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
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.

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](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](http://www.bluecard.qld.gov.au)

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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 card's 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.
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.
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

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:

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.
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
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.
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.
Infected health care worker – student responsibilities


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.
Create your QH iLearn account

**Step 1**

Access iLearn via

Click on *Register here to create an iLearn account*
Create your QH iLearn account

Step 2

Under I am a STUDENT on clinical placement, click on Go here
Create your QH iLearn account

Step 2

Under I am a STUDENT on clinical placement, click on Go here
Create your QH iLearn account

Step 3

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

Click Submit
Create your QH iLearn account

Step 4

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<th>Course Offering Code</th>
<th>Course Offering Name</th>
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<tr>
<td>CP_Self Reg External</td>
<td>Non Queensland Health learner (e.g., student, trade, contractor, volunteer)</td>
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<tr>
<td>CP_Self Reg Internal</td>
<td>Queensland Health employee (e.g., staff, contracted employee)</td>
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<tr>
<td>CP_Self Reg MHA General Access</td>
<td>Mental Health Act (Non Queensland Health employee)</td>
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</tbody>
</table>

Click on Non Queensland Health learner

Click on Register
Create your QH iLearn account

Step 5

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

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

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

Password successfully reset

Confirmation

You successfully reset your password. You can now login using your new password.

Click on Go to login page
Log on to QH iLearn

Step 10

Access iLearn via

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

Click on Log In
Register for QH iLearn courses

Step 11

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

Select the course you want to complete
Register for QH iLearn courses

Step 13

Check the I agree to the Terms of Service and Privacy Policy and click on Enrol
Register for QH iLearn courses

Step 14

Click Launch Course
Complete QH iLearn courses

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

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

Click on the arrows to navigate between pages, and to commence the questionnaire
Complete QH iLearn courses

Step 17

Click on Completion Quiz
Complete QH iLearn courses

Step 18

Click on Start Quiz!
Complete QH iLearn courses

Step 19

Click OK
Complete QH iLearn courses

Step 20

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

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

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

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

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