
AGED CARE – STATUTORY DECLARATION

Q: Is the Criminal History Stat Dec different to the Aged Care Stat Dec?

A: They are the same thing, the name has changed to Criminal History Stat Dec. You can find info on the stat dec here: <https://habs.uq.edu.au/current-students/prepare-for-your-placement/criminal-history-check>

Q: Do I have to fill out the statutory declaration if I have never lived outside of Australia? Is it only for overseas or does everyone need to fill it out?

A: You only have to complete the statutory declaration if you have been a citizen or permanent resident of a country other than Australia after turning 16, stating that you have never, in Australia or another country, been convicted of murder or sexual assault, or convicted of, and sentenced to imprisonment for, any other form of assault.

Q: If we have not been assigned our placement yet, do we still have to complete the statutory declaration by Feb 19th 2021? Or do we submit later once we find out if we are placed in aged care?

A: as above, you only need to complete this statutory declaration if you have been a citizen or permanent resident of a country other than Australia after turning 16.

Q: If we have already uploaded the stat dec but we've never lived overseas, should we just take it off our InPlace?

A: You can, but if it's already been uploaded you can leave it!

IMMUNISATIONS

Q: May I have the email address of the vaccination team (UQ Immunisation Records Team) please?

A: immunisation@uq.edu.au

Q: For the submission of Immunisation Form A, my GP said she will not fill in any info for the Immunisation form until all my blood test results released. And the deadline for my program is today, may I ask is there anything that I could do regarding this situation?

A: Yes, wait for your Blood work to come back and have your doctor fill out your form with what has been completed and submit to my.UQ (even if you are still receiving some vaccinations). N.B. Where forms are being submitted after stated due dates, this may affect your ability to start placement on time.

Q: What if I do not have a date of issue/expiry for my immunisations, but I have proof of immunity?

A: It depends on the vaccination. Please email immunisation@uq.edu.au and they can let you know.

Q: I will be filling in the low-risk immunisation form, may I ask whether is it a must for me to receive the current influenza vaccination?

A: The influenza vaccination is only mandatory where the provider requires it e.g., Aged Care Placements and some Qld Health departments. Otherwise, it is only highly recommended.

Q: Just to clarify with the immunisation form, if additional vaccines are required after the form is completed (e.g., form completed and uploaded, then was notified additional vaccine required), do we complete a new form from scratch or just show evidence the additional immunisation has been completed?

A: No, take your original form so all vaccination details are listed and edit/update your existing form with the new evidence. So you end up with one form that is a complete record.

Q: Do I not need to submit immunisation records unless I am asked by email?

A: You still need to do immunisations, but you will receive your submission request via email.

BLUE CARD

Q: After UQ links your Blue card number how long until blue card emails you to complete the form?

A: Should be fairly automated, within 3-5 working days.

Q: How can International Student apply for the blue card?

A: If you are currently overseas, you will need to apply for a Blue Card when you arrive in Australia. Alternatively, you can try the remote application process. Detailed information can be found here <https://habs.uq.edu.au/current-students/prepare-your-placement/blue-card-offshore-international-students>

QUEENSLAND HEALTH

Q: Who is eligible to be a witness for our Qld Health student deed poll and other forms?

A: Qld Health Student deed poll = Anyone but a family member. For the Stat Dec, this needs to be signed by a person listed on page 2 of the documentation.

Q: For the student deed poll, there's a blank space beside ABN and blank space under the title, what should be in the blank spaces?

A: Please see this link for info about the ABN: <https://habs.uq.edu.au/current-students/prepare-for-your-placement/queensland-health-pre-placement-requirements> TIP: If you download the deed poll from the shared documents in InPlace, the ABN is pre-filled out.

Q: Can I upload the orientation checklist, even if I'm waiting on my immunisation form to be completed?

A: Yes, you could upload your form if everything else on the form aside from the immunisations is completed.

Q: I registered for my iLearn account earlier this week and just put UQ/HaBS Faculty as the employer/supervisor, is this going to be an issue?

A: No. You can put the HaBS Placement Ready Team and contact number as 3346 0541.

Q: Are the deadline for the iLearn modules listed on the website itself?

A: There are no deadlines on the iLearn website. You need to adhere to the deadline listed on the [Placement Ready website](#) for your discipline.

Q: Do we have to wait to be told our placement before we can complete the building specific module?

A: For the building specific module, this will be completed at your placement location, upon commencement of your placement. With regards to the building-specific emergency procedures module in iLearn, if there is no iLearn module available for your allocated facility you will need to complete a general evacuation procedures module. Your placement provider will advise as to what is required for the specific site. It is fine to upload the checklist by ticking the 'General evacuation instructions (local delivery - where there is no iLearn module)' section instead.

Q: With regards to the iLearn modules the 'infection prevention and control' says local delivery - what does this mean?

A: This means that you will learn this at your placement, so you can leave this blank.

Q: The Infection Prevention and Control module says it's done at 'local LMS' as there's actually not a module so is this correct? The only module is infection control awareness for Metro South employees and asks you to put your place of employment, so I didn't do it because the booklet said to do it at 'local LMS'.

A: Correct, the local LMS will be your placement location.

Q: Do we need to upload the certificates of completion for the iLearn modules we've done?

A: No, you don't, just list the date of completion and if it needs to be renewed every 12mths, the expiry date on your orientation checklist or (for allied health students) allied health evidence of training documents.

CRIMINAL HISTORY

Q: What is the "aged care criminal history check"? How do we get that? Is it required?

A: There is not a separate Aged Care Criminal History Check, but when you apply for a National Police Check/Criminal history check there may be categories of options offered. If you are asked to select a purpose for your NPC application, you should select an option that includes 'aged care' even if your placement isn't taking place in an aged care facility as this will cover you for a wider range of placement activities. For example, if applying via **Australian Federal Police you should select the purpose listed at item 37** '(Care, instruction or supervision of children/ Care of intellectually disabled persons / Aged Care staff/volunteers)'.

Q: Is the national police check compulsory for all Audiology students? Or only if/when we have an aged care placement?

A: For Audiology requirements <https://habs.uq.edu.au/prepare-your-audiology-placement>

Q: With the aged care criminal check, I am certain I clicked this option however there is nothing specific listed on the police certificate. Is this typical or should something additional be listed on the cert?

A: This will unfortunately be provider specific. Some providers are happy with a valid NPC, others require the NPC to specifically state the purpose of the certificate. If in doubt, contact your school CELM/Placement Manager to confirm the requirements based on your placement allocation.

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Q: Can the National Police check be applied for online?

A: Yes. Find more information here <https://habs.uq.edu.au/current-students/prepare-for-your-placement/criminal-history-check>

OCCUPATIONAL THERAPY

Q: I am a year 1 Occupational Therapy (Honours) student. May I know when are we supposed to submit the documents by? The placement ready website states 08/01/2021

A: The Placement Ready website has now been updated <https://habs.uq.edu.au/prepare-your-occupationaltherapy-placement> please review your OT discipline specific submission dates via the website.

OFF-SHORE INTERNATIONAL STUDENTS

Q: I am an offshore international student who is unable to enter Australia now. Does that mean I can complete the First Aid/CPR course, National Police Check and Blue Card application all when I can enter Australia? In addition, the aged care statutory declaration form on the “Shared Documents Tab” on InPlace is slightly different from the statutory declaration in the UQ pre-placement requirements website, but the content of the statutory declaration is roughly the same. And I submitted the completed aged care statutory declaration from the one found in the Shared Documents Tab and has been verified already. Does that mean I don’t have to re-submit the statutory declaration found on UQ pre-placement website?

A:

- a) Unless you have been specifically advised otherwise by your School CELM/Placement Staff due to placement occurring in your home country. You can update your compliance items on your return to Australia.
- b) The HaBS Prepare for your Placement website is the most up to date source of information regarding placement compliance and should be the first choice. If you are required to resubmit a staff member from the HaBS Placement Ready team will contact you.

Q: Regarding the statutory form, do we have to do it now or until we enter Brisbane?

A: You can complete the Statutory Declaration before you enter Australia. Just ensure that it is witnessed by a person who satisfies the criteria of who can sign – see page 2 of the form.

Q: Due to border restrictions, I cannot enter Australia. What can I do?

A:

- a) It is easiest to wait to apply for a Blue Card upon your arrival in Australia, however, you can try to apply using the remote pack – more detailed information available here <https://habs.uq.edu.au/current-students/prepare-your-placement/blue-card-offshore-internationalstudents>.
- b) If you have evidence of First Aid/CPR courses that you have completed in your home country, you will need to ensure they fulfill the criteria listed in the “Overseas First Aid Certificates” section within the First Aid/CPR information: <https://habs.uq.edu.au/current-students/prepare-for-your-placement/first-aid-and-cpr> . This is reviewed at a case-by-case basis and we ask that you email habs.placementready@uq.edu.au with your certificates translated in English for review.
- c) You should start working on your immunisation documents from your home country, as these records are often easiest to access whilst you are in your home country <https://habs.uq.edu.au/currentstudents/prepare-for-your-placement/student-immunisation-record>

Q: As an international student, do I have to complete the overseas student deed poll or is the normal student deed poll enough?

A: All UQ enrolled students, regardless of whether they categorised as domestic or international, can use the same student deed poll found online: <https://habs.uq.edu.au/files/31284/group-a-student-deed-poll%20prefilled%20with%20ABN.pdf> .

Q: What exactly are international students currently not in Brisbane able to do at this stage? It seems like the majority of the requirements can only be completed once we arrive Brisbane. Do the deadlines listed on the commencement guide still apply if we still cannot travel to Brisbane due to COVID-19?

A: You will be able to complete the following – just check which ones apply to your course placement criteria:

- QLD Health Student Deed Poll - just ensure your witness is not a family member.
- QLD Health iLearn Modules for QLD Health Student Orientation Checklist.
- Mater Confidentiality Undertaking Form – Just ensure your witness is not a family member.
- Mater Student Placement Checklist
- According to the FAQ on this website it's possible to apply for a police check from overseas <https://www.afp.gov.au/what-we-do/services/criminal-records/frequently-asked-questions>
- If you have evidence of First Aid/CPR courses that you have completed in your home country, you will need to ensure they fulfill the criteria listed in the “Overseas First Aid Certificates” section within the First Aid/CPR information: <https://habs.uq.edu.au/current-students/prepare-for-your-placement/first-aid-and-cpr> . This is reviewed at a case by case basis and we ask that you email habs.placementready@uq.edu.au .
- Overseas Criminal Stat Dec form
- Student Immunisation Record

NURSING/MIDWIFERY STUDENTS

Q: Where can we get the Mater confidentiality undertaking form?

A: In the Shared documents tab in InPlace for Nursing/Midwifery students.

Q: Where can we find the Mater Student Placement Handbook? The one I found online does not match up with the page numbers listed on the checklist.

A: You will need to contact the Mater to obtain this handbook.

Q: Does the fitness to undertake placement statement need to be a letter from the doctor or can we just write a statement ourselves?

A: This statement must be from a Doctor, where a diagnosed medical condition that affects your ability to complete aspects of your clinical placement is current.

Q: During the online presentation yesterday, you mentioned a portion about getting uniforms for Nursing students. I am commencing a masters in nursing studies. Could you please send me the link you showed in the slides to purchase the uniforms and what kind of uniforms required? I have checked all the websites and all it mentions is buying the Scrubs and badge which needs to be purchased from POD.

A: Information about uniforms can be found via <https://nmsw.uq.edu.au/current-students/resources-nursingand-midwifery-students> if your uniform queries aren't answered here, please contact nmsw@uq.edu.au for further information about uniforms for nursing and midwifery students.

GENERAL INPLACE PROCESSING

Q: How long does it take until the documents submitted on InPlace get reviewed and either approved or rejected?

A: We aim to have everyone verified 3 weeks before placements start, we are prioritising students who start placement in week one: S1, 2021. It is your responsibility to check InPlace to ensure your documents have been verified or if you need to resubmit due to an error or missing information.

Q: When does placements start?

A: It is different for everyone. Please email your school about this.

Q: This might be a silly question, but is it mandatory that documents are scanned? Or can we take quality pictures of them?

A: If the documents are clear to read, it does not matter which format you upload them.

Q: If I am unable to provide all the documents before the deadline what will this entail for placements?

A: The placements team within your school will decide about your placement.

Q: What do the values of Submitted/Rejected/Verified mean?

A: Here are the three options you may see in InPlace:

- Submitted: you have uploaded a document and the Placement Ready Team have not viewed it as yet. There is no need to contact us once you upload a document, it will get checked, please be patient, verifications occur in priority order relative to placement start date.
- Rejected: you have uploaded a document, but it is either missing information/the whole document (i.e., every page) is not uploaded/it does not pass the criteria/there is no document, and we are chasing you for it as it is due. The Placement Ready Team will provide a comment in the verification field to notify you as to why it is rejected. **You need to action rejections as soon as possible.**
- Verified: We have accepted your document and validated it in the system.