

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.

*The Brisbane River pattern from A Guidance Through Time
by Casey Coolwell and Kyra Mancktelow.*





CREATE CHANGE

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 (she/her) – Team Leader

Jessica Chen (she/her) – Compliance Officer (Dentistry & HMNS)

Julie Lenihan (she/her) – Compliance Officer (Nursing, Midwifery, Social Work, Counselling)

Rita Zhu (she/her) – Compliance Officer (Psychology, Pharmacy)


Amanda Magee (she/her) – Compliance Officer (SHRS)

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:** Mondays – Thursdays 11am -2pm

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 8:30am – 4:30pm. [UQ Service Centre - Video Kiosk](#)

 **Phone:** 07 3346 0903 Monday - Friday 8:30am – 4:30pm.

Other questions about your placement?

Contact your Placements Coordinator or School: <https://habs.uq.edu.au/about/schools-and-centres>

Your Placement Support Teams

There are three main support teams to assist you with preparing and completing your placements



HaBS Placement Ready Team

- Communicate with students participating in WIL about what requirements they need to complete.
- Verify student compliance submissions (except immunisations).
- Answer queries from students about compliance requirements.
- Send reminders to students for documentation.
- Send compliance reports to Schools
- Assist in the arrangement of on-site training eg First Aid/CPR.



Immunisation Record Team (IRT)

- Verify student immunisation compliance submissions
- Answer queries from students about immunisation requirements.
- Advise students on next steps regarding their immunisation requirements
- IRT are the only ones that can access and view your immunisation evidence.



School Placement Management Team

- Coordinate and manage placements for students
- Communicate directly with providers regarding placement schedule and content
- Decide if students can attend placement or remove students from placement
- Manage student absences on placement
- Manage the assessment for students and completion of placements.

Summary of Pre-Placement Requirements

	Audiology	Clinical Exercise Physiology	Counselling	Dentistry	Exercise & Sports Sciences	Health, Sport and Physical Education	Nursing & Midwifery	Nutrition & Dietetics	Occupational Therapy	Pharmacy	Physiotherapy	Psychology	Social Work	Speech Pathology
Immunisation Record	✓	✓	Depends on placement location	✓	Depends on placement location		✓	✓	✓	✓	✓	Depends on course and/or placement location	Depends on placement location	✓
Blue Card	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
First Aid	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓			✓
CPR	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓			✓
National Police Certificate/ Stat Dec	✓	Depends on course and/or placement location		✓			✓	✓	✓	Depends on course and/or placement location	✓	Depends on course and/or placement location	Depends on placement location	✓
Placement Safety Modules	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Queensland Health	✓	Depends on placement location	Depends on placement location	✓	Depends on placement location		✓	✓	✓	Depends on course and/or placement location	✓	Depends on course and/or placement location	Depends on placement location	✓
Disability Worker Screening (Yellow Card)	Depends on placement location	Depends on placement location	Depends on placement location	Depends on placement location	Depends on placement location	Depends on placement location	Depends on placement location	Depends on placement location	Depends on placement location	Depends on placement location	Depends on placement location	Depends on course and/or placement location	Depends on placement location	Depends on placement location
Mater Hospital forms	Depends on placement location	Depends on placement location	Depends on placement location		Depends on placement location		Depends on placement location		Depends on placement location	Depends on placement location	Depends on placement location	Depends on course and/or placement location	Depends on placement location	Depends on placement location
Radiation Licence				✓										
N95 Mask Fit Testing	Depends on placement location	Depends on placement location		✓	Depends on placement location		Depends on placement location	Depends on placement location	Depends on placement location	Depends on placement location	Depends on placement location	Depends on placement location	Depends on placement location	Depends on placement location
Anaphylaxis Certification										BPharm Hons Yr 4 Students only				

Requirements and due dates by Discipline

To check what the specific requirements are for your program or discipline, look for your box listing your school on the home page of 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.



Dentistry



Health and Rehabilitation
Sciences



Human Movement and
Nutrition Sciences



Nursing, Midwifery and
Social Work



Pharmacy



Psychology

Top Tips to becoming compliant



Check your student email account

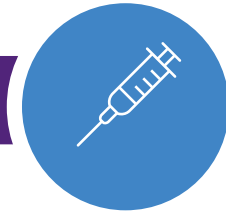
This is important as we will send you important updates via this account.

Forward your student email to a non-UQ account if you prefer.



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.



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.



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.

- Queensland Police Adult Safety Website: <https://www.police.qld.gov.au/safety-and-preventing-crime/personal-safety/adult-safety>
- QLD Govt Regional Driving webpage: <https://streetsmarts.initiatives.qld.gov.au/regional-driving/>
- UQ Respect page: <https://respect.uq.edu.au/>



UQ ALLY

Emergency Services (Police, Fire, Ambulance)	Phone: 000 Triple Zero
UQ Student Support Services	Counselling, crisis support, financial hardship assistance, accommodation, international student support, Allianz Care
Student counselling services	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
Sexual Misconduct Support Unit	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.
First responder network	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
UQ Security	Keeping safe on campus 07 3365 1234
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

The Student Immunisation Evidence Record process:

Student accesses request from my.UQ and prints form to take to GP (Form A – Allied Health; Form B – Dentistry, Nursing, Midwifery)

Student to complete Tuberculosis Risk Assessment Form

Student completes follow-up requirements if requested by Immunisation Record Team



General Medical Practitioner to complete Immunisation Record

Student uploads both completed forms to my.UQ using link provided in email/request.

The Student Immunisation Evidence Record process:

1. 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.
2. Ask your GP to complete the Student Immunisation Record
 - Form A: Low Risk **OR**;
 - Form B: High Risk (only applicable to Nursing, Midwifery and Dentistry students)
3. Complete the TB risk assessment form yourself and submit it with your immunisation record form.
4. Your Immunisation forms are processed by the UQ Immunisation Records Team (IRT), and they will leave comments in the request and send you an email if any requirements are outstanding.
5. 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.
6. If IRT determine that you require further TB testing, you are able to attend placement conditionally until you upload evidence from your test confirming your clear status.
7. IMPORTANT!! Conditional status is temporary and will expire within 6 months after the original deadline.

If you have questions specific to your immunisation requirements, please ask in the comments section of your request or contact the Immunisation Records Team (IRT) via immunisation@uq.edu.au.

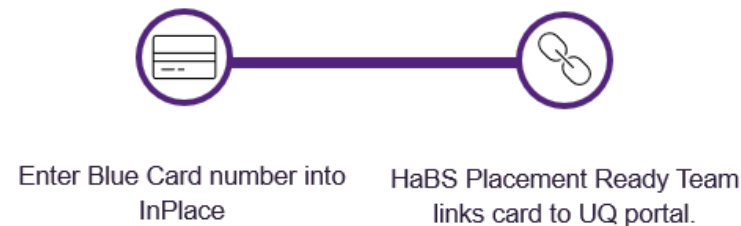
You can also find answers to commonly asked questions via [UQ Answers](#)

Blue Card (Working with Children Check or WWCC)

How to apply for a Blue Card:



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



- **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](#).

HaBS Placement Safety Training modules (Blackboard)



Log into
Learn.UQ



Complete the 1
module for your
discipline/program



Complete the 2
assessments for your
discipline/program

- 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 module via [Blackboard](#).
- Once you have completed the module and the two 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.
- You must pass with 80% to register as completing each assessment.
- **Remember: the HaBS Placement Safety modules are different to the iLearn modules and you need to complete them both.**

Discipline(s)	Module x 1	Assessments x 2
All Social Work M Counselling B Health, Sport and Physical Education B Human Movement & Nutrition Science B Psychological Science M Business Psychology M Organisational Psychology M Pharmaceutical Industry Practice	eCourse: HaBS - Placement Safety course.	1. Assessment: HaBS - Placement Safety 2. Assessment: HaBS - Managing Occupational Violence and Aggression
All other HaBS disciplines/programs	eCourse: HaBS – Clinical Placement Safety	1. Assessment: HaBS - Clinical Placement Safety 2. Assessment: HaBS - Managing Occupational Violence and Aggression

National Police Certificate and Statutory Declaration

Tips for your NPC application:

- 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](#). If you are an international student applying overseas, the [AFP](#) 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).*
- **WE DO NOT ACCEPT CERTIFICATES FROM QUEENSLAND POLICE. Due to UQ's inability to maintain student privacy when verifying the check.**
- 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](#).

Tips for your Statutory Declaration:

- The witness must have an approved occupation or position as per the list on the reverse page of the statutory declaration.
- The form must be signed and witnessed in person, not digitally.
- The form is a Commonwealth legal document, providing fraudulent information on this form is a **federal offense**.

First Aid and CPR

Tips 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.
- If you have completed a course overseas, you must provide evidence to show it has covered the same requirements.

Onsite training with UQ Skills:

- UQ Skills is running courses throughout the year at St Lucia
- COST: \$120 for First Aid, \$69 for CPR refresher.
- Information and registration on the *Prepare for your Placement Website*.

What do I need to do?	⊕
On Campus First Aid/CPR Course	⊕
External First Aid/CPR course	⊕
Overseas First Aid Certificates	⊕

How to provide First Aid and CPR Certificate:



Complete First Aid and CPR training

Upload evidence of completion to InPlace

Keep note of expiry dates and renew your training

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](#)

QLD Health requirements

iLearn Modules

- 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 0903
- Take note of your password as you may need this in the future. It may take 3 days to get access.
- If you have any issues you will need to contact [QLD Health ITS](#)
- Students complete the 6 mandatory modules covered by legislation only, which are listed on our website.
- Keep a record of your certificates of completion. We do not require evidence of the certificates in InPlace, tick the box on the Student Orientation Checklist to indicate completion.

Student Orientation Checklist

- 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.

Student Deed Poll

- Not required to be submitted to InPlace
- Sign and Print it for presentation to QLD Health on the first day of your placement.
- Ensure you select the relevant HHS to your placement
- A new Student Deed Poll is required for each new placement.

Evidence Record of Allied Health Training

- If your discipline is an allied health field, 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 our 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.
- Upload ALL pages of the document, even if they are not completed.

Disability Worker Screening Clearance (DWSC/Yellow Card)

- The Disability Worker Screening Clearance (DWSC/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 DWSC/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 DWSC or a yellow card exemption.
- Please contact your School Placement Coordinator if you require assistance liaising with your placement or service provider regarding the DWSC 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, UIH 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 an 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 a 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. **Dentistry & Midwifery** students must renew it every 3 years.
- **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 Yr3 placements.

How to submit your pre-placement requirements

InPlace

Most of your compliance documentation will need to be uploaded to [InPlace](#) for verification by the HABS Placement Ready Team. Before you can access InPlace, you must be enrolled in your placement course. Please watch the video tutorial on our website for information about how to navigate InPlace and submit your documents.

Please note: Not all compliance requirements are submitted via InPlace. You should [review your discipline's pre-placement requirements](#) to determine what you need to do and when.

my.UQ

If you are required to provide immunisation/medical evidence for your placement, a request will appear in the “My Requests” tab on the left of your my.UQ dashboard. This request is a secure location to upload confidential medical evidence for verification by the Immunisation Record Team.

Communication from the HABS Placement Ready Team



Having trouble scanning documents?

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 iPodtouch 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/>

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