

Student Orientation Checklist

Clinical Placements, 2021

Please ensure that you have read and understood the requirements of undertaking a clinical placement with Queensland Health before completing this checklist and declaration. You may refer to the information at www.health.qld.gov.au/employment/clinical-placement and the supporting instructions at the end of this document when completing your checklist.

Legal checks

	Check	Note	Date of check	Expiry
All students				
<input type="checkbox"/>	National Police Certificate	1		
As required (by legislation/placement location/education provider)				
<input type="checkbox"/>	Working with children check ("blue card")	2		
<input type="checkbox"/>	Aged care criminal history check	3,5		
<input type="checkbox"/>	NDIS worker screening check	4,5		
<input type="checkbox"/>	Corrective services criminal history check	6		

Immunisation evidence and infection prevention

	Vaccination	Note	Date of vaccination	Comments (see Note 7)
All students				
<input type="checkbox"/>	Measles, mumps, rubella (MMR) <i>or evidence of non-susceptibility</i>	8	Dose 1: Dose 2:	
<input type="checkbox"/>	Varicella (chicken pox) <i>or evidence of non-susceptibility</i>	9	Dose 1: Dose 2:	
<input type="checkbox"/>	Pertussis (dTpa)(whooping cough)	10	Date:	
<input type="checkbox"/>	Hepatitis B <i>or evidence of non-susceptibility</i>	11	Dose 1: Dose 2: Dose 3:	
Other vaccinations as required/recommended (by legislation/placement location/education provider) (see Note 12)				
<input type="checkbox"/>				
<input type="checkbox"/>				

Online learning/orientation modules

	Training/learning module	Note	Date of completion	Expiry
About your environment				
<input type="checkbox"/>	First-response evacuation instructions (<i>iLearn</i>)	13,21		
<input type="checkbox"/>	Building-specific emergency procedures (where the location has an <i>iLearn</i> module) OR	14,21		
<input type="checkbox"/>	General evacuation instructions (<i>local delivery</i> - where there is no <i>iLearn</i> module)	15,16,21		
About your practice and interactions with patients/clients				
<input type="checkbox"/>	Code of Conduct (<i>iLearn</i>)	17,21		
<input type="checkbox"/>	Infection prevention and control (<i>local delivery</i>)	18,16,21		



About your safety				
<input type="checkbox"/>	Prevention and management of musculoskeletal disorders (iLearn)	19,21		Once only
<input type="checkbox"/>	Health, safety and wellbeing (iLearn)	20,21		Once only
Other online learning/orientation modules as required by the Hospital and Health Service or profession (see Note 21)				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Compliance

	Document/Guideline	Note
Codes of conduct and cultural practice		
<input type="checkbox"/>	I have read and understand my obligations under the <i>Queensland Public Service Code of Conduct</i> .	22
<input type="checkbox"/>	I have read and understood any relevant obligations I have under the <i>National Code of Conduct for Health Care Workers (Queensland)</i> .	23
<input type="checkbox"/>	I have read and understand the principles of the <i>Queensland Health Organisational Cultural Competency Framework</i> and the <i>Aboriginal and Torres Strait Islander Cultural Capability Framework 2010-2033</i> .	24
Privacy, confidentiality, and documentation		
<input type="checkbox"/>	I have read and understand my obligations under the <i>Queensland Right to Information Act 2009</i> .	25,26
<input type="checkbox"/>	I have read and understand my obligations in relation to the disclosure of patient-identifying information, as referred to in Part 7 of the <i>Hospital and Health Boards Act 2011</i> .	25,27
<input type="checkbox"/>	I understand that good clinical documentation is an integral part of patient care.	28
Infected health care worker – student responsibilities		
<input type="checkbox"/>	I declare and agree that I have read and understand the <i>Australian National Guidelines for the Management of Healthcare Workers Living with Blood Borne Viruses and Healthcare Workers who Perform Exposure Prone Procedures at Risk of Exposure to Blood Borne Viruses</i> and acknowledge that this Guideline also applies to students on placement in Queensland Hospital and Health Service facilities.	29
<input type="checkbox"/>	I declare that I understand my professional and ethical responsibility for <ul style="list-style-type: none"> knowing my blood borne virus status, and adhering to the <i>Australian Guidelines for the Prevention and Control of Infection in Healthcare</i> and the <i>Australian National Guidelines for the Management of Healthcare Workers Living with Blood Borne Viruses and Healthcare Workers who Perform Exposure Prone Procedures at Risk of Exposure to Blood Borne Viruses</i>. 	29
<input type="checkbox"/>	I acknowledge and understand that health care workers (including students and supervisors) with a blood borne virus, have a requirement to engage with treatment and not perform exposure prone procedures unless compliant with the <i>Australian National Guidelines for the Management of Healthcare Workers Living with Blood Borne Viruses and Healthcare Workers who Perform Exposure Prone Procedures at Risk of Exposure to Blood Borne Viruses</i> .	29

Certification/declaration

I, _____ [insert full name] certify that I have **read** and **understood** the preceding topics, as per the Queensland Health website, in preparation for my clinical placement. I **agree** to comply with the guidelines and all procedures in place at the Queensland Hospital and Health Service facility at which I am placed, in respect of Queensland Health vaccination 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 Hospital and Health Service facility.

Name:

Signature: _____

Course:

Date:

Education Provider:

Notes for completion of Student Orientation Checklist

Ref.	Note
Legal checks	
1	<p>A National Police Certificate is the minimum pre-placement legal check. All students will be required to organise, fund, and maintain a National Police Certificate that is current for the entirety of the clinical placement and be no older than three (3) years at the end of the placement.</p> <p>Holding a National Police Certificate is in addition to other pre-placement screening checks that may be required through Queensland or National legislation for specific purposes.</p> <p>You will not be able to attend your clinical placement without a National Police Certificate.</p>
2	<p>A working with children check (“blue card check”) is undertaken by the Queensland Government Public Safety Business Agency. Your education provider placement coordinator will advise if you are required to provide health services to children as part of your placement and whether you are required to apply for a blue card. You will not be able to start your placement until you have received a positive notice.</p> <p><i>If a working with children check is not required for your clinical placement, please record “N/A” in the “Date of check” column.</i></p>
3	<p>If your placement is in an aged care facility, you will need to comply with the aged care criminal history check requirements as set out in the <i>Aged Care Act 1997</i> and related <i>Accountability Principles 2014</i>. It is likely that you will need a National Police Certificate not more than three (3) years old to meet these requirements. You may not be able to start your placement until you have received the appropriate checks.</p> <p><i>If an aged care criminal history check is not required for your clinical placement, please record “N/A” in the “Date of check” column.</i></p>
4	<p>From 1 February 2021, new worker screening laws apply in Queensland in relation to services delivered through the National Disability Insurance Scheme (NDIS). If you will be attending a clinical placement with an NDIS registered provider in a role the hospital or health service has determined is a “risk-assessed role”, you will require an NDIS worker screening clearance. It is the responsibility of the facility you are attending to know whether you will require a clearance; however, it is important that this is identified early (by your education provider when they negotiate the placement on your behalf), as there is a “no card, no start” requirement. If you are required to have an NDIS worker screening check, you will not be able to start your placement until you have received a clearance. For the purposes of the NDIS worker screening check, students are treated as volunteers and a fee for the application will not apply.</p> <p>If you already hold a valid yellow card or yellow card exemption, you won’t need to get an NDIS worker screening check straight away. Your existing card can be used until it expires, is suspended, or is cancelled.</p> <p>To apply for an NDIS worker screening check or find out more information on screening requirements visit https://workerscreening.communities.qld.gov.au/.</p> <p><i>If an NDIS worker screening check is not required for your clinical placement, please record “N/A” in the “Date of check” column.</i></p>
5	<p>From 16 June 2021, the Australian Government is streamlining the dual regulatory framework for aged care providers that support NDIS participants. This affects students attending aged care providers supporting NDIS participants and means that an NDIS worker screening clearance will meet the checks for aged care staff and volunteers under the <i>Aged Care Act 1997</i> for those supporting NDIS participants, where previously both a NDIS worker screen and a National Police Certificate were required.</p> <p>Further information regarding this change can be found at https://www.health.gov.au/health-topics/aged-care/providing-aged-care-services/working-in-aged-care/police-certificate-and-worker-screening-requirements-in-aged-care</p>
6	<p>Your Queensland Health supervisor will organise a Corrective Services criminal history check if your placement is scheduled to take place within an area providing health services in a corrective services facility.</p> <p><i>If a corrective services criminal history check is not required for your clinical placement, please record “N/A” in the “Date of check” column.</i></p>
Immunisation evidence and infection control	
7	<p>Forms to record immunisation evidence (and/or evidence of non-susceptibility) are available through the clinical placements website (https://www.health.qld.gov.au/employment/clinical-placement)</p>

8	MMR: At least one (1) dose prior to placement is required. The dose schedule is to be continued to completion.
9	Varicella: At least one (1) dose prior to placement is required. The dose schedule is to be continued to completion.
10	Pertussis: One (1) adult dose within the last ten years prior to placement is required. Written evidence of vaccination (vaccination book/letter from medical practitioner) is required.
11	Hepatitis B: At least two (2) doses are required prior to placement.
12	<p>Additional vaccinations may be required for the HHS or clinical placement location you are attending. For example influenza and COVID-19* vaccinations are a requirement of undertaking a clinical placement in an aged care facility, and roles with high risk of exposure to certain diseases (such as hepatitis A, Japanese encephalitis) may require additional pre-placement vaccinations.</p> <p>*On 28 June 2021, National Cabinet agreed some changes to vaccination against COVID-19 for the aged care workforce. Specifically:</p> <ul style="list-style-type: none"> • COVID-19 vaccinations are to be mandated for residential aged care workers as a condition of working in an aged care facility; and • that at least the first dose of a COVID-19 vaccine be administered by 16 September 2021 for all residential aged care workforce. <p>Record all additional vaccinations in this section. <i>If there are no additional vaccinations required for your clinical placement, you may record "N/A" in the "Date of vaccination" and/or "Comments" column or leave this section blank.</i></p>
Online learning/orientation modules	
13	<p>The <i>First-response evacuation instructions</i> course provides an overview of instructions about the method and operation of manually-operated fire alarms and fire-fighting equipment.</p> <ul style="list-style-type: none"> • This course has a 12-month validity. • It must be completed within the preceding 12 months to your placement and have an expiry that covers the period of placement.
14	<p>The <i>Building-specific emergency procedures</i> course is specific to the facility you attend for placement and includes instruction for evacuating the building safely in the event of a fire or hazardous materials emergency.</p> <ul style="list-style-type: none"> • You will be required to complete this course for each location you are attending. • This course has a 12-month validity. It must be completed within the preceding 12 months and have an expiry that covers the period of placement. • Access to the facility will not be available if this training is not completed. • If your facility does not have an iLearn module specific to your location, this training will be provided locally. Refer Note 15.
15	<p>The <i>General evacuation instructions</i> module is undertaken locally where there is no iLearn module. This training may be delivered in-person or through a local learning management system (LMS).</p> <ul style="list-style-type: none"> • This training has a 12-month validity and must be completed for every location you are attending. • The HHS is responsible for ensuring this training is delivered within 48 hours of commencing placement; however, some HHSs may require you to complete this training prior to attending the facility.
16	<p>It is a requirement that you complete orientation and pre-placement checks prior to the commencement of your clinical placement, unless you are unable to access local learning or location-specific modules prior to your placement (such as referred to in Notes 15 and 18). Some courses are required to be completed at the placement location. Depending on the HHS you are attending, this may happen prior to, or at commencement of, your clinical placement.</p>
17	<p>The <i>Code of Conduct</i> course provides standard of behaviour expected of all employees, contractors, volunteers, and students within Queensland Health to build a strong ethical culture. This course has a 12-month validity. It must be completed within the preceding 12 months to your placement and have an expiry that covers the period of placement.</p>
18	<p>Course or learning requirements for <i>Infection prevention and control</i> modules will be determined by the facility you are attending for placement.</p>
19	<p>The <i>Prevention and management of musculoskeletal disorders</i> course provides an overview of ergonomics education to understand the causes, signs, and symptoms of musculoskeletal disorders, risk management, and safe preventative practices. You are required to complete this course once-only, prior to commencement of your first clinical placement with Queensland Health.</p>

20	The <i>Work health, safety and wellbeing</i> course provides an overview of work health and safety policy, key risks, and specific Queensland Health requirements related to reporting of injuries and hazard identification. You are required to complete this course once-only , prior to commencement of your first clinical placement with Queensland Health.
21	The orientation referred to in Notes 13 to 20 represents the MINIMUM requirements to undertake clinical placements in a Queensland Health facility. Some Hospital and Health Services may have additional modules that are site- or profession-specific, and some clinical areas require additional orientation modules and/or documentation. For example, students of allied health are required to complete both the mandatory orientation modules (as identified on this <i>Student Orientation Checklist</i>) AND the additional mandatory training for allied health students as listed at https://www.health.qld.gov.au/ahwac/html/training-modules . Allied health students will require completion of this <i>Student Orientation Checklist</i> AND the <i>Evidence record of allied health student training</i> .
Codes of conduct and cultural practice	
22	The <i>Code of Conduct for the Queensland Public Service</i> applies to all permanent, temporary, full-time, part-time, or casual Queensland Health employees, volunteers, students, contractors, consultants and anyone who works in any other capacity for Queensland Health. The Code reflects four ethics principles: integrity and impartiality; promoting the public good; commitment to the system of government; and accountability and transparency.
23	The <i>National Code of Conduct for Health Care Workers (Queensland)</i> (Queensland Code) applies to health care workers (including students) who are: <ul style="list-style-type: none"> not required to be registered under the <i>Health Practitioner Regulation National Law</i> (including de-registered health practitioners) registered health practitioners under the <i>Health Practitioner Regulation National Law</i> and who provide health services that are unrelated to their registration. <p>In Queensland, a health service is as defined in Section 7 of the <i>Health Ombudsman Act 2013</i>.</p>
24	Queensland is a culturally and linguistically diverse State. Queensland Health recognises that, in order to achieve its purpose of providing safe, sustainable, efficient, quality and responsive health services for all Queenslanders, it is important to ensure that the services it provides are culturally competent.
Privacy, confidentiality, and documentation	
25	Patient trust is critical to providing high quality health care. As a student, you may have access to sensitive patient information. Queensland Health places an extremely high importance on maintaining patient confidentiality.
26	The <i>Right to Information Act 2009</i> gives right of access to non-personal information in the Government's possession or under the Government's control unless it is not in the public interest.
27	Queensland Health is bound by strict obligations in relation to the disclosure of patient identifying information. For more information, refer to Part 7 of the <i>Hospital and Health Boards Act 2011 (Qld)</i> . Anyone being educated or trained at a public sector health service facility as part of the requirements for the following are bound by that legislation: <ul style="list-style-type: none"> registration, enrolment, or other authorisation (however described) to practice as a health professional completion of a course of study qualifying a person for registration, enrolment, or authorisation mentioned in (1). <p>Any disclosure of patient identifying information can only be permitted where one of the limited exceptions to our duty of confidentiality permits such disclosure. Once bound, you will not be indemnified for confidentiality breaches. Failure to comply with confidentiality obligations may result in termination of your placement and/or further legal action being taken against you by Queensland Health and/or the education provider.</p>
28	Good clinical documentation is an integral part of patient care. Further information will be provided to you by your Queensland Health supervisor when you commence your placement.
Infected health care worker – student responsibilities	
29	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 education provider to determine whether completing their placement/program notwithstanding those restrictions will still enable them to achieve required learning outcomes and qualification in their course of study. Queensland Health will keep confidential the student's declarations save if required by law to disclose.

[ENDS]