

### What is the Queensland Health Student Deed Poll?

The Queensland Health Deed Poll is a legal agreement between the student and Queensland Health and must be completed by students prior to commencing placement within a Hospital and Health Service facility.

### How do I complete the Queensland Health Student Deed Poll?

- Log onto SONIA, either via L@G or the Placement Essentials website
- Select the correct School, Click on University sign in
- Select the Forms tab, all electronic forms associated with the student will be listed in the drop down box ▼ and click the Add button
- Scroll down to the Queensland Health Student Deed Poll
- You will see columns “Completed (Mine)” and Completed (All)”. The Completed (Mine) column indicates Electronic Forms that are to be completed by you or have been completed by you, reflected by the 0 of 1, ie the 0 means this form has not been completed by you and is yet to be completed. If this column shows 1 of 1 you have completed/submitted this Electronic Form. The Completed (All) column shows progress of other signatories required on the Electronic Form. Once completed it will change to 1 of 1 (there are no other signatories required on the form).
- To the right of screen, Click on the Red Edit Icon to complete the form.
- The Electronic Form opens for you, read and enter the required information. Your Name and School with populate automatically. Every field must have an entry or you will be prompted with the message: **Please fill in all fields.**
- Once you have completed the Checkbox, click on the Submit button.
- Your name, date and time will appear as your electronic signature when you next log back into SONIA and open the document.
- Your completed Electronic Form will be saved to your SONIA Profile under Electronic Forms. **Please note once you have signed an Electronic Form you can open it but not edit it.**

### Where can I find the Queensland Health Student Deed Poll?

The Queensland Health Deed Poll is located in your SONIA online account under Forms.

*For more information contact the Fit for Placement Office on: 07 5552 9480 or  
[fitforplacement@griffith.edu.au](mailto:fitforplacement@griffith.edu.au)*

*Visit the [Fit for Placement](#) Website*