HABS Placement Ready Information Session
Meet your compliance requirements and get placement-ready
Acknowledgement of Country

The University of Queensland (UQ) acknowledges the Traditional Owners and their custodianship of the lands on which we meet.

We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country.

We recognise their valuable contributions to Australian and global society.
Are you placement ready?

Have you completed all necessary requirements to start your placement?

Scan the code to find out if you’re placement ready.

To find out more, visit our website
W: bit.ly/prepare-for-your-placement

If you have further questions, please email
habs.placementready@uq.edu.au
HABS Placement Ready Team

**Rajna Barry** – Team Leader

**Case Gilmour** – Compliance Officer (Nursing, Midwifery, Counselling)

**Cha Kesuma** – Compliance Officer (Physio, Dentistry, Occupational Therapy)

**Julie Lenihan** – Compliance Officer (Social Work, Pharmacy, HMNS)

**Rita Zhu** – Compliance Officer (Psychology, Speech Pathology, Audiology)
Questions about your pre-placement compliance requirements?

Get in touch with the HaBS Placement Ready Team:

Web: https://habs.uq.edu.au/current-students/prepare-for-your-placement

Email: habs.placementready@uq.edu.au

Visit us: Monday 1pm to 4pm or

Wednesday 9am to 12pm

Level 5, Human Movement Studies Building (26B)

Online chat: Join via the Prepare for Placement webpage. Monday to Friday, 1pm to 3pm

Live Video Chat: Monday - Friday 8am - 4pm. UQ Service Centre - Video Kiosk

Other questions about your placement?

Contact your Placements Coordinator or School: https://habs.uq.edu.au/about/schools-and-centres
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- BPharm Hons Yr 4 Students only
Pre-Placement Compliance Requirements

Please refer to the Prepare for your placement web site for instructions on how to meet your compliance requirements.
Requirements and due dates by Discipline

Check what the requirements are for your program or discipline, on the Prepare for your placement website.

The HaBS Placement Ready Team will also be communicating with each cohort regarding requirements and reminders about expiring documentation, so please ensure that you check your student email account regularly.
Top Tips to becoming compliant

1. Check your student email account.
   This is important as we will send you important updates via this account. Forward your student email to a non-UQ account if you prefer.

2. Make sure you check InPlace regularly.
   If your submission has been 'Rejected' a comment will be left as to why and a notification will display in the 'To Do' section of your InPlace homepage. If you click the 'Read more' link it will detail the comments.

3. Get started on completing your Immunisation Record.
   You should get started on completing your Form A or Form B Immunisation record immediately with your GP. You will receive a ‘Student Immunisation Evidence Request’ email to upload your form into my.UQ.

4. Upload ALL pages of your documents as one file to InPlace and my.UQ.
   Even if you only enter information on one page you need to submit the entire document.
Your Personal Safety on Placement

Your safety on placement, including when you are travelling to and from your placement, is one of UQ’s highest priorities. However, you also have a responsibility to prioritise your own personal safety.

- UQ Respect page: [https://respect.uq.edu.au/](https://respect.uq.edu.au/)

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<td>Phone: 000 Triple Zero</td>
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<td>UQ Student Support Services</td>
<td>Counselling, crisis support, financial hardship assistance, accommodation, international student support, Allianz Care</td>
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<td>Student counselling services</td>
<td>UQ offers a range of different counselling sessions to suit your needs including one-on-one appointments, group sessions and online support. If you need assistance outside normal business hours, please call our UQ Counselling and Crisis Line: 1300 851 998</td>
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<tr>
<td>Sexual Misconduct Support Unit</td>
<td>The University of Queensland’s Sexual Misconduct Support Unit is a safe and supportive place for the UQ community to receive guidance around sexual assault and misconduct.</td>
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<td>First responder network</td>
<td>The First Responder Network offers a safe and supportive environment so that you can receive information on the support services that are available to you. Note: The First Responder Network is not an emergency response or counselling service</td>
</tr>
<tr>
<td>UQ Security</td>
<td>Keeping safe on campus 07 3365 1234</td>
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Contact your School

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
HaBS Placement Safety Training modules (Blackboard)

- These modules are different to the iLearn Modules and must be completed by ALL HaBS students.

- Please follow the instructions on the Prepare for your placement web site to complete the modules via Blackboard.

- Once you have completed the modules and associated assessments, the HaBS Placement Ready Team will be able to confirm your completion in Blackboard, so there is no need to upload evidence of this requirement to InPlace.

- **Remember:** the HaBS Placement Safety modules are different to the iLearn modules and you need to complete them both.

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<th>Discipline(s)</th>
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<td>eCourse: HaBS – Managing Occupational Violence and Aggression</td>
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<tr>
<td>Social Work &amp; Counselling</td>
<td>eCourse: HaBS – Social Work Counselling Placement Safety</td>
<td>eCourse: HaBS – Managing Occupational Violence and Aggression</td>
</tr>
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<td>All other HaBS disciplines</td>
<td>eCourse: HaBS – Clinical Placement Safety</td>
<td>eCourse: HaBS – Managing Occupational Violence and Aggression</td>
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*Placement Ready Information Session 2023*
How to complete your Student Immunisation Record form:

What you need to do:

**Complete the Student Immunisation Record**
- Form A: Low Risk **OR**
- Form B: High Risk (only applicable to Nursing, Midwifery and Dentistry students)

Submit your TB risk assessment form with your immunisation record form.

You will be sent a Student Immunisation Evidence Request via my.UQ and receive an email with a link to submit your Student Immunisation Record form.

Your Immunisation forms are processed by the UQ Immunisation Records Team (IRT), and they will leave you comments and send you an email if any requirements are outstanding.

If you have completed 2 doses of your Hep B vaccination schedule you are able to attend placement conditionally until you upload an updated form including your 3rd dose date and/or your serology results. Conditional status is temporary and will expire within 6 months of the original deadline.
Immunisations (cont’d)

If you have questions specific to your immunisation requirements, please contact the Immunisation Records Team (IRT) via immunisation@uq.edu.au.

You can also find answers to commonly asked questions via UQ Answers:

Search results

1. What does ‘Conditional’ status mean for immunisation/screening requirements at UQ?

2. The comment left by the Immunisation Records Team (IRT) states my Hepatitis B dose dates do not align with Australian Guidelines. Why must I provide evidence of a fourth dose or confirmation from my GP?

3. Why do I need to provide my immunisation records to UQ?

4. Who can see my immunisation and screening history when I upload my medical evidence to my UQ?

5. The comment left by the Immunisation Records Team (IRT) states I have received three doses of Hepatitis B on an accelerated schedule. Why must I provide evidence of a fourth dose?

6. What should I do if I have a medical condition and cannot be vaccinated?
COVID-19 vaccinations

UQ strongly recommends that all students are vaccinated against COVID-19. This is particularly relevant for students enrolled in a health discipline because you are considered a healthcare worker and you have a responsibility to keep yourself and your clients safe. For some students COVID-19 vaccination is a mandatory requirement because you will be placed in a setting where it is a requirement of your placement provider.

You may be required to have 'fully vaccinated' status or 'up-to-date' status.

"Fully vaccinated status" means a person aged 16 years and over has received the prescribed number of doses of a COVID-19 vaccine and one week has passed.

"Up-to-date vaccination status" means a person aged 16 years or older who has received 2 primary doses and a booster dose of a COVID-19 vaccine.

Therefore, if you are required to attend a healthcare setting for the purposes of a placement, you may be required to submit evidence of being vaccinated against COVID-19 (2 doses) via the request on your my.UQ dashboard, to ensure that your placement isn’t jeopardised.

**COVID-19 Booster**

We recommend students receive their COVID-19 Booster dose to ensure they are as protected as possible if they contract the COVID-19 virus. Some placement providers have made this a mandatory requirement. Students will be informed by our team or their school if they require the COVID-19 Booster for their placement.
Blue Card (Working with Children Check or WWCC)

• **No Card, No Start** – If you do not have a valid Blue Card you cannot be on placement, this is a QLD government policy.

• Please see the [Working with children check (Blue Card)](#) information on our website for details about the process of applying for a card or linking a card.

• Blue Cards are valid for 3 years.

• It is an offense to apply for a Blue Card if you are a [disqualified person](#).

**How to apply for a Blue Card:**

1. Obtain or locate CRN from TMR
2. Register for online Blue Card account
3. Enter Blue Card account number into InPlace
4. HABS Placement Ready Team links account to UQ
5. Complete application process via Blue Card online portal

**How to link an existing Blue Card (volunteer or paid):**

1. Enter Blue Card number into InPlace
2. HABS Placement Ready Team links account to UQ
First Aid and CPR

Things to remember:

• First Aid (HLTAID011) certificates are valid for 3 years. *First Aid courses include CPR.
• CPR (HLTAID009) certificates are valid for 1 year.
• Courses must be completed through a Registered Training Organisation.
• We have teamed up with UQ Skills to offer our students First Aid (HLTAID011) and CPR (HLTAID009) training on campus throughout various dates in January & Feb 2023. Details on our website.

How to provide First Aid and CPR certificate:

Where to find providers:

Book a First Aid/CPR Course

You can choose your own training provider, however, below is a list of recommended accredited providers:

• First Aid Training
• Australian Red Cross First Aid or CPR training
• St John Ambulance (Australia)
• Queensland Ambulance Service
• Surf Life Saving Australia
• UQ Sport/PulseStart
• Australia Wide First Aid
National Police Certificate and Statutory Declaration

**Things to remember:**

- The name on your certificate must be the same as listed on mySi-Net.
- Police certificates are valid for **3 years**. Your certificate must have at least **6 months** validity when you submit to InPlace. *(Some providers also may ask for an NPC that is conducted no earlier than 6mths prior to your placement start date).* Costs may vary between $40 - $60.
- The quickest way to obtain one is online via [Australian Federal Police](https://www2.homeaffairs.gov.au) or [Queensland Police](https://www.police.qld.gov.au). If you are an international student applying overseas, the [AFP](https://www2.homeaffairs.gov.au) now allow online application with digital certificates so this is your best option. *(When applying with either provider, you should select the option to also receive a paper copy in case your allocated provider does not accept digital copies).*
- **IF** you are asked to select a purpose for your NPC application, you should select an option that includes ‘aged care volunteer’ even if your placement isn’t taking place in an aged care facility as this will cover you for a range of different placement types.
- If you are convicted of any offence during the 3 year NPC expiry period, you MUST notify your Placement Coordinator immediately.
- If you have been a citizen or permanent resident of a country other than Australia after the age of 16 you must also complete a [Criminal History Statutory Declaration](#).

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**Procedures:**

1. Obtain a National Police Certificate
2. Also complete the Criminal History Statutory Declaration if you have lived overseas
3. Upload document/s to InPlace
QLD Health Requirements

Requirements that must be completed by students attending a Queensland Health Facility:

• QLD Health Student Deed Poll – *can only be completed once your placement location has been confirmed.*
• QLD Health Orientation Checklist (and iLearn modules)

If you are enrolled in an allied health discipline, you must also complete:

• QLD Health Evidence Record of Allied Health Student Training (and iLearn modules)

Please see the [Prepare for your placement](#) website for further details about the Queensland Health requirements.
When registering for an iLearn account, please enter the supervisor’s details as:

- **Supervisor’s Name:** Rajna Barry (Team Leader, HaBS Placement Ready Team)
- **Supervisor’s Contact:** 07 3346 1153

Take note of your password as you may need this in the future.

If you have any issues you will need to contact QLD Health ITS.

Students complete the mandatory modules **covered by legislation only** which are listed in Attachment One (p.9-11) of the [QLD Health Human Resources Policy Mandatory Training G6 (QH-POL-183)](#). *you can identify legislated modules if they are covered by an ACT eg Work Health and Safety Act 2011, in the ‘References’ column.*
**Tips to complete the QLD Health requirements**

### QLD Health Student Orientation Checklist and iLearn Modules

Make sure you have read and understand the Orientation Checklist and remember to:

- **Upload the first 3 pages** of the document.
- Ensure you upload the **latest version** (and that the document version is clearly visible).
- Tick **all relevant boxes showing completion and understanding** of information provided on the form.
- Include all relevant **date of check and/or expiry dates** in the legal check section.

### QLD Health Student Deed Poll

This can only be completed once you have a confirmed QLD Health placement as you are required to list the correct HHS (Health and Hospital Service) on the front page.

This form will need to be completed **each time** you have a QH Placement.

The **person who signs as witness for this document, can not be anyone who you are related to**.

Please remember to **bring this to your first day of placement. You do not need to upload to InPlace.**
Evidence Record of Allied Health Student Training

- If your discipline is an allied health field (as per the second column of the table), you will be required to complete some additional training modules.

- Upload your Evidence Record form to InPlace, indicating any completed modules. Some modules can be completed prior to placement, and others must be completed upon commencement with your placement provider.

- Please see further information about the Evidence Record of Allied Health Student Training and the additional training modules that are required, on the Prepare for your placement website.

- There is one module that requires annual renewal, Child Abuse & Neglect. Please submit the form each year noting the completion date and refresher date.
Disability Worker Screening Clearance (Yellow Card)

- The Disability Worker Screening Clearance (Yellow Card) is required for placements within the Department of Communities, Disability Services and Seniors funded non-government service provider or a National Disability Insurance Scheme (NDIS) non-government service provider. You will be informed if your placement provider requires you to obtain a Yellow Card.

- If you have been told you need to have completed a Disability Worker Screening, please follow the steps on our website on how to apply.

- You will not be able to commence placement until after you have received a yellow card or a yellow card exemption.

- Please contact your School Placement Coordinator if you require assistance liaising with your placement or service provider regarding the Yellow Card requirement.
N95 Mask Fit Testing

• Due to fluctuating cases of COVID-19 in the community, some settings require students to wear additional PPE including P2/N95 masks.

• These increased PPE requirements include the need to be fit tested for an P2/N95 mask prior to commencement of clinical placements in a Qld Health, Mater Health, IUIH or Uniting Health Care facility.

• More information is available to students via the Prepare for Placement website on the COVID 19 & WIL Placements web page

• You will be sent information to your student email account about when and where you need to complete your N95 fit testing. Please check your email regularly and action requests related to N95 Fit testing as soon as received.

• You may also need to provide proof to your placement provider that you have been fit tested. Once you have completed your fit test, you will be provided with fit test evidence via email. You can present this evidence to your placement provider when you commence your placement.
Traveller declaration

**Domestic Travel (within Australia)**

Students who will travel more than 50km from their home and require an overnight stay for their placement are **recommended** to complete a [online travel declaration](#). They should also register with [ISOS](#) (for domestic and international travel).

**International Travel**

Students who will travel outside of Australia for their placement **MUST** complete an [Student International Travel Declaration](#). They must also register with [ISOS](#) (for domestic and international travel).
Program-specific requirements

- **Dentistry, Nursing and Midwifery** students are required to submit the [Exposure Prone Procedures (EPP) Statement](#) 3 years after submission of the Immunisation Record. The HaBS Placement Ready Team will initiate a new immunisation task via my.UQ at this point.

- **Undergraduate Dentistry** students are required to obtain a [Radiation Licence](#) by Year 3 of the BDSc program. The HaBS Placement Ready Team will contact students during Semester 2 of Year 2 with instructions on the application process.

- **Postgraduate Dentistry** students with *General* AHPRA registration are not required to obtain a radiation licence. Postgraduate dentistry students with *Limited* AHPRA registration will be required to obtain a licence from Year 1 of the Doctor of Clinical Dentistry program.

- **Postgraduate students** may be required to submit evidence of their [AHPRA Registration](#), and renewal on an annual basis.

- **Undergraduate Pharmacy (Yr3)** will be required to submit evidence of [anaphylaxis training](#) prior to commencing Yr4 placements.
What if I don’t have access to a scanner?

If you do not have access to a scanner you can use the following resources to help you upload your documentation:

- UQ Libraries
- Adobe Scan (free from Play or App Store)
- iPhone/iPad iPod touch Notes
- Google Drive
Useful links

Placement policies and procedures: https://habs.uq.edu.au/placement-policies-and-procedures

What our students say: https://habs.uq.edu.au/study/teaching-and-learning/work-integrated-learning

Fitness to practice on placement: https://habs.uq.edu.au/fitness-practise-while-placement

UQ Answers: https://support.future-students.uq.edu.au/
Questions?

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