

CHECKLIST OF MANDATORY DOCUMENTS

More information, documents and links to sites are on the following pages

Working with Children check (6-12 weeks to obtain)

- Pre filled application forms from the **PPHub** or **MUM site** **MUST** be used to apply
- All QLD applications **MUST** come through the PEPT to be sent to Blue Card
- See following pages for other state and territory requirements



Upload: Copy of WWC card

Australian Police Certificate (Up to 25 days to obtain)

- 3 year expiry
- There is a list on the PPHub and MUM sites with accepted providers – make sure you use one of these



Upload: Copy of certificate

Student Declaration

- Submit only once to state that you have read and understood this handbook
- Document is located on the **last** page of this Handbook



Upload: Signed and witnessed Signature page only

CPR Certificate (Can take 2- 3 weeks to obtain certificate)

- Must be renewed each year
- Must be nationally accredited *face to face* training course



Upload: Copy of certificate

Queensland Health Student Orientation Requirements

- Submit evidence only once
- **Not required from GUC or Tasmanian Students**



Upload: Student Orientation Checklist (2 pages)



Upload: Deed Poll (Signature page only)

Queensland Health iLearn Certificates

- 5 Certificates must be renewed annually
- Not required from GUC or Tasmania Students



Upload: copy of each certificate

Immunisations



Upload: USQ branded VPD form

An accelerated Hepatitis B vaccination process (given in under 4 months) is NOT ACCEPTED

- Evidence of yearly **Flu Vaccine**



Upload: evidence of being vaccinated at a doctor's surgery or clinic, signed and dated by vaccinator

Placements in other States/Territories

If you are doing a placement in a state other than QLD or WA, check the information on the [PPHub](#) and [MUM](#) site. You may need to meet extra requirements

A USQ branded '**Vaccine Preventable Disease**' (VPD) form must be completed by your Health Practitioner and submitted showing you have complied with all of the immunisation requirements as documented on the form.

The VPD form is found on the PPHub with this document. It is important that you start at the beginning of your first semester as if you have no immunity to Hepatitis B, you will need to complete a **4 to 6 month vaccination process**. Students **cannot** go on placement until they have completed all 3 of the vaccinations.

USQ Health Services can provide you with serology requests, bulk billed immunisations for students and they can complete your VPD form. To book an appointment contact them on 4631 2372.

ADDITIONAL INFORMATION ABOUT MANDATORY DOCUMENTS

Working with Children Card (WWC Card)

- All students in the Nursing or Midwifery programs MUST have a WWC Card whether you have contact with a child on placement or not.
- If you object to obtaining a WWC Card contact the PEPT.
- **You must have a relevant card for the State or Territory where you are doing placement** – use the links below to access the appropriate website

Queensland Blue Card

- The Blue Card is free for students.
- All the forms you require are available on the [PPHub](#) or [MUM](#) sites.
- A USQ pre-filled Blue Card Form **MUST** be downloaded from your study desk. **This form must be completed and returned to the Placements Office** for Part E Declaration to be completed by staff.
- You can submit your application in person to the Placements Office, email it or post it. If emailed or posted, Proof of Identify Documents must be **signed by a JP or authorised person and the verification form included**.
- It takes **6-8 weeks** to process a card and receive your copy.
- Cards are current for 3 years.
- You must apply to renew your card **6 – 8 weeks prior to the expiry of your current card**; to ensure it remains current until the new card is received.
- If you already have a Blue Card, you must complete the 'Authorisation to Confirm a Valid Card/Application' to link USQ to your card – pre-filled form on PPHub and MUM sites.

Western Australia WWC Check

- Please use the website link above for information about the application process.
- Application forms are available from authorised Australia Post outlets OR
- From the Working with Children Screening Unit.
- You must have staff from **GUC complete Parts 5 and 6 of the form and sign Part 7** before submitting the application.
- Checks are current for 3 years.
- You must apply to renew your card **1 to 3 months prior to the expiry date of your current card**.

NSW – Working with Children - Working with Children Check

South Australia – DCSI check

You must notify the Placement Office at USQ of your intention to apply for a South Australian Department for Communities and Social Inclusion check. USQ will need to commence the process on line before you can complete it.

Victoria – Working with Children Check

Tasmania – Working with Children Registration

Northern Territory – Working with children clearance

Contact the PEPT if you require assistance with completing your application

Australian Federal Police Certificates

- USQ must ensure students attending an aged care facility do not have a criminal record, as per the Aged Care Act 1997 and the Police Certificate Guidelines for Aged Care Providers.
- All Nursing and Midwifery students must have a criminal history check (at their own expense) to be able to attend clinical placements.
- A police certificate that satisfies the needs of the Act is a nationwide assessment of a person's criminal history (also called a "National Criminal History Record Check" or a "National Police Certificate") prepared by the Australian Federal Police (AFP), a state or territory police service or an accredited organisation.
- You can apply for a [National Police Check \(name check only\)](#) through the AFP or there are a number of other **accredited organisations** that USQ accept police checks from. Please go to the [Australian Criminal Intelligence Commission](#) website to see the list.
- If you have a certificate from another provider, please upload it to InPlace for review. If it is rejected, you will need to apply for a National Police Check through an accredited organization.
- Applications can take up to **25 days** from the date on which the application is received by the AFP.
- Where convictions are apparent from a police check the Placements Office will consult the guidelines and ensure the student is eligible for a placement.
- If a student is ineligible for a placement, discussion will need to occur in relation to a placement/program progression delay until the student is eligible. If they will not become eligible a discussion on alternative options will take place.

CPR Certificates

- You **MUST** supply a copy of your current CPR certificate every year.
- Your CPR certificate must be current for the whole semester you are enrolled in a placement subject, which means you must renew it and update the copy on your InPlace file **before it expires**.
- All CPR training document will need to be reviewed by the Placements Office to check if it is correct.
- Any workplace acquired CPR certificates will need to have a date of training and signature of the trainer or the Workplace Training Officer
- All certificates **MUST** contain this logo.
- **Please note: we do not accept online CPR training**



Geraldton Universities Centre Students (GUC)

GUC students are required to obtain a WWC Card for WA. You also need to complete the **extra** requirements listed below

- Western Australia Health Criminal Record Screen – **application form on the PPHub**
- Read, complete and submit to GUC all documents within the 'Midwest Nursing Student Pre-Clinical Placement Requirements 2014' document if you are doing placement in a WA Health facility.
- Read WA Health's '[Code of Conduct](#)'
- MRSA clearance – if you have worked in or been admitted to a hospital outside WA in the past 12 months please advise the placement staff at GUC
- There may be other site specific requirements, so please check the orientation information for the facility you are going to as soon as your placement is released.

Tasmanian Midwifery Students

Midwifery students doing placement in Tasmania must obtain a WWC Card for Tasmania. You must also complete the extra requirement listed below.

- Provide evidence of a current First Aid certificate (3 year currency)

QLD Health Student Orientation Checklist & Student Deed Poll

- You must complete the online [Student Orientation](#). Ensure you read about 'Preparing for your clinical placement'.
- Once you have read and understood the placement conditions, please complete and sign the Student Orientation Checklist and the Student Deed Poll to prove that you have done the Student Orientation.
- **The checklist CANNOT be submitted until you have completed all parts**
- Submit both pages
- You only need to do these once during your degree.

QLD Health iLearn Modules

- Students are required to complete the five online [iLearn Modules](#) **every 12 months**
 1. Clinical Placement Student Orientation
 2. Health Safety and Wellbeing Induction
 3. First Response Evacuation Instruction
 4. Occupational Violence Prevention Fundamentals (OVP)
 5. Prevention and Management of Musculoskeletal Disorders (MSD)

How to access the modules

YOU MUST USE MOZILLA FIREFOX to access the modules

Course Offering Name: Non Queensland Health learner

Use the below information to register:

Email: Use your umail account

Business Phone: 4631 2974

Position: Student

Employer: USQ

Supervisor's Name: Clinical Officer

Supervisor's Contact Number: 4631
2974

City: Toowoomba

State: Queensland

Post Code: 4350

Country: Australia



NB: it can take two working days after registration to receive the username and password from QHealth

Check your 'junk' mail folder if you have not received it in this time

- Upload a copy of the 5 completion certificates you receive to your InPlace file.
- Contact **QHealth iLearn help number** on 1800 198 175 if you need assistance.

Student Declaration

- Your student declaration can be found at the end of your handbook (P. 39). By signing this document you state you have read **ALL** of the Professional Practice Experience Handbook for Nursing and Midwifery Students and **fully understood** its contents and that **you will comply with all the conditions** of being a USQ student going on a practice/clinical placement.

Immunisation Requirements

Hepatitis B Immunisation

- It takes **4 to 6 months total to complete a Hep B immunisation program** – so start at the beginning of your first semester
- There are **3 accepted processes** for being immunised for Hep B

4 Month Process	6 Month Process	Age Appropriate Program (11 to 15 yrs old)
<ul style="list-style-type: none">○ Start - 1st needle given○ + 1 month minimum - 2nd needle○ + 3 months minimum – 3rd needle○ Must take 4 months from first needle to 3rd needle○ + 1 month serology recommended	<ul style="list-style-type: none">○ Start - 1st needle given○ + 1 month - 2nd needle○ + 5 months – 3rd needle○ + 1 month serology recommended	<ul style="list-style-type: none">○ Start – 1st needle given○ + 4 to 6 months – 2nd needle○ Serology test recommended for immune status

- **NO accelerated/shortened** (take less than 4 month timeframe or requiring a 4th immunisation after 12 months) **immunisation programs** are acceptable as evidence shows you do not retain immunity
- All students are strongly recommended to have their immunity checked by serology test.
- If your **blood test shows you don't have immunity** after a complete series, it doesn't necessarily mean you can't do a placement. Please contact the Placement Office to discuss your options.

MMR, Pertussis, Varicella and Influenza

The current immunisations required in all states and territories are inclusive of:

- Tetanus, Diphtheria and Pertussis (Whooping cough) – evidence of immunisation within 10 years
- Chicken Pox (Varicella) – required evidence
 - serology + booster if negative **or**
 - evidence of 1 immunisation if given before age of 14 **or**
 - 2 immunisations at least one month apart after age of 14 **or**
 - Medical officer documented history of chicken pox or shingles
- Measles, Mumps, Rubella – required evidence
 - Positive serology **or**
 - 2 doses of MMR vaccine given at least 1 month apart **or**
 - Birth date before 1966
- Influenza immunisation – compulsory from S2 2019
 - Usually available between April to September each year
 - Evidence of yearly immunisation to be provided

For students doing placement outside QLD or WA, please check the PPHub or MUM Study Desk sites

Tuberculosis Assessment and Screening

The VPD form includes details on risk assessment for tuberculosis. Please complete the 'Queensland Health Student TB Assessment and Screening Form' found on the [PPHub](#) and MUM site. If you identify you are at risk, you must follow the instructions for further investigation. All students must complete this regardless of which state or territory you are doing your placement.

Students must complete the section on the VPD form related to this once you have assessed your risk.

Your regular doctor or a health professional at the USQ Health Centre on Ipswich or Toowoomba campus can complete your VPD form.

You may need to have a blood test to find out if you are immune to any of the diseases. If you have records of your past immunisations take these with you as this will help them complete the form.

Show your student card at the USQ Health Centre to be bulk billed