

Queensland Health Orientation

All students must complete an orientation before commencing a placement within a Queensland Hospital and Health Service (HHS) facility.

The following slides will provide you with information on each component of the Queensland Health Student Orientation Checklist, as well as providing guidance on how to complete the **Occupational health and safety** iLearn online modules.

The Queensland Health documents required by the School of Health and Rehabilitation Sciences (SHRS) are the:

- [Queensland Health Orientation Checklist](#); and
- [Queensland Health Deed Poll](#)

The documents can be obtained from <https://shrs.uq.edu.au/current-students/program-forms-and-advice>

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QH Student Orientation Checklist

By ticking the boxes on the Student Orientation Checklist and signing the document, you are confirming that you have **read and understood** the requirements, and that you agree to comply with the policies and procedures associated with each requirement.

More information on the requirements can be obtained from <https://www.health.qld.gov.au/employment/clinical-placement/requirements/student-orientation/>

Blue card and criminal history checks

- Blue card
- General criminal history check
- Aged care criminal history check
- Corrective services criminal history check

Code of Conduct

- To whom does the code apply?
- The four (4) ethics principles

Cultural diversity

- Organisational cultural competency framework
- Aboriginal and Torres Strait Islander Cultural Framework 2010 - 2033

Vaccination

- Measles, mumps, rubella (MMR) or evidence of non-susceptibility
Requirement: At least one dose prior to placement
Dose 1 date:
Dose 2 date:
- Varicella (chicken pox) or evidence of non-susceptibility
Requirement: At least one dose prior to placement
Dose 1 date:
Dose 2 date:
- Pertussis (dTpa) (whooping cough) or evidence of non-susceptibility
Requirement: One adult dose within the last ten years prior to placement
Date:
- Hepatitis B or evidence of non-susceptibility
Requirement: At least two doses prior to placement
Dose 1 date:
Dose 2 date:
Dose 3 date:

Occupational health and safety

- Other recommended vaccinations
- 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)
- Mandatory OHS requirements – At placement
- Local site induction
- Privacy
- Confidentiality
- Documentation

Privacy, confidentiality and documentation

I, (Please enter your full name) certify that I have read and understood the preceding topics on the Queensland Health Clinical Placement website in preparation of my placement.

Signature: _____ Date:

Infected health care worker - student responsibilities

I declare and agree that I have read and understand the [Guideline 'Management of Human Immunodeficiency Virus \(HIV\), Hepatitis B Virus and Hepatitis C Virus Infected Healthcare Workers'](#) and acknowledge that this standard also applies to students on placement in Queensland Hospital and Health Service facilities.

I declare that I understand my disclosure responsibilities under the *Responsibilities of the HBV/HCV/HIV infected healthcare workers*.

I acknowledge and understand that health care workers (including students and supervisors) who are hepatitis C antibody and PCR positive, hepatitis HBV DNA positive, or HIV antibody positive must not perform exposure prone procedures as defined in the Guideline.

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.

Name:

Course:

Signature: _____ Date

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Blue Card

Blue Card is a prevention and monitoring system of people working with children and young people in Queensland.

All SHRS students must hold a current valid Blue Card. A Blue Card is free of charge for SHRS students.

If you hold a Blue Card with an organisation outside of UQ, you will need to complete the [Link Blue Card to UQ Form](#).

Blue Card Forms can be obtained from <https://shrs.uq.edu.au/current-students/program-forms-and-advice>

It can take the Queensland Government up to 28 business days to process applications, so we would recommend applying as soon as you gain entry into the program.

For more information please contact the [Department of Justice and Attorney-General](#) on 07 3211 6999 or visit www.bluecard.qld.gov.au

| | |
|---|---|
| Blue card and criminal history checks | <input type="checkbox"/> Blue card |
| | <input type="checkbox"/> General criminal history check |
| | <input type="checkbox"/> Aged care criminal history check |
| | <input type="checkbox"/> Corrective services criminal history check |
| Code of Conduct | <input type="checkbox"/> To whom does the code apply? |
| | <input type="checkbox"/> The four (4) ethics principles |
| Cultural diversity | <input type="checkbox"/> Organisational cultural competency framework |
| | <input type="checkbox"/> Aboriginal and Torres Strait Islander Cultural Framework 2010 - 2033 |
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| | <input type="checkbox"/> Other recommended vaccinations |
| Occupational health and safety | <input type="checkbox"/> Mandatory iLearn online modules – prior to placement |
| | <input type="checkbox"/> Work Health and Safety Induction |
| | <input type="checkbox"/> First-Response Evacuation Instructions |
| | <input type="checkbox"/> Occupational Violence Prevention Fundamentals |
| | <input type="checkbox"/> Prevention and Management of Musculoskeletal Disorders (MSD) |
| | <input type="checkbox"/> Mandatory OHS requirements – At placement |
| | <input type="checkbox"/> Local site induction |
| Privacy, confidentiality and documentation | <input type="checkbox"/> Privacy |
| | <input type="checkbox"/> Confidentiality |
| | <input type="checkbox"/> Documentation |

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Blue Card

When applying for a Blue Card, you will need to provide appropriate identification to support your application. Please refer to **Part E – Proof of identity**.

A Blue Card is valid for 3 years, and applications for renewal must be submitted at least 30 days prior to the current cards expiration date. The **Department of Justice and Attorney-General** will send a reminder letter shortly before the Blue Card expires, so don't forget to update your address if you relocate.

Submitting your Blue Card application:

Please bring the completed application form and appropriate identification (you are required to present the original identification documents plus one photocopy) to SASU Reception, Level 3 Therapies Building 84A between the hours of 8:30am-5:00pm Monday-Friday.

Part E – Proof of identity (to be completed by the organisation)

The organisation must check two current, original identification documents from the applicant which collectively show the applicant's full name, date of birth and signature. The applicant's details on their identification documents must match the details provided in Part D.

One of the following combinations must be used: EITHER

| | | | |
|--------|---|--------|-----------------------------|
| List 1 | + | List 2 | (see must show a signature) |
| OR | | | |
| List 3 | + | List 4 | (see must show a signature) |

If none of the valid identification combinations above can not be provided, complete and attach a 'Request to consider alternative identification' form.

If the applicant resides more than 50km from the organisation or has a disability which affects their mobility, complete and submit an 'Identification verification by a prescribed person' form.

Please indicate which identification documents have been sighted by placing a in the box.

| LIST 1 SIGNATURE DOCUMENT | LIST 2 SIGNATURE DOCUMENT |
|--|---|
| <input type="checkbox"/> Driver licence (learner permit/prov'd exp. card) Document No: <input type="text"/> Issued in the state of: <input type="text"/> | <input type="checkbox"/> Pension Concession card (Department of Veterans Affairs, Endowment card/Seniors Health card/Health care card/ any other current financial entitlement card issued by Department of Human Services) |
| <input type="checkbox"/> Australian Passport (current or expired to the last 2 years) | <input type="checkbox"/> Credit card or bank card |
| NON-SIGNATURE DOCUMENT | <input type="checkbox"/> Police NOID or Blue or Exemption card |
| <input type="checkbox"/> Birth certificate (or extract) | <input type="checkbox"/> Student identification card issued by an education institution (with photo and signature) |
| <input type="checkbox"/> Proof of Australian citizenship or permanent residence | <input type="checkbox"/> Queensland Gaming Machine Licence |
| <input type="checkbox"/> Overseas Passport (current) | NON-SIGNATURE DOCUMENT |
| Country of issue: <input type="text"/> | <input type="checkbox"/> Medicare card |
| | <input type="checkbox"/> Queensland crowd control (armed investigator/ security officer) licence |
| | <input type="checkbox"/> Passbook or account statement issued by a financial institution dated in the last 6 months |
| | <input type="checkbox"/> Australian taxation assessment notice dated in the last 6 months |
| | <input type="checkbox"/> Queensland ID card issued under the Wapport Arrango |

If possible, please attach a photocopy of the documents sighted to this application form for verification purposes.

Criminal History Checks

As part of your clinical placement, you may be required to complete a criminal history check.

The School does not monitor criminal history checks, therefore students **are not** required to submit a criminal history check to the SHRS student unit.

As a criminal history check is not required by SHRS, students should only apply for one if it has been requested as part of their clinical placement.

Although not monitored by the School, you are required to complete these fields as part of your form submission, thereby agreeing to comply with the policies and requirements of the criminal history checks.

| | | |
|---|--|---|
| Blue card and criminal history checks | <input type="checkbox"/> Blue card | |
| | <input type="checkbox"/> General criminal history check | |
| | <input type="checkbox"/> Aged care criminal history check | |
| | <input type="checkbox"/> Corrective services criminal history check | |
| Code of Conduct | <input type="checkbox"/> To whom does the code apply? | |
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| | <input type="checkbox"/> Other recommended vaccinations | |
| Occupational health and safety | <input type="checkbox"/> Mandatory iLearn online modules – prior to placement | |
| | <input type="checkbox"/> Work Health and Safety Induction | |
| | <input type="checkbox"/> First-Response Evacuation Instructions | |
| | <input type="checkbox"/> Occupational Violence Prevention Fundamentals | |
| | <input type="checkbox"/> Prevention and Management of Musculoskeletal Disorders (MSD) | |
| | <input type="checkbox"/> Mandatory OHS requirements – At placement | |
| | <input type="checkbox"/> Local site induction | |
| Privacy, confidentiality and documentation | <input type="checkbox"/> Privacy | |
| | <input type="checkbox"/> Confidentiality | |
| | <input type="checkbox"/> Documentation | |

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Code of Conduct

Students undertaking clinical placements with Queensland Health are bound by the **Queensland Public Health Service Code of Conduct**.

The Code of Conduct contains the ethics principles, associated set of values, and the standard of conduct for each ethics principle.

The four ethics principles are:

- Integrity and impartiality
- Promoting the public good
- Commitment to the system of government; and
- Accountability and transparency

More information on the Code can be obtained from <https://www.forgov.qld.gov.au/code-conduct-queensland-public-service>

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Cultural Diversity

Queensland Health is committed to providing culturally competent health services.

Students are required to act in a manner which supports and respects cultural differences and needs, and assists in the delivery of culturally appropriate health services.

For more information please visit:

- https://www.health.qld.gov.au/multicultural/contact_us/framework
- https://www.health.qld.gov.au/_data/assets/pdf_file/0014/156200/cultural_capability.pdf

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| Vaccination | <table border="0"> <tr> <td><input type="checkbox"/> Measles, mumps, rubella (MMR) or evidence of non-susceptibility Requirement: At least one dose prior to placement</td> <td>Dose 1 date: <input type="text"/></td> </tr> <tr> <td></td> <td>Dose 2 date: <input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Varicella (chicken pox)) or evidence of non-susceptibility Requirement: At least one dose prior to placement</td> <td>Dose 1 date: <input type="text"/></td> </tr> <tr> <td></td> <td>Dose 2 date: <input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Pertussis (dTpa) (whooping cough) or evidence of non-susceptibility Requirement: One adult dose within the last ten years prior to placement</td> <td>Date: <input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Hepatitis B or evidence of non-susceptibility Requirement: At least two doses prior to placement</td> <td>Dose 1 date: <input type="text"/></td> </tr> <tr> <td></td> <td>Dose 2 date: <input type="text"/></td> </tr> <tr> <td></td> <td>Dose 3 date: <input type="text"/></td> </tr> </table> <input type="checkbox"/> Other recommended vaccinations | <input type="checkbox"/> Measles, mumps, rubella (MMR) or evidence of non-susceptibility Requirement: At least one dose prior to placement | Dose 1 date: <input type="text"/> | | Dose 2 date: <input type="text"/> | <input type="checkbox"/> Varicella (chicken pox)) or evidence of non-susceptibility Requirement: At least one dose prior to placement | Dose 1 date: <input type="text"/> | | Dose 2 date: <input type="text"/> | <input type="checkbox"/> Pertussis (dTpa) (whooping cough) or evidence of non-susceptibility Requirement: One adult dose within the last ten years prior to placement | Date: <input type="text"/> | <input type="checkbox"/> Hepatitis B or evidence of non-susceptibility Requirement: At least two doses prior to placement | Dose 1 date: <input type="text"/> | | Dose 2 date: <input type="text"/> | | Dose 3 date: <input type="text"/> |
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| | Dose 2 date: <input type="text"/> | | | | | | | | | | | | | | | | |
| | Dose 3 date: <input type="text"/> | | | | | | | | | | | | | | | | |
| Occupational health and safety | <input type="checkbox"/> Mandatory iLearn online modules – prior to placement <input type="checkbox"/> Work Health and Safety Induction <input type="checkbox"/> First-Response Evacuation Instructions <input type="checkbox"/> Occupational Violence Prevention Fundamentals <input type="checkbox"/> Prevention and Management of Musculoskeletal Disorders (MSD) <input type="checkbox"/> Mandatory OHS requirements – At placement <input type="checkbox"/> Local site induction | | | | | | | | | | | | | | | | |
| Privacy, confidentiality and documentation | <input type="checkbox"/> Privacy <input type="checkbox"/> Confidentiality <input type="checkbox"/> Documentation | | | | | | | | | | | | | | | | |



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Audiology

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Physiotherapy

Speech Pathology

Vaccination

All students must submit a completed SHRS Immunisation Form prior upon commencement in the program.

As part of the Immunisation Form process, students are required to complete a full course of the **Hepatitis B** vaccine and provide a record of immunity, as well as the receipt of **MMR, Chickenpox and dTpa**.

If you do not have a record of your vaccination dates, however are immune to the diseases, please note “Immune on serology” followed by the date the serology testing was completed e.g. “Immune on serology 20/2/2016”

If you are yet to complete your vaccination program, please enter in the date you are due to receive the vaccines followed by TBA, e.g. 30/7/2017 TBA. By ticking these boxes, you are agreeing to receive the required vaccinations, **not** confirming that you have already completed the course of vaccines.

- Blue card and criminal history checks
 - Blue card
 - General criminal history check
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 - Corrective services criminal history check
- Code of Conduct
 - To whom does the code apply?
 - The four (4) ethics principles
- Cultural diversity
 - Organisational cultural competency framework
 - Aboriginal and Torres Strait Islander Cultural Framework 2010 - 2033

| Vaccination | | Dose 1 date: | Dose 2 date: |
|--|--|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Measles, mumps, rubella (MMR) or evidence of non-susceptibility Requirement: At least one dose prior to placement | | <input type="text"/> | <input type="text"/> |
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| <input type="checkbox"/> Other recommended vaccinations | | | |

- Occupational health and safety
 - Mandatory iLearn online modules – prior to placement
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Occupational health and safety

Occupational health and safety is an important part of all clinical placements. Prior to commencing clinical placements, all students must complete the four mandatory Queensland Health iLearn online modules:

- Work Health and Safety Induction
- First-Response Evacuation Instructions
- Occupational Violence Prevention Fundamentals
- Prevention and Management of Musculoskeletal Disorders (MSD)

Please refer to the pages 13-43 for instructions on how to register for the modules.

If you require assistance with iLearn please contact Queensland Health:

Course content assistance: email DoH-orientation@health.qld.gov.au

Technical assistance: email: DoH-learning_support@health.qld.gov.au

| | |
|--|---|
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Occupational health and safety

When you commence your placement, you will be required to complete further local training, including a local site induction. These will be specific to your placement and will be delivered by your Queensland Hospital and Health Service supervisor.

Your Queensland Hospital and Health Service supervisor will assess any additional onsite training required.

By ticking these boxes, you are agreeing to adhere to Queensland Health's occupational health and safety policies and procedures.

| | |
|---|--|
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Privacy, confidentiality and documentation

Throughout the course of your placements, you will have access to sensitive patient information, as well as other confidential information.

Queensland Health places an extremely high importance on maintaining patient confidentiality.

By ticking these boxes, you are agreeing to adhere to Queensland Health's policies and procedures regarding privacy, confidentiality and documentation.

Blue card and criminal history checks

- Blue card
- General criminal history check
- Aged care criminal history check
- Corrective services criminal history check
- To whom does the code apply?
- The four (4) ethics principles
- Organisational cultural competency framework
- Aboriginal and Torres Strait Islander Cultural Framework 2010 - 2033

Code of Conduct

Cultural diversity

Vaccination

- Measles, mumps, rubella (MMR) or evidence of non-susceptibility
Requirement: At least one dose prior to placement
Dose 1 date:
Dose 2 date:
- Varicella (chicken pox) or evidence of non-susceptibility
Requirement: At least one dose prior to placement
Dose 1 date:
Dose 2 date:
- Pertussis (dTpa) (whooping cough) or evidence of non-susceptibility
Requirement: One adult dose within the last ten years prior to placement
Date:
- Hepatitis B or evidence of non-susceptibility
Requirement: At least two doses prior to placement
Dose 1 date:
Dose 2 date:
Dose 3 date:

Occupational health and safety

- Other recommended vaccinations
- 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)
- Mandatory OHS requirements – At placement
- Local site induction

Privacy, confidentiality and documentation

- Privacy
- Confidentiality
- Documentation

UQ Health & Rehabilitation

Enable | Enhance | Excel

Audiology

Occupational Therapy

Physiotherapy

Speech Pathology

Infected health care worker – student responsibilities

Students must read and comply with the Management of Human Immunodeficiency Virus (HIV), Hepatitis B Virus, and Hepatitis C Virus Infected Healthcare Workers Guidelines at all times. A copy of the Guidelines can be accessed via https://www.health.qld.gov.au/_data/assets/pdf_file/0037/368929/qh-gdl-321-3.pdf

If you require information concerning the management of an occupational exposure, please https://www.health.qld.gov.au/hai_reporting/default.asp

By signing this section of the Queensland Health Student Orientation Checklist, you are declaring that you understand and will comply with your responsibilities in relation to vaccination and infection control, as well as Queensland Health's guidelines and procedures.

I, (Please enter your full name) certify that I have read and understood the preceding topics on the Queensland Health Clinical Placement website in preparation of my placement.

Signature: _____

Date:

Infected health care worker - student responsibilities

I declare and agree that I have read and understand the [Guideline 'Management of Human Immunodeficiency Virus \(HIV\), Hepatitis B Virus, and Hepatitis C Virus Infected Healthcare Workers'](#) and acknowledge that this standard also applies to students on placement in Queensland Hospital and Health Service facilities.

I declare that I understand my disclosure responsibilities under the *Responsibilities of the HBV/HCV/HIV infected healthcare workers*.

I acknowledge and understand that health care workers (including students and supervisors) who are hepatitis C antibody and PCR positive, hepatitis HBV DNA positive, or HIV antibody positive must not perform exposure prone procedures as defined in the Guideline.

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.

Name:

Course:

Signature: _____

Date

UQ Health & Rehabilitation

Enable | Enhance | Excel

Audiology

Occupational Therapy

Physiotherapy

Speech Pathology

Create your QH iLearn account

Step 1

Access iLearn via

<https://ilearn.health.qld.gov.au/d2l/login>

Welcome to iLearn@QHealth

This online training system currently hosts role specific mandatory education and clinical education packages for the Department of Health, Hospital and Health Services (HHSs) and Queensland Ambulance Service (QAS).

You can access **iLearn@QHealth** 24/7 from any location, on any computer with internet access. The system is accessible on multiple electronic devices, however, restrictions on some interactive modules may present.

Login

QH employees must use their Novell as username to log in (e.g. bloggfl).

Public users must use Firstname.Lastname as username.

Don't have an iLearn account? [Register here for an iLearn account](#)

Click on *Register here to create an iLearn account*

Support and Assistance

For forgotten password or technical issues please contact the **Help Desk on 1800 198 175**.

Using the correct web browser? Refer to **FAQS** for guidance.

FAQs

Create your QH iLearn account

Step 2

How can I Access iLearn@QHealth?

REGISTRATION PROCESS

You will need to complete our registration form to create your own user account.

Note: A Registered Email Address can only be used once (you cannot use one email address for multiple user accounts)

About System Emails: Some email providers may consider a system generated email as SPAM or Junk (Hotmail & Gmail are problematic). Please check these folders if you haven't received a registration confirmation email. If you experience issues with registration please contact **1800 198 175 for support**.

Select the most suitable category you belong to to get started.

IMPORTANT: Users are only entitled to one iLearn account
If you have previously registered or have an existing account any new registration will not be processed. If you experience issues with registration please contact **1800 198 175 for support**.

I am a STUDENT on clinical placement

Go here (launches in new window) to complete our registration form to create a new user account.

Select 'Non Queensland Health Learner'

Click the Register button

Complete the form with the following information:

- Use your University email address (preferred) or personal email if you do not have a tertiary email account.
- List 'Student' as your Position
- List your University as Employer
- List Student Placement coordinator details within Supervisor Name & Contact.

Registrations are processed daily Mon-Fri.

You will receive an email once your account has been set up.

If you are a returning student contact 1800 198 175 for assistance

Need more help?

For assistance on Clinical Student Placement Orientation requirements refer to 'Student Help' within our FAQs.

Under I am a STUDENT on clinical placement, click on [Go here](#)

Create your QH iLearn account

Step 2

How can I Access iLearn@QHealth?

REGISTRATION PROCESS

You will need to complete our registration form to create your own user account.

Note: A Registered Email Address can only be used once (you cannot use one email address for multiple user accounts)

About System Emails: Some email providers may consider a system generated email as SPAM or Junk (Hotmail & Gmail are problematic). Please check these folders if you haven't received a registration confirmation email. If you experience issues with registration please contact **1800 198 175 for support**.

Select the most suitable category you belong to to get started.

IMPORTANT: Users are only entitled to one iLearn account
If you have previously registered or have an existing account any new registration will not be processed. If you experience issues with registration please contact **1800 198 175 for support**.

I am a STUDENT on clinical placement

Go here (launches in new window) to complete our registration form to create a new user account.

Select 'Non Queensland Health Learner'

Click the Register button

Complete the form with the following information:

- Use your University email address (preferred) or personal email if you do not have a tertiary email account.
- List 'Student' as your Position
- List your University as Employer
- List Student Placement coordinator details within Supervisor Name & Contact.

Registrations are processed daily Mon-Fri.

You will receive an email once your account has been set up.

If you are a returning student contact 1800 198 175 for assistance

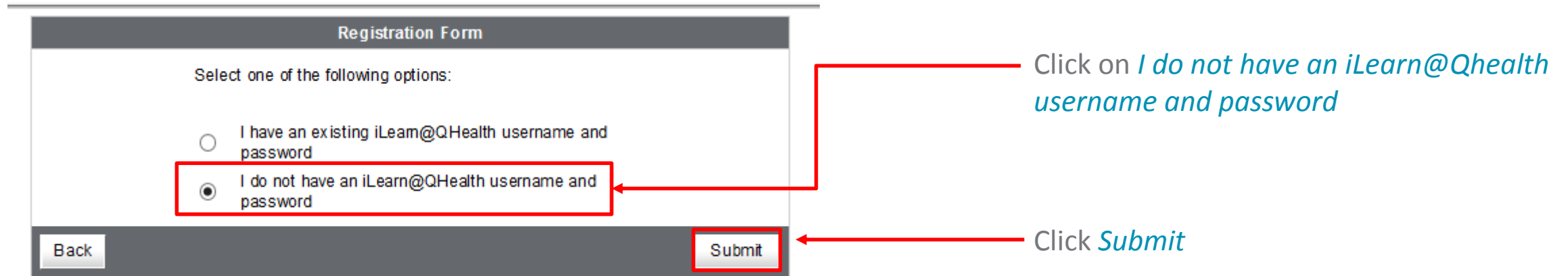
Need more help?

For assistance on Clinical Student Placement Orientation requirements refer to 'Student Help' within our FAQs.

Under I am a STUDENT on clinical placement, click on [Go here](#)

Create your QH iLearn account

Step 3



The image shows a registration form titled "Registration Form" with a dark header. Below the header, the text "Select one of the following options:" is followed by two radio button options. The first option is "I have an existing iLearn@QHealth username and password" with an unselected radio button. The second option is "I do not have an iLearn@QHealth username and password" with a selected radio button. A red box highlights the second option. Below the options are two buttons: "Back" on the left and "Submit" on the right. A red box highlights the "Submit" button. Red arrows point from text annotations on the right to the selected radio button and the "Submit" button.

Registration Form

Select one of the following options:

- I have an existing iLearn@QHealth username and password
- I do not have an iLearn@QHealth username and password

Back Submit

Click on *I do not have an iLearn@Qhealth username and password*

Click *Submit*

Create your QH iLearn account

Step 4

| Self Registering Course Offerings | | |
|-----------------------------------|---|----------------------|
| Course Offering Code ▲ | Course Offering Name | Course Offering Cost |
| CP_Self Reg External | Non Queensland Health learner (e.g. student, trades, contractor, volunteer) | |
| CP_Self Reg Internal | Queensland Health employee (e.g. staff, contracted employee) | |
| CP_Self Reg MHA General Access | Mental Health Act (Non Queensland Health employee) | |

Click on *Non Queensland Health learner*

Description

[Course Offering List](#) > **Course Offering Description**

Step 1: View Course Offering Information

Course Offering Name: Non Queensland Health learner (e.g. student, trades, contractor, volunteer)

Course Offering Code: CP_Self Reg External

Non Queensland Health iLearn@QHealth learner registration

Please complete this form to register for your new iLearn@QHealth account.

Description:

You should only use this form if:

- you are a health professional or student and
- are not a Queensland Health employee or contractor.

Cancel

Register

Click on *Register*

Create your QH iLearn account

Step 5

Registration Form

[Course Offering List](#) > [Course Offering Description](#) > Registration Form

Step 2: Enter Registration Information

Required fields are marked with a *

Privacy Notice: Personal information collected by the Department of Health is handled in accordance with the Information Privacy Act 2009. The Department of Health is collecting personal information in accordance with the Information Privacy Act 2009 in order to manage your iLearn user profile.

All personal information will be securely stored and only accessible by authorised officers of Queensland Health. Your

* First Name:

* Last Name:

* Email:

Email Tip: For faster registration, please use an email address that identifies your organisation (e.g. employer, learning institution, business etc) in preference to a personal email address (e.g.

* Business Phone:

* Position:

* Employer:

* Supervisor's Name:

* Supervisor's Contact Number:

Address 1:

Address 2:

* City:

* State/Province:

* ZIP/Postal Code:

* Country:

Office Use:

Back Submit

Enter your personal details

Enter your student e-mail address

Enter your phone number

Enter *Student* and *UQ*

Enter your Clinical Education Liaison Managers name
(SPCH: Lucy Hunter; AUDL: Daniella Cain; PHTY:
Michael Donovan; OCTY: Anne-Maree Caine)

Enter 07 3365 4506 (SASU phone number)

Enter your address

Create your QH iLearn account

Step 6

Confirmation

[Course Offering List](#) > [Course Offering Description](#) > [Registration Form](#) > **Confirmation**

Step 3: Confirmation

First Name: Louise
Last Name: Beardmore
Email: l.beardmore@uq.edu.au

For faster registration, please use an email address that identifies your
Email Tip: organisation (e.g. employer, learning institution, business etc) in
preference to a personal email address (e.g. @hotmail etc).

Business Phone: 07 3365 5444
Position: Student
Employer: UQ

Supervisor's Name: Lisa Haigh
Supervisor's Contact Number: 07 3365 5406

Address 1:
Address 2:
City: St Lucia
State/Province: QLD
ZIP/Postal Code: 4072
Country: Australia
Office Use:

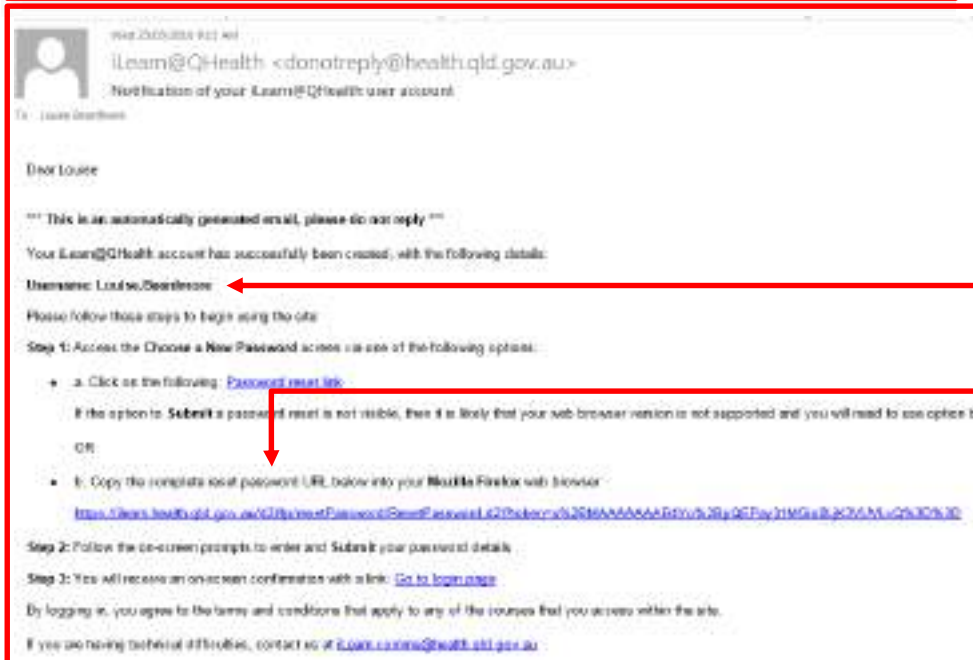
Click on *Finish*

Create your QH iLearn account

Step 7



You will receive notification that your request has been received



Once your request has been processed (can take 2-3 working days) you will receive an e-mail notification which includes your Username, and a link to change your password.

You will not have entered a password when registering, so you will need to follow Step 1 b. Open Mozilla Firefox and paste the link in your browser

Create your QH iLearn account

Step 8



Queensland Government
Queensland Health

Choose a New Password

Enter a new password. Password must be between 8 and 50 characters in length.

Username *

New Password *

Re-enter Password *

[View password requirements](#)

Enter your Username (located in e-mail notification)

Select a new password

Re-enter your password (these are case sensitive)

Click on *Submit*

Create your QH iLearn account

Step 9



The screenshot shows the top of a web page with a dark blue header. On the left is the Queensland Government crest, followed by the text "Queensland Government" and "Queensland Health" in white. Below the header, the main content area has a light grey background. It displays the message "Password successfully reset" in a large font, followed by "Confirmation" in a smaller font. Below that is a paragraph: "You successfully reset your password. You can now login using your new password." At the bottom of this message is a blue button with the text "Go to login page".

Click on *Go to login page*

Log on to QH iLearn

Step 10

Copyright | Disclaimer | Privacy | Right to Information | Accessibility | Jobs in Queensland Government | Other languages

Username *

Password *

Log In

Forgot your password?

Access iLearn via

<https://ilearn.health.qld.gov.au/d2i/login>

Enter the Username and Password that you registered when creating your account

Click on *Log In*

Register for QH iLearn courses

Step 11

Queensland Government
Queensland Health

Awards | Learner Help | Documentation

iLearn@QHealth Home Page (Non QH Users)

Non QH Employee Course Catalogue

Course Catalogue
Click here to
Find Courses
and Enrol

Students

Welcome Louise

Below are the enrollment links to essential training courses for student clinical placement with Queensland Health.

- Clinical Placement Student Orientation
- First-Response Evacuation Instructions
- Work Health and Safety Induction
- Occupational Violence Prevention Fundamentals
- Prevention & Mgt of Musculoskeletal Disorders (MSD)

Additional Information for Clinical Student Placements

The courses you will need to complete for the Queensland Health Student Orientation Checklist are identified on the right-hand pane.

Register for QH iLearn courses

Step 12

The screenshot shows the iLearn@QHealth Home Page for non-QH users. The header includes the Queensland Government and Queensland Health logos, along with navigation links for Awards, Learner Help, and Documentation. The main content area is titled "iLearn@QHealth Home Page (Non QH Users)" and features a "Non QH Employee Course Catalogue" section. This section contains a large green banner with the text "Course Catalogue" and "Click here to Find Courses and Enrol", accompanied by an illustration of school supplies. To the right, a "Students" dropdown menu is open, displaying a list of training courses for student clinical placement. The course "First-Response Evacuation Instructions" is highlighted with a red box, and a red arrow points to it from the text "Select the course you want to complete".

Queensland Government
Queensland Health

Awards | Learner Help | Documentation

iLearn@QHealth Home Page (Non QH Users)

Non QH Employee Course Catalogue

Course Catalogue
Click here to Find Courses and Enrol

Students

Welcome Louise

Below are the enrollment links to essential training courses for student clinical placement with Queensland Health.

- Clinical Placement Student Orientation
- First-Response Evacuation Instructions**
- Work Health and Safety Induction
- Occupational Violence Prevention Fundamentals
- Prevention & Mgt of Musculoskeletal Disorders (MSD)
- Additional Information for Clinical Student Placements

Select the course you want to complete

Register for QH iLearn courses

Step 13

The screenshot shows the Queensland Government iLearn interface. The top navigation bar includes 'Home', 'Back to iLearn MyHome', 'Browse Courses', 'My Courses', and 'Louise Beardmore'. The course title is '(DoH Corp-C) First-Response Evacuation Instructions'. Below the title is a description: 'This course covers the method of operating manual fire alarms and fire fighting equipment in the building. This course takes approx. 20 minutes to complete. Important Note: The following course is ONLY to be completed if there is no specific site course for the building that you are currently working in. NOTE: To complete the General Evacuation Instructions, the training shall be conducted by your Line Manager or contact your local CHS Unit and request access to the instruction.' To the right, a 'Mandatory Training' badge is visible. Below the badge is an 'Enrol' button, which is highlighted with a red box. Underneath the button is a checkbox labeled 'I agree to the Terms of Service and Privacy Policy (Read)'. Further down, the course details are listed: 'Start Date: 10/10/2017', 'Enrolment opens: 10/10/2017', 'Enrolment closes: 31/12/2017', and 'Program: Clinical Student Orientation...'. The 'Enrol' button is the primary action point for registration.

Check the *I agree to the Terms of Service and Privacy Policy* and click on Enrol

Register for QH iLearn courses

Step 14

Queensland Government
Queensland Health

Home Back to iLearn MyHome Browse Courses My Courses Louise Beardmore

You have successfully enrolled in this course.

(DoH Corp-C) First-Response Evacuation Instructions

This course covers the method of operating manual fire alarms and fire fighting equipment in the building. This course takes approx. 20 minutes to complete. **Important Note:** The following course is **ONLY** to be completed if there is no specific site course for the building that you are currently working in. **NOTE:** To complete the General Evacuation Instructions, the training shall be conducted by your Line Manager or contact your local QHS Unit and request access to this instruction.

Mandatory

MANDATORY TRAINING

Mandatory Training

Launch Course ← Click Launch Course

Start Date: 10/10/2017
Enrolment opens: 10/10/2017
Enrolment closes: 31/12/2017

- Video Lectures
- Quizzes

Program: Clinical Student Orientation ...
Program: Clinical Student Orientation ...

Complete QH iLearn courses

Step 15

The screenshot shows the 'ourmandatorytraining' website interface. At the top left is the 'MANDATORY TRAINING' logo and the text 'Department of Health ourmandatorytraining'. A navigation bar includes 'Course Home', 'Content', 'Class Progress', 'Awards', 'FAQS', and 'Learner Help'. A search bar is located on the left. The main content area is titled 'Overview' and features a 'Print' button. The course title is 'First-Response Evacuation Instructions course', with a note that it takes approximately 20 minutes to complete. A highlighted 'Important Note' states: 'The following course is ONLY to be completed if there is no specific site course for the building that you are currently working in.' Below this, it explains how to complete the training, mentioning Queensland Building Fire Safety Regulation 2008. A table of contents on the left lists three sections: '1. How to complete - First-Response Evacuation Instructions', '2. First-Response Evacuation Instructions' (highlighted with a red box and a red arrow), and '3. Completion Quiz'. The right side of the page contains detailed instructions for occupants and wardens.

The [Overview](#) page provides a short overview of the course outcomes and how much time you should allocate to successfully complete the course

Click on [Table of Contents](#)

This will provide you with a summary of what is required to complete the course.

It is broken down into 3 categories: How to complete, Instructions and Completion Quiz.

You will need to follow all instructions and complete the quiz.

Complete QH iLearn courses

Step 16

Course Home Content Class Progress **Awards** FAQs Learner Help

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents 1

Course enquiries

1. How to complete - First-Response Evacuation Instructions

2. First-Response Evacuation Instructions ✓

3. Completion Quiz 1

2. First-Response Evacuation Instructions Print

How to complete this course

Step 1: Click on the link below - this will launch in a new Tab in your browser.

Step 2: Complete the training and once completed close the Tab in your browser.

Step 3: Return to this course page upon completion.

Step 4: Complete the Completion Quiz. Ensure you save and submit your answers. Completing the quiz will release your certificate.

TIP: Complete the Completion Quiz (2 questions) as part of your course completion acknowledgement.

Step 5: Your certificate will appear in your Awards (link above) however this may take up to 15 minutes.

Completion Awards: Badges and Certificates

To access any of your Awards click on the Awards icon in the navigation menu.

Course Home Content Class Progress **Awards** FAQs

Note: there may be a slight delay to receiving awards. To generate the certificate please log out of your iLearn account and check back in 15 minutes.

To get started, click on the link below.

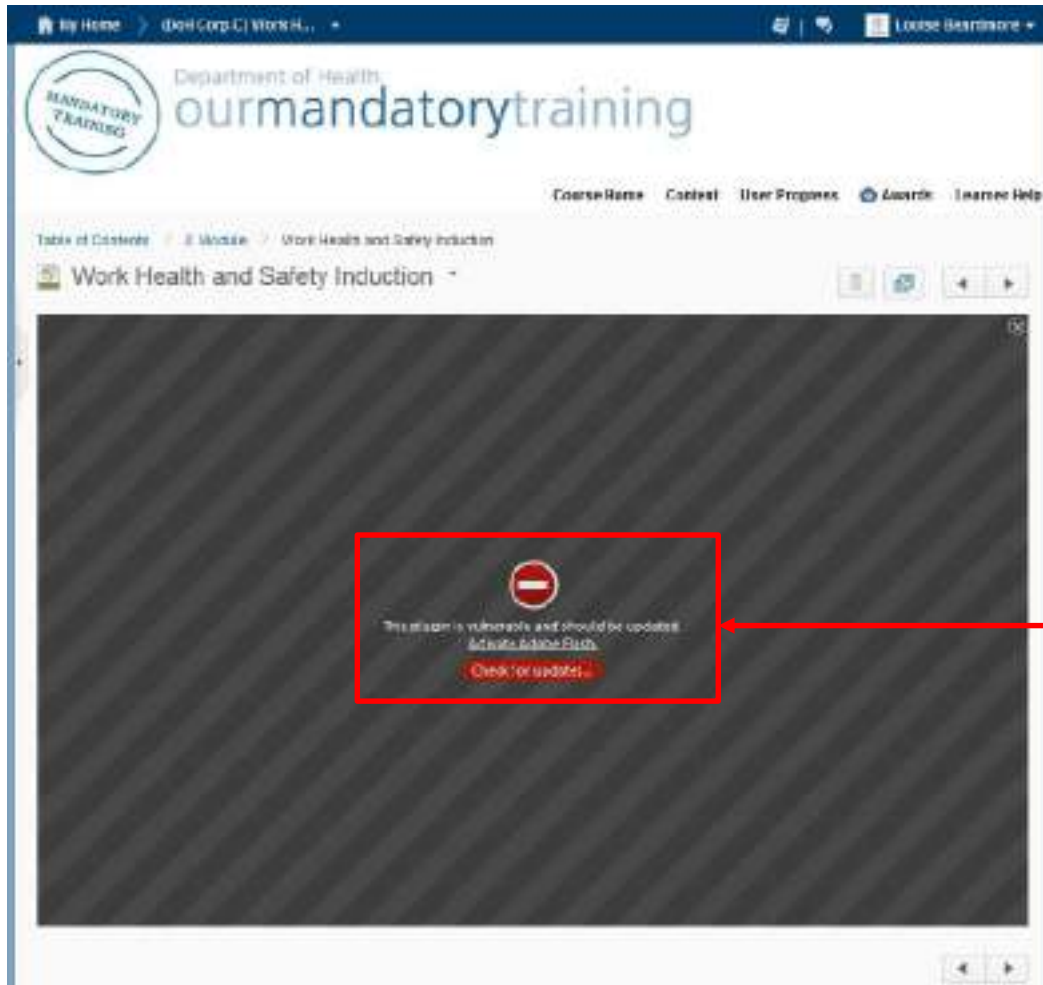
100 % 1 of 1 topics complete

After reading the required How to complete instructions, click on course *Instructions*.

Click on the Instructions link to load the instructional video

Complete QH iLearn courses

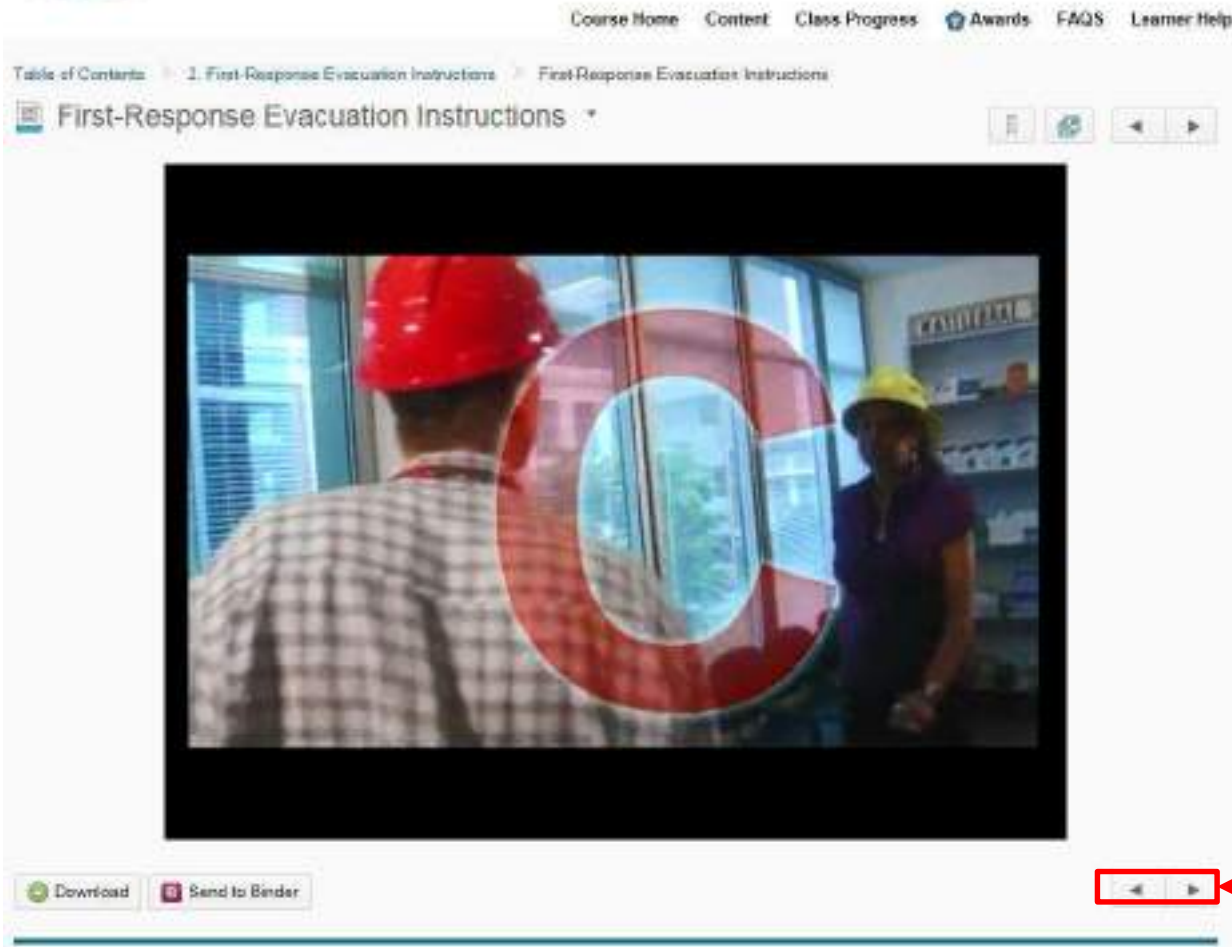
Step 16 continued



NOTE: if you receive this message, you will need to update Adobe Flash before you can continue

Complete QH iLearn courses

Step 16 continued



The screenshot shows the iLearn course interface for 'First-Response Evacuation Instructions'. At the top, there are navigation links: 'Course Home', 'Content', 'Class Progress', 'Awards', 'FAQS', and 'Learner Help'. Below these, a breadcrumb trail reads 'Table of Contents > 1. First-Response Evacuation Instructions > First-Response Evacuation Instructions'. The main content area features a video player with the title 'First-Response Evacuation Instructions'. The video shows two workers in hard hats (one red, one yellow) in a room with a 'WASTEBASKET' sign. A large red circular graphic with a white center is overlaid on the video. Below the video player, there are 'Download' and 'Send to Binder' buttons. At the bottom right of the video player, there are navigation arrows (left and right) which are highlighted with a red box and a red arrow pointing to them.

Click on the arrows to navigate between pages, and to commence the questionnaire

Complete QH iLearn courses

Step 17



Department of Health
ourmandatorytraining

[Course Home](#) [Content](#) [Class Progress](#) [Awards](#) [FAQS](#) [Learner Help](#)

Search Topics

- Overview
- Bookmarks
- Course Schedule

Table of Contents 1

Course enquiries

1. How to complete -
First-Response
Evacuation Instructions

2. First-Response
Evacuation Instructions ✓

3. Completion Quiz 1

3. Completion Quiz ▼

[Print](#)

Please complete the Completion Quiz (2 questions) as part of your course completion acknowledgement.

Important: You must complete this quiz in order to receive your certificate of completion.

Completion Awards: Badges and Certificates

To access any of your Awards click on the Awards icon in the navigation menu.

[Course Home](#) [Content](#) [Class Progress](#) [Awards](#) [FAQs](#)

Note: there may be a slight delay to receiving awards. Please log out of your iLearn account and check back in 15 minutes.

0 % 0 of 1 topics complete

[? Completion Quiz](#) ▼

Click on *Completion Quiz*

Complete QH iLearn courses

Step 18

MANDATORY TRAINING

Department of Health
ourmandatorytraining

Course Home Content Class Progress Awards FAQs Learner

Table of Contents > 3. Completion Quiz > Completion Quiz

? Completion Quiz *

Current Time
1:33 PM Update

Current User
Louise Beardmore (username: Louise Beardmore)

Quiz Period
Always Available

Time Allowed
unlimited (estimated time required: 2:00:00)

Attempts
Allowed - unlimited, Completed - 0

Instructions

You can "Save" your response to each question as you work through the quiz. When you navigate to the Next Page or Previous Page, all your responses on the current page will be automatically saved.

Before you submit the quiz, you will have the opportunity to return to questions that you may have missed or have not yet answered. You can submit your quiz responses at any time.

When you have finished reviewing these instructions, click on "Start Quiz" to begin Attempt 1.

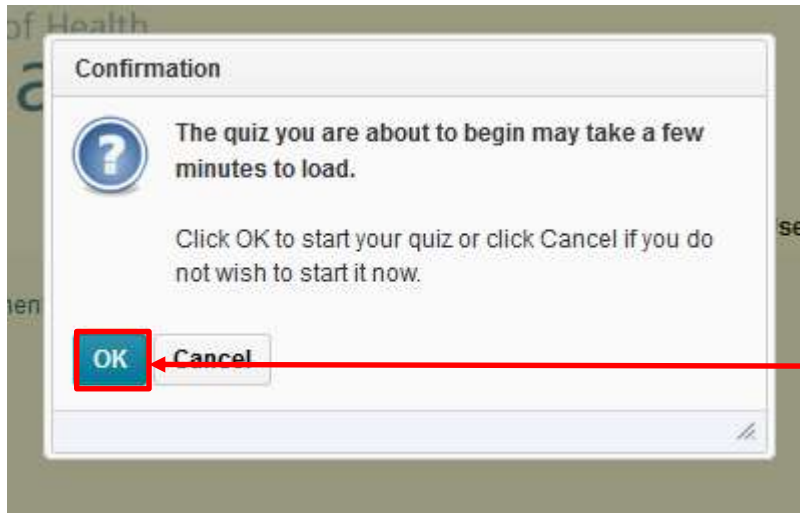
Note: Your quiz may take a few minutes to be set up.

Start Quiz!

Click on *Start Quiz!*

Complete QH iLearn courses

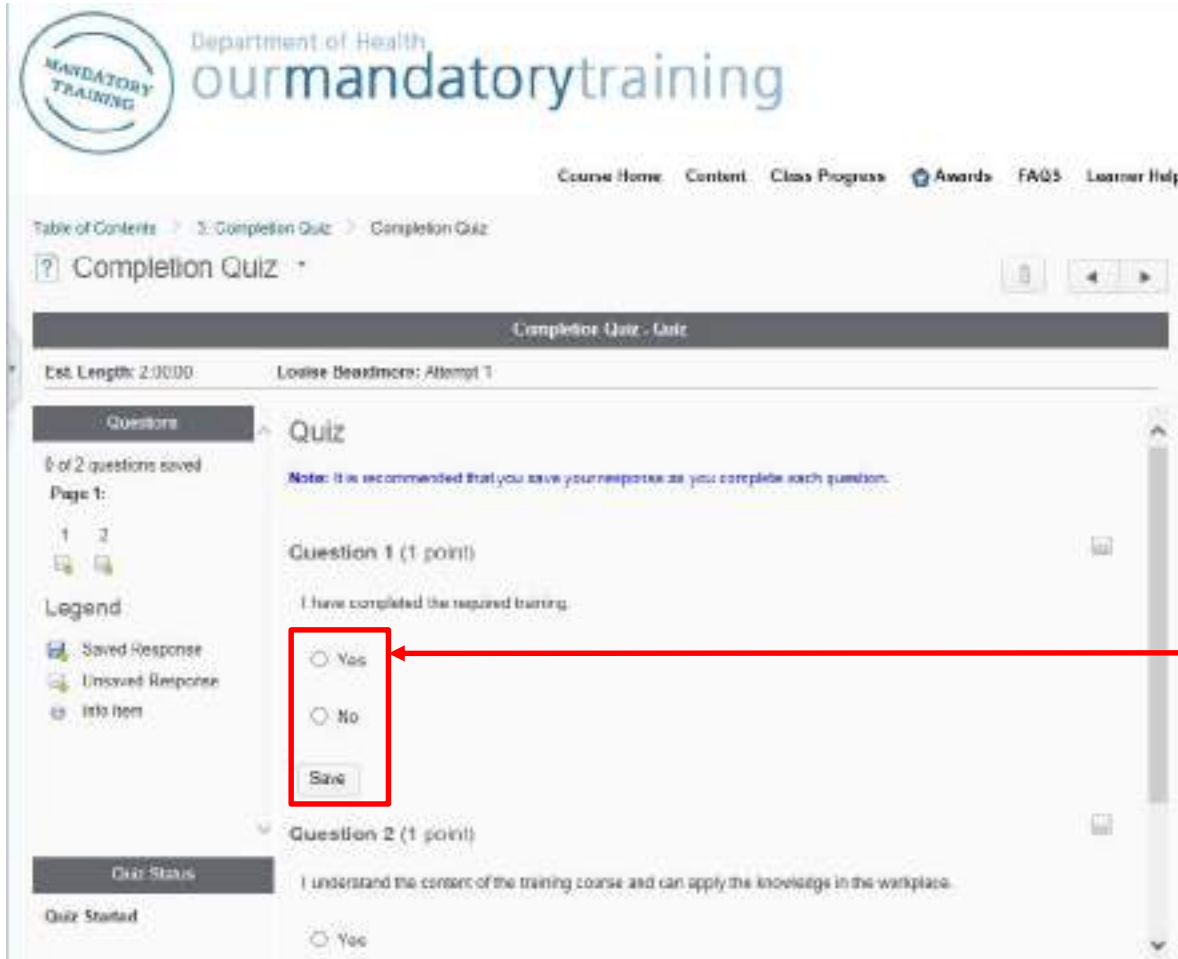
Step 19



Click *OK*

Complete QH iLearn courses

Step 20



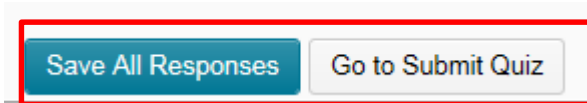
The screenshot shows the 'ourmandatorytraining' website interface. At the top left is a circular logo with 'MANDATORY TRAINING' text. The header includes 'Department of Health' and 'ourmandatorytraining'. A navigation menu contains 'Course Home', 'Content', 'Class Progress', 'Awards', 'FAQS', and 'Learner Help'. Below the header, a breadcrumb trail reads 'Table of Contents > 3: Completion Quiz > Completion Quiz'. The main content area is titled 'Completion Quiz - Quiz' and shows 'Est. Length: 2:00:00' and 'Louise Beardmore: Attempt 1'. A 'Questions' sidebar on the left indicates '0 of 2 questions saved' and 'Page 1: 1 2'. A 'Legend' section lists 'Saved Response', 'Unsaved Response', and 'Info Item'. The main quiz area displays 'Question 1 (1 point)' with the text 'I have completed the required training.' and two radio button options: 'Yes' and 'No'. A red box highlights these options, with a red arrow pointing from the text 'Use the boxes to select your answers' to the 'Yes' option. Below this is 'Question 2 (1 point)' with the text 'I understand the content of the training course and can apply the knowledge in the workplace.' and a 'Yes' radio button option. A 'Quiz Status' sidebar at the bottom left shows 'Quiz Started'.

Use the boxes to select your answers

Scroll down to access the next question and to submit your quiz.

Complete QH iLearn courses

Step 21



Click on *Save All Responses*

Click on *Go to Submit Quiz*

Complete QH iLearn courses

Step 22

Table of Contents > 3. Completion Quiz > Completion Quiz

? Completion Quiz

Completion Quiz - Quiz

Est. Length: 2:00:00 Louise Beardmore: Attempt 1

Questions

2 of 2 questions saved

Page 1:

1 2

Legend

- Saved Response
- Unsaved Response
- Info Item

Quiz Status

Page 1 Saved

Quiz Submission Confirmation

You are about to submit your quiz...

To change your response to any question before submission, click on the question number in the **Quiz Info** menu.

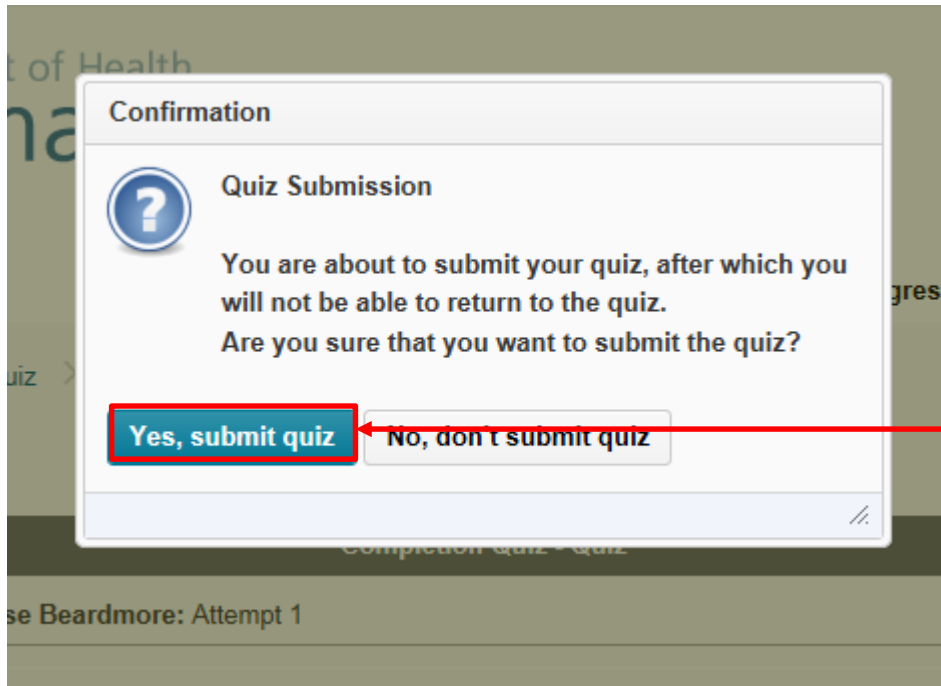
Once you press the Submit Quiz button you cannot return to your quiz.

Submit Quiz

Click on *Submit Quiz*

Complete QH iLearn courses

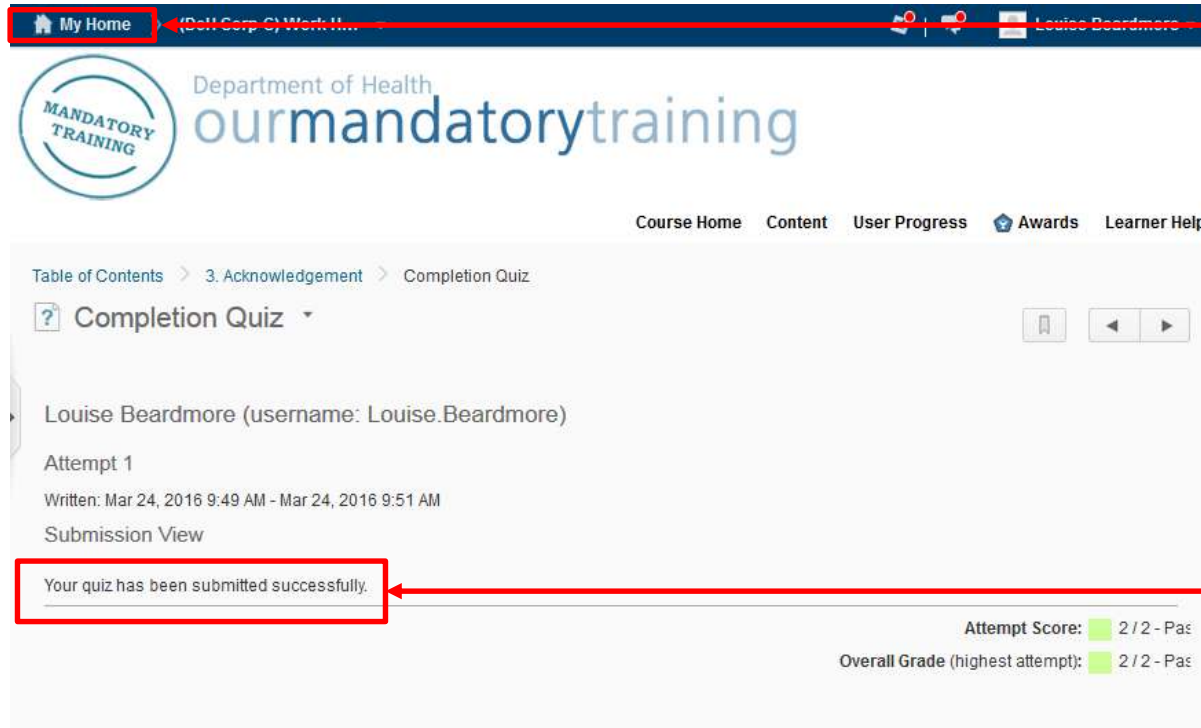
Step 23



If you are confident with your answers, click on *Yes, submit quiz*

Complete QH iLearn courses

Step 24



The screenshot shows the iLearn interface for a user named Louise Beardmore. The top navigation bar includes a 'My Home' link, which is highlighted with a red box and an arrow pointing to the right. Below the navigation bar is the 'Department of Health ourmandatorytraining' logo. The main content area shows the 'Completion Quiz' page, with a breadcrumb trail: 'Table of Contents > 3. Acknowledgement > Completion Quiz'. The quiz title is 'Completion Quiz' with a question mark icon. Below the title, the user's name 'Louise Beardmore (username: Louise.Beardmore)' and 'Attempt 1' are displayed. The submission time is 'Written: Mar 24, 2016 9:49 AM - Mar 24, 2016 9:51 AM'. A 'Submission View' section contains a red-bordered box with the text 'Your quiz has been submitted successfully.' Below this, the 'Attempt Score' is '2 / 2 - Pass' and the 'Overall Grade (highest attempt)' is also '2 / 2 - Pass'. A red arrow points from the 'My Home' link to the notification box.

You will receive notification of quiz completion

Click on [My Home](#) to return to the home page and complete the remaining courses

Complete QH iLearn courses

Step 25

Queensland Government
Queensland Health

Awards | Learner Help | Documentation

iLearn@QHealth Home Page (Non QH Users)

Non QH Employee Course Catalogue

Students

Welcome Louise

Below are the enrolment links to essential training courses for student clinical placement with Queensland Health.

Clinical Placement Student Orientation
First-Response Evacuation Instructions
Work Health and Safety Induction
Occupational Violence Prevention Fundamentals
Prevention & Mgt of Musculoskeletal Disorders (MSD)

Additional Information for Clinical Student Placements

Clinical Student Placement
Allied Health Students

Support & Assistance

Click here to search for courses

Contact 1800 198 175 for assistance

Course Catalogue
Click here to Find Courses and Enrol

My Courses

- (DoH Corp-C) Clinical Placement Student Orientation
- (DoH Corp-C) First-Response Evacuation Instructions
- Non-Queensland Health learner (e.g. student, trainee, contractor, volunteer)

Click on the course you would like to complete next

You will need to **repeat Steps 12-24** for each course

Your completed courses will now be displayed under *My Courses*.

Complete QH iLearn courses

Step 26

Queensland Government
Queensland Health

[Awards](#) [Home Page](#) [Documentation](#)

iLearn@QHealth Home Page (Non QH Users)

Non QH Employee Course Catalogue

Course Catalogue

Click here to Find Courses and Enrol

My Courses

- DoH Corp-C Clinical Placement Student Orientation
- DoH Corp-C First-Response Evacuation Instructions
- Non Queensland Health learner (e.g. student, trades, contractor, volunteer)

Students

Welcome Louise

Below are the enrolment links to essential training courses for student clinical placement with Queensland Health.

- Clinical Placement Student Orientation
- First-Response Evacuation Instructions
- Work Health and Safety Induction
- Occupational Violence Prevention Fundamentals
- Prevention & Mgt of Musculoskeletal Disorders (MSD)

Additional Information for Clinical Student Placements

- Clinical Student Placement
- Allied Health Students

Support & Assistance

Click here to search for courses

Contact 1800 198 175 for assistance.

Click on Awards to see the courses you have successfully completed.