|  |  |  |
| --- | --- | --- |
| **Student ID:**  **Course/Subject:** | | |
| **QLD Documentation Required** | **Office use only** | |
| **Student self-check (tick)** | **Clinical Placement Specialist (tick)** |
| 1. Headshot photo or ACN student ID card (if available) |  |  |
| 1. Australian Police Check (within 3 years) |  |  |
| 1. Blue Card |  |  |
| 1. Mask Fit Testing of particulate filter respirators |  |  |
| 1. Diptheria, Tetanus and Pertussis (Whooping cough) DTPA |  |  |
| 1. Hepatitis B |  |  |
| 1. Measles, Mumps, Rubella (MMR): |  |  |
| 1. Varicella |  |  |
| 1. Influenza (annual season vaccine) |  |  |
| 1. [TB risk assessment questionnaire for students](https://www.health.qld.gov.au/__data/assets/pdf_file/0023/833621/tb-risk-assess-questionnaire-students.pdf) |  |  |
| 1. **Before placement commencement:** Mandatory iLearn Online training |  |  |
| 1. **Before placement commencement:** Student Orientation Checklist |  |  |
| 1. **Before placement commencement:** Student Deed Poll |  |  |

# Compliant Document Information

**What is a Compliance Pack?**

A Compliance Pack is a PDF document containing all the items required by the State Health to become compliant for clinical placement.

**What happens with my Compliance Pack?**

* You must compile the pack and send it to **clinicalplacement@acn.edu.au**
* It is reviewed by ACN to ensure it meets the requirements. If it does not, it will be sent back to you to amend.
* When correct, it is sent by ACN to your local health district for review and approval.
* You will be notified by ACN when you are verified with your state/facility.

Please note: Additional forms may be required pending to a placement provider request.

**When do I need to do this?**

Now! Every step in this process can take a long time (weeks).

Please be sure that your compliance documents are ready.

Please compile and send them as soon as the Student ID Card is received. Compliance verification is mandatory for public / private sector hospitals.

You will NOT be allowed to attend if is not finalised by the health service a few weeks before placement (due dates vary) and your non-compliance will be reported to the Unit Coordinator for follow up.

Instructions:

* Please scan all requested forms into ONE PDF document and name it with your full name and student ID number. For example: Jane Smith 123456 Compliance Pack
* Your pack must be scanned in colour.

If you are using, clear photos of your documents and require converting them from JPEG to PDF:

<https://jpg2pdf.com/>

## Required documents

1. Headshot photo or ACN student ID card (if available)

Please provide a professional headshot, this image will be used to create your ACN student ID card. Please bring this with you when on placement.

1. National Police Check – approved within the last 36 months (3 years)

Applications for an Australian National Police Check must be made via the [Australian Federal Police](https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks) (AFP). National Police Check certificates are valid for three years and applications can take up to four weeks to process. When you apply, select Purpose Type **‘Commonwealth Employment/Purpose’** and Purpose of Check **‘37 - Care, Instruction or Supervision of Children/Care of Disabled Persons/Aged Care Staff/Volunteers’.**

International criminal history checks (for international students and those who have lived overseas).If you have lived in a country other than Australia after the age of 16, you must also submit:

* a National Police Check from that country,
* or a [Statutory Declaration](https://www.griffith.edu.au/__data/assets/pdf_file/0022/1617016/Statutory-Declaration-Form.pdf) stating that you have never, in Australia or another country, been convicted of murder or sexual assault, or convicted of, and sentenced to imprisonment for, any other form of assault.

1. Blue Card

* Your Queensland Blue Card permits you to work in positions of trust with children. You will not be able to commence placement until your Blue Card has been issued as current legislation dictates ‘No Card No Start’. Blue Cards are valid for three years and applications are processed online through the [Blue Card Services portal](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply). [**https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card**](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card)

To apply, you must first register an account with Blue Card Services via the portal, which will also create your unique account number. Blue Card Services requires applicants to provide a Queensland Driver License as proof of identity. If you don’t have a Queensland Driver License, you can instead supply a Customer Reference Number (CRN) issued by the Queensland Department of Transport. To obtain a CRN, you will need to visit a [Transport and Main Roads Customer Service Centre](https://www.qld.gov.au/transport/contacts/centres) and apply. This is a free service.

1. Mask Fit Test

Mask fit testing ensures the correct size and brand of respirator mask is properly fitted for your face, providing healthcare workers with an adequate seal to help protect against illness or injury from respiratory hazards in the workplace. The following mask brands and models are required to be fit-tested:3M 1860 Cupped (one size)

* 3M 1860S Cupped (small)
* 3M 1870 Flat Fold (one size)
* Trident RTCFFP2 (universal)
* Halyard 46727 Duckfold (regular)
* Halyard 46827 Duckfold (small)

### Vaccinations and Immunisation Evidence

To go on placement you will need to submit proof of several current vaccinations. Any vaccination records you submit must have your name and date of birth clearly legible so that the records can be identified. If any of your required vaccines are not current (as specified in the sections below), please book these vaccinations with your doctor as soon as possible.

If the **Immunisation History Statement** was used for vaccination history evidence, you will still require the serology evidence. **Serology reports (blood tests**) are required for **Hepatitis B, Measles, Mumps, Rubella, Varicella**; (TB IGRA Blood Test, is needed only if requested by GP).

Serology/Blood Test Results can be recorded on a vaccination record card or serology reports are acceptable and must include the following details:

* Date of test
* Test results in words or numbers (whichever is applicable)
* Signature and name of the person who or is transcribing/reading test results
* The practice/facility stamp.

1. Diptheria, Tetanus and Pertussis (Whooping cough) DTPa

You’ll need to provide evidence of having taken the Adacel or Boostrix vaccine in the past 10 years (a serology test is not acceptable).

1. Hepatitis B

You will need to provide:

* evidence of completing an age-appropriate course of Hepatitis B vaccinations (an accelerated course is not accepted) **AND**
* a positive serology (blood test) showing HBsAb levels equal to or greater than 10 mlU/ml.

Evidence of age-appropriate course of Hepatitis B vaccinations can include the following:

A table of vaccinations

Description automatically generated

\*If you have received 2 doses of Hep B vaccine approx 6 months apart between the ages of 11 and 15 a 3rd dose is not required, if your serology shows that you have immunity.

\*\*4 months is the minimum interval period that is acceptable as per page 213 of the [Australian Immunisation Handbook.](https://immunisationhandbook.health.gov.au/)

* If you do not have evidence of complete Hepatitis B vaccinations, please complete aHepatitis B Vaccination Declaration – witnessed by an approved assessor.

1. Measles, Mumps, Rubella

You must provide a copy of a positive serology test for measles, mumps and rubella (low positive, equivocal or negative serology tests not acceptable), or one of the following:

* Evidence of having received two doses of vaccine
* If you were born before 1966, a copy of your Driver Licence, birth certificate or passport.

1. Varicella

One of the below evidence is required:

* A copy of a (IgG) positive serology test, or
* Evidence of having taken two doses of vaccine:
  + 1 dose if given before the age of 14 years
  + 2 doses if given ≥14 years old

1. Tuberculosis (TB)

[https://www.acn.edu.au/education/clinical-placement-information#qld](https://www.acn.edu.au/education/clinical-placement-information" \l "qld)

**The Queensland Health** [Tuberculosis Risk Assessment form for Students](https://www.careers.health.qld.gov.au/__data/assets/pdf_file/0036/188577/tb-risk-assess-questionnaire-students.pdf) **form helps identify if you are an at-risk student for Tuberculosis. Generally, at-risk students were born in a high-risk country or have spent three or more months in high-risk countries during the past five years. rom Queensland Health.**

**If you have not identified as at-risk:**

* **Submit your completed TB Assessment form. Please ensure you answer all questions and the form is signed.**

**If you have identified as at-risk:**

* **Submit your completed TB Assessment form.**
* **Complete an Interferon Gamma Release Immunoassay (IGRA) / QuantiFERON-TB Gold blood test at a pathologist (with an estimated cost of up to $70). Please note this test must be completed in Australia.** If it is Negative, no further action is required. If it was Positive, the referral letter to a Chest Clinic is required from your GP. The Clearence Letter will be required from the Chest Clinic post Chest Xray.

1. Influenza

Annual vaccination evidence is required. Season influenza vaccines expire on 31st May each year, if your placement is scheduled after this date, you would require a current season vaccine for that year. The influenza vaccine must be administered in Australia, as the formulation differs from country to country.

### Before clinical placement commences

1. iLearn online training (Mandatory)

Please complete the online training on Queensland Health's iLearn website <https://ilearn.health.qld.gov.au/d2l/login>. You will need to register for an iLearn account as a ‘student’ and include your Placements Officer or Course Convenor as your ‘supervisor contact’. If you are unsure about these details contact the Placements Officer in your school.Once logged in to the Queensland Health iLearn website search for the course 'Queensland Health Mandatory Training'. Click on this course then click 'Enrol in This Program' and the following modules will be displayed:

* First-response Evacuation Instructions (FREI) - completed annually
* Code of Conduct - completed annually
* Prevention and Management of Musculoskeletal Disorders (MSD) - completed once
* Work Health Safety and Wellbeing Induction - completed once
* Occupational Violence Orientation (awareness only) - completed once
* Public Interest Disclosure (PID) - completed every 2 years

You will need to search for the below course separately:

* eHealth ieMR Nursing Student Training - completed annually.

All modules are required to be current at the time of placement. Completing each module will produce a PDF certificate. Please submit all PDF certificates.

After you have completed your placement requirements (including vaccinations, Blue Card, Police Checks and Queensland Health iLearn training) you will be ready to complete and sign Queensland Health’s Student Orientation Checklist and Student Deed Poll. The Queensland Health Fact Sheets below include instructions on how to complete your forms:

* [Queensland Health Student Orientation Checklist fact sheet](https://www.griffith.edu.au/__data/assets/pdf_file/0035/1618973/QHealth-Student-Orientation-Checklist-v12-14.02.2023.pdf)
* [Queensland Health Deed Poll fact sheet](https://www.griffith.edu.au/__data/assets/pdf_file/0033/1618971/QHealth-Deed-Poll-v8-21.10.2022.pdf)

1. [Student Orientation Checklist](https://www.careers.health.qld.gov.au/students-and-graduates/clinical-placements/students/documents)

Please complete and sign (with wet ink signature on hard copies). This document summarises all the requirements you’ve met to go on placement with Queensland Health. **You must scan and submit your completed and signed Student Orientation Checklist.** Please refer to the [Queensland Health Student Orientation Checklist Completion Guide](https://www.griffith.edu.au/__data/assets/pdf_file/0024/1710546/QHealth-Orientation-Checklist-Completion-Guide-v22_4.0.pdf).

1. [Student Deed Poll](https://www.health.qld.gov.au/__data/assets/pdf_file/0021/1157520/Student-Deed-Poll-2022_v2.pdf)

The student Deed Poll is legal agreement between you and Queensland Health. Please ensure you include ACN ABN: and the name of the HHS you have been allocated to. Each time you attend a placement with Queensland Health you are required to complete this form and submit to the facility. **Bring your signed Student Deed Poll with you on your first day of placement.**

<https://www.careers.health.qld.gov.au/students-and-graduates/clinical-placements/students/documents>