

***In preparation for a Queensland Health placement, you must complete the student orientation requirements and Checklist prior to attending any Queensland Health hospital or health service facility.***

## How do I complete the Queensland Health Student Orientation Requirements?

[Queensland Health Student Preparation for Clinical Placement](#) You will find all the necessary information via this link.

### ***Student Orientation Checklist***

Requires you to review the student orientation requirements section on the Department of Health website prior to your placement.

Please ensure that you have read and understood all components before completing the checklist. Please tick the boxes on the form to indicate the areas you have read and understand. By ticking these boxes you are agreeing to comply with the policies and requirements of each essential placement requirement.

<b>Blue Card and Criminal History Checks</b>	<p><b>Blue Card</b> - Please read this section and complete checklist boxes 'Blue card' indicating you have understood the requirements. (<i>Ensure you have <b>obtained</b> a <a href="#">Blue Card</a> through the University</i>).</p> <p><b>Criminal History Checks</b> - Please read this section and complete checklist boxes 'General criminal history check', 'Aged care criminal history check' and 'Corrective services criminal history check' indicating you have understood the requirements. (<i>Ensure you have <b>obtained</b> a National Police Check through your local police station, the Australian Federal Police or an Australian Criminal Intelligence Commission Organisation</i>)</p>
<a href="#">Code of Conduct</a>	<p>Read this section, complete checklist boxes indicating you have understood 'To whom does the code apply?' and 'The four (4) ethics principles'.</p>
<b>Cultural Diversity</b>	<p><a href="#">Queensland Health Cultural Competency Framework</a> <a href="#">Aboriginal and Torres Strait Islander Cultural Framework</a></p> <p>Read these sections, complete checklist boxes indicating you have understood 'Organisational cultural competency framework' and 'Aboriginal and Torres Strait Islander Cultural Framework 2010 - 2033'.</p>
<b>Vaccination</b>	<p>To be able to tick off the five check boxes under the Vaccination heading you will need to have successfully completed immunisation compliance as stated on the <a href="#">Specified Vaccine Preventable Diseases</a> web page.</p> <p>Please read this <a href="#">fact sheet for students</a> on placement in Queensland Health.</p> <p>When you have undertaken the required vaccinations please complete checklist boxes 'Measles, Mumps, Rubella (MMR)', 'Varicella', 'Pertussis (dTpa)', 'Hepatitis B' and 'Other recommended vaccinations' if applicable. <b>Please record Booster due dates and follow up with your doctor to complete the recommended course of vaccinations.</b></p>

<a href="#">Occupational health and safety</a>	<p>Mandatory online modules – prior to placement. Follow instructions on the <a href="#">iLearn 'How to Access iLearn@QHealth'</a> to register and complete online modules. Please print the Certificate available at the completion of the training modules and take with you to your placement. <b>DO NOT submit this certificate to Fit for Placement.</b></p> <p>Please complete checklist boxes 'Mandatory iLearn online modules – Prior to Placement', 'Work Health and Safety Induction', 'First-Response Evacuation Instructions', 'Occupational Violence Prevention Fundamentals' and 'Prevention and Management of Musculoskeletal Disorders (MSD)'.</p> <p><b>DO NOT complete checklist boxes 'Mandatory OHS requirements – At placement' and 'Local site induction'.</b> These requirements will be met once you commence placement at your allocated facility.</p>
<b>Privacy, confidentiality and documentation</b>	<p><a href="#">Queensland Right to Information Act 2009</a> <a href="#">Hospital and Health Boards Act 2011</a></p> <p>Read these sections, complete checklist boxes indicating you have understood 'Privacy', 'Confidentiality' and 'Documentation' sections.</p>

#### [Infected Health Care Workers - student responsibilities](#)

You must acknowledge the following statement:

*I acknowledge and understand that as an infected health care worker (student), or become an affected health care worker (student), it is my responsibility to disclose to the Clinical Experience Coordinator and Clinical Facilitator that I am infected. I understand that I **must not** perform exposure prone procedures as defined in the Guidelines.*

#### **How do I complete the Queensland Health Student Orientation Checklist?**

- 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 Orientation Checklist.
- 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 will 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 Checkboxes, 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 Orientation Checklist?**

The Queensland Health Student Orientation Checklist 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](#)*