

Notes for completion of Student Orientation Checklist

Ref.	Note
Legal checks	
1	Please identify and record the source and type of your criminal history check.
2	If your placement is in an aged care facility and you will, or are reasonably likely to, have access to aged care recipients as part of your clinical placement, you are required to undergo an aged care criminal history check. You will not be able to start your placement until you have received a positive notice.
3	Blue cards are issued 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. If required, your education provider will organise the blue card for you. You will not be able to start your placement until you have received a positive notice.
4	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.
Immunisation evidence and infection control	
5	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)
6	MMR: At least one (1) dose prior to placement is required. The dose schedule is to be continued to completion.
7	Varicella: At least one (1) dose prior to placement is required. The dose schedule is to be continued to completion.
8	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.
9	Hepatitis B: At least two (2) doses are required prior to placement.
10	Additional local vaccinations may be required. Record these in this section.
Online learning/orientation modules	
11	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. This course has a 12-month validity . It must be completed within the preceding 12 months to your placement and with an expiry that covers the period of placement.
12	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. 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 with 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 13.
13	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). This training has a 12-month expiry 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.
14	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 with an expiry that covers the period of placement.
15	Course or learning requirements for <i>Infection prevention and control</i> modules will be determined by the facility you are attending for placement.
16	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.
17	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.
Codes of conduct and cultural practice	

18	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.
19	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>
20	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	
21	Patient trust is critical to providing high quality health care. As a student, you will have access to sensitive patient information. Queensland Health places an extremely high importance on maintaining patient confidentiality.
22	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.
23	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.</p> <p>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>
24	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.

[ENDS]