HEALTH AUTHORITY COMPLIANCE

PREPARATION FOR PLACEMENT

As a part of workplace health and safety legislated obligations, State and Territory Government Health Departments must ensure that students are adequately orientated to their facilities. Health Authority Compliance mandatory checks are determined by each State or Territory Government Health Department. Health Authority Compliance may include online orientation modules, checklists, or other documentation completed prior to placements.

REQUIREMENT

You are required to provide evidence in relation to the completion of the relevant health authority compliance requirements that apply for the state or territory where you will undertake placement.

Students located in Queensland must complete the Queensland Health compliance requirements. For students who reside outside of Queensland, the WIL team will confirm the health authority requirements that will apply for your course which will be visible in your Sonia placement system profile.

The approved form of evidence (what to submit in Sonia) is to be submitted before the closing date that is designated for the WIL placement unit. It is mandatory for students to maintain current evidence for the duration of their course.

VALID: 1 year, and some requirements are per placement.

INSTRUCTIONS AND LINKS

Students must apply for the relevant Health Authority compliance in the state or territory they are attending placement. **Please select the link below for the state or territory where you will be attending placement**.

Queensland
New South Wales
Australian Capital Territory
Victoria
Tasmania
South Australia
Western Australia
Northern Territory
Need Assistance? Contact WIL Compliance

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QUEENSLAND

Health Authority Compliance Requirements	Students attending placement in Queensland are required to complete mandatory Queensland Health Authority Compliance by the mandatory check closing date for your course. **Please note:** If the following mandatory checks are assigned to your Sonia profile, completion is required by students attending <u>all placements sites</u> in Queensland. **All Students** **Mandatory Check –** <u>Queensland Health Student Orientation Checklist</u> **HMAS Students enrolled in Allied Health related courses** **Mandatory Check –** <u>Record of Allied Health Student Training</u> Please check the list of <u>Allied Health related courses</u> to determine if this mandatory check applies to you. **All Students attending a Queensland Health Facility Only** **Mandatory Check –** <u>Queensland Health Student Deed Poll</u> The Queensland Health Student Deed Poll is required to be completed for every placement at a Queensland Health Facility. This mandatory check will become available once you are allocated to a Queensland Health facility for placement.
How do I submit evidence to this mandatory check?	The Queensland Health Student Orientation checklist and the Record of Allied Health Student Training are both completed by submitting your evidence to a Sonia e-form, rather than submitting the documents to the assigned mandatory check. This e-form can be found on the forms page of your Sonia profile, by selecting the drop-down menu. Please assign yourself the **Queensland Health Documents Declaration and Upload e-form** to upload your evidence. Once you have uploaded your completed documents to the e-form and ticked agree to the acknowledgements & declarations, this will automatically sign off the mandatory check.
	Before you commence, please review the next section for information on how to register for i-learn, the list of modules to complete and contacts for i-learn assistance.
Qld Health iLearn Registration and online modules:	1. Register for a *student on clinical placement* <u>iLearn account</u>. 2. Complete these details when prompted: **Email:** CQU student email **Position:** Student **Employer:** CQUniversity **Supervisor name:** WIL team **Supervisor contact:** (07) 49309124. **For assistance with iLearn & modules please see -** <u>(iLearn) how to guide</u> **Please Note:** If you already have a staff account, please use this account.

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All Students	
What Resources do I need?	1. Download and print the QLD Health Student Orientation Checklist 2. Complete the iLearn Modules as per the (iLearn) how to guide 3. Print the Certificates (Not Badges) to take with you to placement. 4. Gather your immunisation and security check evidence (or view on Sonia) 5. Complete the required reading listed in Part 2 6. If you are a student in the School of Health, Medical & Applied Sciences, please see the Allied Health Student Training Section below before proceeding.
Qld Health Student Orientation Checklist:	1. Complete all modules listed in the Qld Health mandatory training modules 2. Complete and sign the Student Orientation Checklist 3. Go to the Sonia forms tab and assign the **QLD Health Documents Declaration and Upload** electronic form to yourself from the dropdown box at the top of the tab. 4. Upload the completed & signed QLD Health Student Orientation Checklist 5. Tick the declaration and acknowledgement sections on the e-form. 6. Click on **Submit Form**. 7. Check your mandatory check is now cleared. If not, contact WIL Compliance **Expiry Date:** 30 November every year.
Allied Health Student Training – School of Health, Medical & Applied Sciences Students Only	
*Please complete the Student Orientation Checklist and Allied Health Training, as both sets of documentation are required for your **QLD Health Documents Declaration and Upload Sonia e-Form.***	
What Resources do I need?	1. View the list of Allied Health related courses to check if this applies to you. 2. Download and print the Record of Allied Health Student Training 3. Complete the required reading and mandatory training modules
Qld Health Allied Health Student Training:	1. Complete the Record of Allied Health Student Training 2. Go to the Sonia forms tab and select the **QLD Health Documents Declaration and Upload** electronic form, follow the instructions to upload your evidence and complete the form. **Expiry Date:** 30 November every year.
Students Attending Queensland Health Facilities Only	
What Resources do I need:	1. Download and Print the QLD Health Student Deed Poll 2. Request a person over the age of 18 witness your signature. 3. Check the Hospital Health Service (HHS) & Facility list to find your HHS **Please note:** This check is added **after you are allocated** to a **QLD Health Site**. If you are allocated and unable to view this check, please contact your WIL Placement Officer.
Qld Health Student Deed Poll:	The Deed Poll is completed for **every placement** in Queensland Health. 1. Complete, sign and add the witness signature to the Student Deed Poll 2. **Education Provider:** CQUniversity 3. **CQUniversity ABN:** 39 181 103 288 4. Go to the Sonia checks tab and upload your evidence. 5. **Select YES** from the drop-down box in Sonia to confirm completion. **Please Note:** Selecting Yes, will automatically sign off your check. **Expiry Date:** End of each placement.

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NEW SOUTH WALES

Information about the cost:	No cost to students.
Requirements overview:	All students, all courses: **Read** the Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases Directive and complete the forms outlined below: 1. Complete the NSW Health Code of Conduct Form a. Before completion, please ensure you have read the NSW Health Code of Conduct 2. Complete the NSW Health Student Undertaking Form (Appendix 6) 3. Complete the NSW Health Tuberculosis (TB) Assessment Tool (Appendix 7). 4. Complete the Consent to Access AIR Form
What to submit to Sonia:	Completed forms listed above. Following verification, your evidence below will be submitted by CQU to the NSW Health OSV Assessor for approval: • Immunisations and vaccination • Licences and certificates • NSW Health Authority compliance.
NSW Health additional resources:	Occupational assessment screening and vaccination FAQ Hepatitis B Vaccination Undertaking (to be used only if your Hepatitis B vaccination records are unavailable.) Vaccination Record Card for Category A Workers and Students.

AUSTRALIAN CAPITAL TERRITORY

Information about the cost:	No cost to students.

Requirements overview:	All students, all courses:
	1. **Read** the ACT Health Preparing for Placements and specifically the information tabs below:
	    • Mandatory e-learning
	    • Getting your ACT Health Identification Card
	2. **Read** the Conduct and Standards for Students and Trainees.
	3. Complete mandatory e-learn modules 2 weeks prior to placement.
	4. Complete access card requirements 2 weeks prior to placement.

What to submit to Sonia:	Students do not need to submit the additional ACT requirements to Sonia but must ensure that they are completed as per the ACT Health timelines prior to placement.

VICTORIA

Information about the cost:	No cost to students
Requirements overview:	1. Complete the Victoria Health Student Undertaking (including reading the Australian Charter of Health Care Rights
What to submit to Sonia:	Signed and dated Victoria Health Student Undertaking.

SOUTH AUSTRALIA

Information about the cost:	No cost to students.
Requirements overview:	1. Read the SA Health Clinical Placement Requirements for Healthcare students 2. Complete the SA Health Deed Poll
What to submit to Sonia:	Completed SA Health Deed Poll.

WESTERN AUSTRALIA

Information about the cost:	No cost to students. May be a cost if MRSA swab required.
Requirements overview:	1. Read the WA Health Healthcare Worker Screening and Management for MRSA document 2. Complete the MRSA screening form (electronic form in Sonia) 3. Submit evidence of your MRSA swab to Sonia only if required
What to submit to Sonia:	1. Completed MRSA screening form 2. Evidence of MRSA swab only if required.
	Hand Hygiene
Requirements Overview:	1. Complete the Hand Hygiene Module
What to submit to Sonia:	2. Evidence of completed Hand Hygiene Module
STUDENTS ENROLLED IN NURSING COURSES ONLY	
WA Health Cultural Competency Training will be assigned to your mandatory check profile if it is required.	
Requirements Overview:	1. Complete the WA Health Cultural Competency Training – Clinical Yarning.
What to submit to Sonia:	2. Certificate of Completion

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NORTHERN TERRITORY

Information about the cost:	No cost to students.
Requirements overview:	1. Print and complete the NT Health Student Deed of Undertaking Form 2. Complete the Hand Hygiene Module
What to submit to Sonia:	1. Completed NT Health Student Deed of Undertaking Form 2. Evidence of completed Hand Hygiene module.

TASMANIA

Requirements overview:	There are no additional mandatory requirements for Tas Health placements.

RELATED WIL ARTICLES

Find out more about MANDATORY CHECK CLOSING DATES and SONIA in the related MyCQU articles.

CONTACT THE WIL TEAM

(07) 4930 9124

Mandatory Checks:
WILCompliance@cqu.edu.au   All schools

Placements:
WIL-NMSS@cqu.edu.au   School of Nursing, Midwifery and Social Sciences
WIL-HMAS@cqu.edu.au   School of Health, Medical and Applied Sciences
WIL-EduArts@cqu.edu.au   School of Education and the Arts
WIL-SBL@cqu.edu.au   School of Business and Law

Complaints: and Feedback:
Information is available here in relation to complaints and feedback.

Last updated: 25 July 2024