

Student Orientation Checklist

Queensland Health requires that you review the following topics on www.health.qld.gov.au/sop prior to your placement. Please ensure that you have read and understood them, and then complete the checklist below.

Tick to indicate the areas that you have read and understood. **By ticking these boxes you are agreeing to comply with the policies and requirements of each area.**

You must also complete the Essential Requirements section on the second page of this Checklist.

- | | |
|---|---|
| Professional behaviour & responsibilities | <input type="checkbox"/> Professionalism
<input type="checkbox"/> Professional appearance
<input type="checkbox"/> Professional boundaries
<input type="checkbox"/> Use of Queensland Health vehicles
<input type="checkbox"/> Home visits |
| Code of Conduct | <input type="checkbox"/> What is the code of conduct?
<input type="checkbox"/> To whom does the code apply?
<input type="checkbox"/> Principles of ethical behaviour |
| Confidentiality, Privacy & Documentation | <input type="checkbox"/> Confidentiality
<input type="checkbox"/> Privacy
<input type="checkbox"/> Documentation |
| Workplace Health and Safety | <input type="checkbox"/> Fire safety
<input type="checkbox"/> First aid
<input type="checkbox"/> Manual handling
<input type="checkbox"/> Workplace Violence
<input type="checkbox"/> Accidents, injuries and work related incidents |
| Immunisation and Infection Control | <input type="checkbox"/> Standard precautions
<input type="checkbox"/> Hepatitis B immunisation guidelines
<input type="checkbox"/> Non-responders
<input type="checkbox"/> Occupational Exposure
<input type="checkbox"/> Other recommended vaccinations |
| Cultural Diversity | <input type="checkbox"/> Aboriginal and Torres Strait Islander health issues
<input type="checkbox"/> Our diverse client group |
| Cultural Awareness and Language Services | <input type="checkbox"/> Cross cultural communication
<input type="checkbox"/> When to use a professional interpreter
<input type="checkbox"/> Avoid using family and friends
<input type="checkbox"/> Clients with a hearing impairment
<input type="checkbox"/> Good communication strategies
<input type="checkbox"/> Clients with vision impairment
<input type="checkbox"/> Avoiding accidents |

I _____ certify that I have read and understood the preceding topics on the Queensland Health student orientation website in preparation of my placement.

Signature: _____ Date: _____

Essential Requirements

As you have read the Student Orientation website you will understand the requirement to have **satisfied the Immunisation and Infection Control Declaration for Hepatitis B, below.**

You must ensure prior to your clinical placement that you can provide evidence to a Queensland Health representative on your first attendance at a Queensland Health facility, of the following essential requirements.

Immunisation and Infection Control Declaration - Hepatitis B Immunisation

It is recognised that some people are required to start their placement either immediately, or within the first six (6) weeks of commencing their study/placement/supervision program. In these cases they may not be able to meet the Hepatitis B immunisation requirement prior to first attendance at a Queensland Health facility.

If this is the case, they must be referred to a General Practitioner for administration of the accelerated schedule of Hepatitis B vaccine. These people may then commence their study/placement/supervision program after the third vaccination at twenty-one (21) days. Students must ensure they follow up with a booster dose at twelve (12) months to complete the accelerated schedule. If a person is deemed a non-responder after the initial course of Hepatitis B vaccination they must be referred to an Infectious Diseases Physician to discuss risks and options prior to the undertaking of their study / placement / supervision program in a Queensland Health facility.

- I agree I **have** complied with the above stated Hepatitis B Immunisation requirements and declare that I **have** undertaken immunisation against Hepatitis B prior to commencement of my student placement with the Queensland Health facility. The date of completion of immunisation was / / . Evidence of immunisation is attached.
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Infected Health Care Worker - Student Responsibilities

- I declare and agree that I **have** read and understand the Queensland Health Infection Control Guidelines Appendix P4 '*Management of infected health care workers*' (the Guidelines) and acknowledge that these Guidelines also apply to students on placement with Queensland Health facilities. (See www.health.qld.gov.au/chrisp/ic_guidelines/contents.asp)
- I declare that I **understand** my disclosure responsibilities under the Guidelines, in particular section 4.4 of Appendix P4 – *Responsibilities of HIV/HBV/JCV infected care workers*¹.
- I acknowledge and **understand** that health care workers (including students and supervisors) who are Hepatitis C antibody and PCR positive, Hepatitis B e antigen of HBV DBA positive, or HIV antibody positive must **not** perform exposure prone procedures as defined in the Guidelines.
- I **agree** to comply with the Guidelines and all procedures in place at the Queensland Health facility at which I am placed, in respect of Queensland Health immunisation and infection control of health care workers.
- I **understand** that this orientation is one of the requirements of eligibility for a placement at a Queensland Health facility.

Name (as enrolled): _____

Signature: _____ Date: _____

Course: _____

¹ Disclosing a HIV/HBV/HCV positive status will not preclude a student from being considered for a placement. However, the student will not be permitted to participate in any exposure prone procedure while on placement. The student should consult their learning institution to determine whether completing their placement / program notwithstanding those restrictions will still enable them to achieve required learning outcome and qualification in their course of study. Queensland Health will keep confidential the students declarations save if required by law to disclose.