

Student Orientation Checklist

Clinical Placements 2022–2025

Please follow the instructions on pages 4-6 and ensure that all mandatory/highlighted items are completed. 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 [Clinical placements | Careers \(health.qld.gov.au\)](https://www.health.qld.gov.au) and the supporting instructions at the end of this document when completing your checklist.

Note: A complete Student Orientation Checklist is comprised of pages 1 to 3 of this document, including the certification/declaration on page 3. In addition to providing this completed checklist to your education provider, please retain a copy for your records.

Legal checks

Check	Note	Date of check (or N/A)	Expiry
All students			
<input checked="" type="checkbox"/> National Police Certificate	1	Issue date	3 years from date of issue
As required (by legislation/placement location/education provider)			
<input checked="" type="checkbox"/> Working with children check ("blue card")	2	Issue date	Expiry date on card
<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/infection prevention	Note	Date of vaccination/test/ completion	Comments (see Note 7)
All students			
<input checked="" type="checkbox"/> Measles, mumps, rubella (MMR) or evidence of non-susceptibility	8	Dose 1: See note 8 Dose 2: <input type="text"/>	or "Serology collected DD/MM/YYYY"
<input checked="" type="checkbox"/> Varicella (chicken pox) or evidence of non-susceptibility	9	Dose 1: See note 9 Dose 2: <input type="text"/>	or "Serology collected DD/MM/YYYY"
<input checked="" type="checkbox"/> Pertussis (dTpa)(whooping cough)	10	Date of latest dose (within last 10 years)	
<input checked="" type="checkbox"/> Hepatitis B or evidence of non-susceptibility	11	Dose 1: See note 11 Dose 2: <input type="text"/> Dose 3: <input type="text"/>	or "Serology collected DD/MM/YYYY"
<input checked="" type="checkbox"/> Tuberculosis (TB) Risk Assessment Tool	12	See note 12	
<input checked="" type="checkbox"/> Fit testing of two particulate filter respirators (PFR) where required for placement. Please specify date of fit test (within 12 months), make/brand, model, and size of two respiratory protective equipment (RPE) successfully fitted. Evidence of fit test to be provided to education provider and Hospital and Health Service.	13	Date of test <input type="text"/>	and Brand Model Size
Other vaccinations as required/recommended (by legislation/placement location/education provider) (see Note 14)			
<input type="checkbox"/>	14		
<input type="checkbox"/>	14		

Online learning / orientation modules

<input checked="" type="checkbox"/>	All mandatory orientation as per Queensland Health Human Resources Policy Mandatory Training G6 (QH-POL-183)	15		
Other online learning/orientation modules as required by the Hospital and Health Service or profession (see Note 15)				
	Training/learning modules	Note	Date of completion	Expiry
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Compliance

	Document/Guideline	Note
Codes of conduct and cultural practice		
<input checked="" type="checkbox"/>	I have read and understand my obligations under the Queensland Public Service Code of Conduct .	16
<input checked="" type="checkbox"/>	I have read and understand any relevant obligations I have under the National Code of Conduct for Health Care Workers (Queensland) .	17
<input checked="" type="checkbox"/>	I have read and understand the principles of Cultural Capability and the Aboriginal and Torres Strait Islander Cultural Capability Framework 2010-2033 .	18
Privacy, confidentiality, and documentation		
<input checked="" type="checkbox"/>	I have read and understand my obligations under the Queensland Right to Information Act 2009 .	19, 20
<input checked="" 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 Hospital and Health Boards Act 2011 .	21, 19
<input checked="" type="checkbox"/>	I understand that good clinical documentation is an integral part of patient care.	22, 19, 20
Infected health care worker – student responsibilities		
<input checked="" type="checkbox"/>	I declare and agree that I have read and understand the 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 and acknowledge that this Guideline also applies to students on placement in Queensland Hospital and Health Service facilities.	23
<input checked="" 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 Australian Guidelines for the Prevention and Control of Infection in Healthcare and the 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. 	23
<input checked="" 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 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 .	23

Note: Please read and agree with the certification/declaration on page 3 to finalise your Student Orientation Checklist.

Certification/declaration

I, [insert full name] certify that I have read and understand 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/within the Department of Health.

Name: [insert full name]

Course: [insert course details]

Education Provider: [insert Education Provider name]

Signature: **You must sign or digitally sign - No typed names

Date:

[END OF STUDENT ORIENTATION CHECKLIST]

Clear form

Print form

Sample Only

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 are 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. 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 Aged Care Act 1997 and related Accountability Principles 2014. 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 came into effect 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 Disability Worker Screening (dwsatsip.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 made changes to 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 an NDIS worker screen and a National Police Certificate were required.</p> <p>Further information regarding this change can be found at Screening requirements for the aged care workforce Australian Government Department of Health and Aged Care.</p> <p>Students attending Queensland Health facilities are still 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, as per Note 1.</p>
6	<p>Your Queensland Health supervisor will organise a Corrective Services criminal history check if your placement is scheduled to take place in 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	Forms to record immunisation evidence (and/or evidence of non-susceptibility) are available at Providing evidence of mandatory vaccinations Queensland Health .
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: Two (2) or three (3) age-appropriate doses of hepatitis B are required to complete the course with a minimum of 2 hepatitis B vaccines required prior to commencement with an undertaking from the student to have the third dose where it is required. The onus is on the education provider to ensure that any further subsequent required doses are administered.
12	To ensure compliance with the Queensland Health Tuberculosis Control Health Service Directive and Protocol for the Control of Tuberculosis , all students undertaking clinical placements in a Queensland Health facility must complete a TB risk assessment prior to commencing a placement. This includes screening and any required follow-up in accordance with the Queensland Health TB Risk Assessment Tool.
13	Where the use of a particulate filter respirator (PFR) may be required for the placement, yearly fit-testing is required for students. Fit testing is a qualitative or quantitative method of evaluating the fit of a specific brand, model and size of a P2/N95 mask on an individual. It provides an opportunity to ensure healthcare workers are properly trained in the correct use of the mask and in turn helps to ensure that masks are worn effectively. Please refer to Fit testing of particulate filter respirators in respiratory protection programs (health.qld.gov.au) guideline for further information.
14	<p>Additional vaccinations may be required for the HHS or clinical placement location you are attending. For example, vaccination against influenza is 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>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	
15	<p>Before commencing a clinical placement, you are required to undertake an orientation about the environment you are entering, your practice and interactions with patients/clients, and your safety. Some of this orientation is a requirement of legislation, and others are required by guideline or policy.</p> <p>For a full list of required orientation modules, please refer to the Queensland Health Human Resources Policy Mandatory Training G6 (QH-POL-183) at Department of Health policies Queensland Health. Please note that this policy outlines MINIMUM requirements, and 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 in Queensland Health Human Resources Policy Mandatory Training G6 (QH-POL-183)) AND the additional mandatory training for allied health students as listed at Clinical placement information for allied health students Queensland Health. Allied health students will require completion of this <i>Student Orientation Checklist</i> AND the Evidence record of allied health student training.</p> <p>You should keep a record of the training modules you have completed in a format that is easily recorded – your education provider will need to ensure you have complied with the relevant policy prior to commencing your placement.</p>

Codes of conduct and cultural practice	
16	The Code of Conduct for the Queensland Public Service 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.
17	<p>The National Code of Conduct for Health Care Workers (Queensland) applies to health care workers (including students) who are:</p> <ul style="list-style-type: none"> not required to be registered under the Health Practitioner Regulation National Law (including de-registered health practitioners) registered health practitioners under the Health Practitioner Regulation National Law 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 Health Ombudsman Act 2013.</p>
18	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	
19	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.
20	The Right to Information Act 2009 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.
21	<p>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 Hospital and Health Boards Act 2011 (Qld). 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:</p> <ol 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>
22	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	
23	Disclosing a HIV/HBV/HCV positive status is not required and will not preclude a student from being considered for or completing their placement. The student must comply with the criteria set out in the Communicable Diseases Network Australia (CDNA) guidelines including receiving ongoing medical care and appropriate treatment. The student should consult their education provider to determine whether completing their placement/program notwithstanding any 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 declaration save if required by law to disclose.

[ENDS]