

Prosthetic Technician and Prosthetist staff changes should be submitted to QALS within 2 business days. Please submit form to MASS-Procurement@health.qld.gov.au

All new staff should also familiarise themselves with the QALS Guidelines, Procedures and Forms and Vouchers. Queensland Health recommends all staff to have their vaccinations completed, however it is only mandatory that Prosthetists and Technicians complete their required vaccinations.

Code of Conduct

The Code of Conduct applies to all Queensland Health employees and contractors. The Code of Conduct for the Queensland Public Service reflects the principles of integrity and impartiality, promoting the public good, commitment to the system of government, accountability and transparency. The Code of Conduct for the Queensland Public Service was developed in line with the government's commitment and in consultation with agencies, employees and industrial representatives. The Code was designed to be relevant for all public sector agencies and their employees and reflects the amended ethics principles and values contained in the Public Sector Ethics Act 1994.

The Queensland Government Code of Conduct may be viewed on: forgov.qld.gov.au/conduct-and-performance which contains an Audio Version, or a printout located in the QALS Reference Manual Folder.

The Code of Conduct for Health Care Workers (Queensland): health.qld.gov.au/system-governance/policies-standards/national-code-of-conduct the National Code of Conduct for Health Care Workers applies to health care workers delivering a health service in Queensland from 1 October 2015.

An updated copy of the code of conduct signature sheet must be submitted for all new staff, including administration staff. This should be sent within ten (10) working days of a new staff member commencing.

Prosthetist and Technician Mandatory Requirements:

1. Qualifications, Experience and Professional Membership at degree, diploma or certificate level – Prosthetist OR Prosthetist/Orthotist is to be confirmed by applicant's manager or director and noted on application sheet. QALS does not require a copy to be submitted with the application, unless it's for a PSP's new Primary (Senior) prosthetist.
2. Evidence of appropriate security clearance / screening if providing prosthetic services to children and young people under 18 years of age; such as a 'Blue Card' for Queensland based PSPs and/or 'Working with Children Check' for New South Wales based PSPs to be confirmed by applicant's manager or director and noted on application sheet. A copy is to be attached to the application. Another states equivalent of a blue card may be accepted whilst applying for a QLD blue card.
3. Immunisation confirmation against specified preventable diseases (VPDs): This must be completed and sent to QALS within 5 business days of the new staff commencing.
4. Please refer to the [Vaccine preventable diseases evidence requirements guide](#) and the VPD risk role checklist. Both the [applicant](#) and [medical practitioner forms](#) should be completed and attached to the application. Information available - health.qld.gov.au/employment/work-for-us/dept-of-health/pre-employment/vaccinations
 - a. Measles, Mumps, Rubella (MMR)
 - b. Whooping Cough (Pertussis)
 - c. Chicken Pox (Varicella)
 - d. Hepatitis B



New Staff Member

Change in Details

Removed Staff Member

Staff Member Name			
Qualifications			
Experience / Expertise			
Professional Membership Type		Professional Membership Number	
Working with Children (Blue Card) ID Number		Expiry Date	
<i>Please ensure a copy of valid blue card is attached to this application</i>			
Immunisation Details: <input type="checkbox"/> MMR <input type="checkbox"/> Pertussis <input type="checkbox"/> Varicella <input type="checkbox"/> Hepatitis B			
<i>Please ensure a copy of immunisation records with a VPD Evidence form is attached to this application.</i>			
Date QH Code of Conduct Read:			
<i>Please ensure an updated copy of 'Code of Conduct Signature Sheet' is attached to this application.</i>			
PSP Director / Manager Authorisation			
I have sighted the qualifications, documentation and confirmed the above details are correct. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Signature	Name	Position	Date
QALS Authorisation			
All documents have been received			<input type="checkbox"/> Yes <input type="checkbox"/> No
Personnel is approved under QALS			<input type="checkbox"/> Yes <input type="checkbox"/> No
Personnel added to MAIS			<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature	Name	Position	Date