

MANDATORY DOCUMENTS FOR PATHOLOGY CLINICAL PLACEMENT

Students are required to submit all the relevant mandatory documents prior to commencing placement. Due dates for these documents can be found in the Important Dates document.

All documents and/or links are available on the [Medical Laboratory Science community hub](#) which can be found through UConnect under Studydesk.

1. *USQ Student Declaration (p. 5)* *valid for 12 months
2. *USQ Vaccine Preventable Disease (VPD) Form* completed and signed by a medical practitioner/nurse practitioner
3. *Queensland Health Student Orientation Checklist* *Please ensure all the boxes are ticked
4. *Deed Poll* – **you only need to submit page 6**
5. *Pathology Queensland Visitor Confidentiality Protocol* * valid for one calendar year
6. [AUSLAB Clinical and Scientific Information System Pathology WIL Student Access Request \(Pathology Queensland\)](#) * valid for one calendar year
7. [Contractor Induction for QML](#) * required for the students attending placements in Queensland Medical Laboratory (QML) and valid for one year
8. *Queensland Health Online Courses*: Go to <https://ilearnexternal.health.qld.gov.au/> to complete the online courses and then upload the certificates on InPlace. Update every 12 months
9. *Tuberculosis Risk Assessment Form for Students* – you only need to submit the first three (3) pages of the document

These mandatory documents are required to be submitted on *InPlace* four (4) weeks PRIOR to Clinical Placement if your placement is earlier in the semester

OR

the end of Week 3 of the semester during which placement will commence.

If the deadline is not met, you may be required to drop the course and you will not be assigned a placement.

MANDATORY REQUIREMENTS: FURTHER INFORMATION

• Immunization Evidence

Please upload [USQ Vaccine Preventable Disease form](#) (completed by your treating medical practitioner, registered nurse, or occupational health provider) on InPlace. This form will include the following immunization records:

- **Hepatitis B:** Evidence of 3 injections **And** Hepatitis B antibody titre (blood test ordered by your doctor)
*If you have not completed a full course of 3 Hepatitis B vaccinations your placement will be put on hold until the full vaccination course and serology (blood test) has been completed and evidence has been provided to the Professional Placement Office.
- **Measles, Mumps, Rubella:** Evidence of vaccination or serological evidence of immunity
- **Pertussis:** Evidence of adult vaccination within the past 10 years
- **Varicella:** Evidence of vaccination or serological evidence of immunity

• Queensland Health Student Orientation Checklist

Completion of the enclosed [form](#) acknowledges that you have read the essential required topics on the [Queensland Health Student Orientation Website](#). Please read all of these sections and respond by ticking all boxes on the Checklist form. Upload both the pages on InPlace.

NB. IMPORTANT - You will be entering a pathology laboratory workplace. This can lead to risk of exposure to body fluids and hazardous substances and involves some procedural risks. You have completed, or are currently studying, BIO1104 Medical Microbiology and Immunology 1. Please ensure that you review the module on infection control in BIO1104 for your own safety. Students who have completed more advanced courses in medical microbiology should have increased awareness of, and laboratory training in, procedures for minimising infectious risks.

All students participating in Pathology Clinical Placements must adhere strictly to any instructions or induction on safety procedures provided by the participating pathology laboratory staff.

• Student Deed Poll

Please upload the signed and witnessed signature page to InPlace once you have read this [document](#).

• Pathology Queensland Visitor Confidentiality Protocol

A clinical placement places the student in a professional working environment where all the information is of a confidential nature. To enable students to be fully integrated in the WIL (work in Laboratory) process students will need to have some access to confidential information. Confidentiality of this information **must remain strictly secure**. This means any information relating to a patient name, procedure or outcomes is **strictly confidential** and **cannot be discussed**, revealed or related to any other party other than an authorised person. Completed copy must be uploaded on InPlace for current year of placement.

- **AUSLAB Clinical and Scientific Information System Pathology WIL Student Access Request** (Pathology Queensland)

Please complete immediately and ensure that you enter **your USQ email address** on this form. This form needs to be submitted for **each placement** (Pathology Queensland only) and must be uploaded on InPlace for current placement year.

- **Contractor Induction for QML**

This is an online induction for the students attending placements in Queensland Medical Laboratory (QML). Students will need to upload the Certificate of Completion on InPlace. This certificate is valid for one year from the date of issue. For reference, visit the following link:

http://usqstudydesk.usq.edu.au/m2/pluginfile.php/1151377/mod_resource/content/2/On%20Line%20Induction%20for%20QML.pdf

- **Tuberculosis Risk Assessment Form for Students**

This is a requirement of Queensland Health. Information on how to complete this self-assessment form is available on the Medical Laboratory Science community hub under Pathology Clinical Placement Information. Pending student response further assessment may be required.

- **Queensland Health Online Courses**

Prior to the first placement, all students must complete the [Queensland Health Online Modules](#) -

Certificates of completion will be provided at the end of the training and these must be uploaded on InPlace. You may also be required to complete further training once you start your placement. Your laboratory supervisor will assess any additional training requirements.

You must use **MOZILLA FIREFOX** and not **INTERNET EXPLORER** to register and create a new [iLearn](#) account and follow the appropriate prompts for a non-QHealth student:

- *Business Phone: use your own contact #
- *Position: Student
- *Employer: USQ
- *Supervisor's Name: Ms Leanne Dooley
- *Supervisor's Contact Number: +61 7 4631 1683
- *Address: West Street
- *City: Toowoomba
- *State/Province: Qld
- *ZIP/Postal Code: 4350
- *Country: Australia

The certificate will be sent to the email address that you provide.

- **InPlace instructions are available on the Medical Laboratory Science community site for uploading Mandatory Documents**
- **All links and/or documents to assist you to complete mandatory documents are available on the Medical Laboratory Science community site**