## **Who should keep the Student Schedule document and why?**

Both the relevant district and the university school should have a copy of the schedule. The district stores the document as a legal record of student placements and a reference for recording the number and type of students placed within the district.

## **Who is responsible to sign the Student Schedule at district level?**

This is a matter for each district to determine. The District Manager is often the signatory for the Student Schedule. Some districts may have delegated authority to another signatory.

## **Is there a template or example available for the Student Schedule?**

These can be found at <http://www.health.qld.gov.au/sop.asp>

## **Are payments required for student placements?**

For nursing placements, a Queensland Health district and a university may agree on an arrangement for payment. This is usually to cover a number of student placements requiring the appointment of a facilitator. The schedule for such payments is at [http://qheps.health.qld.gov.au/odb/hau/nursing/Html/clin\\_placements.htm](http://qheps.health.qld.gov.au/odb/hau/nursing/Html/clin_placements.htm)  
For disciplines other than nursing, payments are not usually required.

## **Do students need to undergo a criminal history check?**

Where a student placement is to be of more than 3 months' duration, the student is required to undergo a criminal history check. See the Industrial Relations Manual (IRM) 3.12-1.

## **What if a student has not completed their Hepatitis B immunisation schedule when they are due to start placement?**

The student can have an accelerated immunisation through a general practitioner which is completed in 21 days. Students cannot commence clinical placement in a Queensland Health facility until immunisation is complete.

## **What if the student cannot provide proof of Hepatitis B immunisation?**

If the student has no documentation of Hepatitis B immunisation then it is appropriate for the student to provide documentation of seroconversion to determine immunity status. This can be in the form of results of a blood test that shows the required level of immunity (i.e. anti HBs >10 IU/L).

### **Do students need to provide proof of seroconversion?**

Queensland Health requires students to provide evidence of Hepatitis B immunisation only. It is not necessary to provide evidence of seroconversion as well. Seroconversion can be provided as evidence of immunity to Hep B if the student has no documentary evidence of their Hepatitis B immunisation.

### **Who needs to see the signed student orientation checklist?**

The signed checklist is kept by the student and shown to the clinical supervisor at the placement facility as evidence that the student has read and understood and will comply with the policies of Queensland Health whilst on clinical placement.

### **Do interstate universities pay for Queensland Health placements?**

There may be a fee attached to placements for interstate students. Advice on this issue should be sought at district level through the business manager.

### **Do international students need to provide their own professional indemnity insurance when on placement with Queensland Health?**

International students seeking clinical placements in a Queensland Health facility must apply through a Queensland university. The Deed states that the university is responsible for providing indemnity for its students.

### **Do university staff need to sign anything before supervising students on placement?**

University staff providing supervision on clinical placements need to sign 2 deed polls. These documents have clauses covering confidentiality and intellectual property, and declarations regarding registration and qualifications to supervise. These need to be given to the Queensland Health clinical supervisor as evidence of compliance with the Deed framework, and stored within the district.