

Instructions for completing the QLD Health Student Orientation Checklist



To be eligible to attend clinical placement, all students must complete the *QLD Health Student Orientation Checklist* on page 4 of this document and submit the Checklist to Osler **by the Orientation Week deadline**. Please read these instructions carefully to ensure you complete each section correctly.

- STEP 1: Complete all tasks named on this checklist by the orientation week deadline, **except where noted in red below**
- STEP 2: Complete the Checklist as instructed below and submit it to Osler by the orientation week deadline
- STEP 3: Keep this Checklist for the duration of your studies, add to it if necessary and **take it with you on the first day of any QLD Health placement.**

SECTION-BY-SECTION INSTRUCTIONS

PAGE 1

SECTION 1: Blue Cards and criminal history checks

For this section, **check only the first 2 boxes:**

- ☒ Blue Card (once you have submitted your application to HSM's Compliance Officer)
- ☒ General criminal history check (= Australian National Criminal Police Check)

NOTE: The aged care criminal history check and corrective services criminal history check are not part of Bond's compliance process. Please **do not** check these boxes unless you have completed these checks for a previous university or employer.

SECTION 2: Code of Conduct

First, read the following and then check **all 2 boxes for this section:**

- The Code of Conduct for the Queensland Public Service:
<https://www.forgov.qld.gov.au/code-conduct-queensland-public-service> – both the web page and the linked Code of Conduct
- The National Code of Conduct for Health Care Workers (Queensland)
https://www.health.qld.gov.au/_data/assets/pdf_file/0014/444101/national-code-conduct-health-workers.pdf

(continued next page)

- **To whom does the Code apply:** 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 National Code of Conduct for Health Care Workers (Queensland) (Queensland Code) applies to health care workers who are not required to be registered under the [Health Practitioner Regulation National Law](#) (including de-registered health practitioners) and registered health practitioners under the Health Practitioner Regulation National Law and who provide health services that are unrelated to their registration.
- **The four (4 ethics principles):** The four ethics principles are:
 - Integrity and impartiality
 - Promoting the public good
 - Commitment to the system of government
 - Accountability and transparency.

SECTION 3: Cultural Diversity

First, read the following and then check **all 2 boxes for this section**:

- [Queensland Health Cultural Competency Framework](#)
- [Aboriginal and Torres Strait Islander Cultural Framework 2010–2033 \(PDF, 3MB\)](#)

SECTION 4: Immunisation and Infection Prevention

1. Refer to your vaccination history and check the boxes and write the dates for each relevant vaccination you have received. **If your vaccinations are still in progress**, write the dates of the vaccinations you have received so far.
2. If you don't have vaccination evidence for MMR or Varicella but **do** have positive serology, you can just write "positive serology".
3. For Hep B, you must write the dates of your vaccinations **and** positive serology.

NOTE: If your vaccinations/serology are still in progress, you will need to add to this Checklist as you complete your vaccination requirements, as you may be required to present this Checklist to your placement coordinator on the first day of placement.

SECTION 5: Occupational health and safety

First, complete your QLD Health iLearn training and then check the **first 5 boxes**:

- ☒ Mandatory iLearn online modules – prior to placement
- ☒ Work Health and Safety Induction
- ☒ First-Response Evacuation Instructions
- ☒ Occupational Violence Prevention Fundamentals
- ☒ Prevention and Management of Musculoskeletal Disorders (MSD)

NOTE: Mandatory OHS requirements and local site induction are completed on placement. Please **don't check the final 2 boxes before you complete the training**; keep this Checklist and check the boxes once your on-site training is complete, as you may be required to present this Checklist to your placement coordinator on the first day of placement.

SECTION 6: Privacy, confidentiality and documentation

First, read the following and then check **all 3 boxes for this section**:

- **Privacy, confidentiality and documentation:** Patient trust is critical to providing high-quality health care. As a student, you will have access to sensitive patient information. Queensland Health places an extremely high importance on maintaining patient confidentiality.
- **Privacy:** The [Queensland Right to Information Act 2009 \(Qld\) \(PDF, 1MB\)](#) sets out access and amendment provisions for non-personal information held by Queensland Government departments.
- **Confidentiality:** 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 \(Qld\) \(PDF, 918KB\)](#).

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:

- 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).

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.

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.

- **Documentation:** 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.

PAGE 2

- On the **first line** of page 2, print your name in the space provided.
- On the **fourth line** of page 2, write your signature and the date.
- At the **end** of page 2, write your name, course, signature and the date.

**You are now ready to submit your 2-page Checklist to Osler.
(Please do not submit these instructions.)**

IMPORTANT

- You must keep your original *QLD Health Student Orientation Checklist* and update it if necessary.
- You must take your original *Student Orientation Checklist* with you on the first day of each placement with a QLD Health facility.