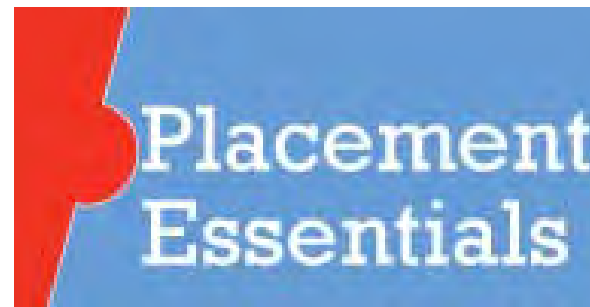




# PLACEMENT ESSENTIALS WEBSITE

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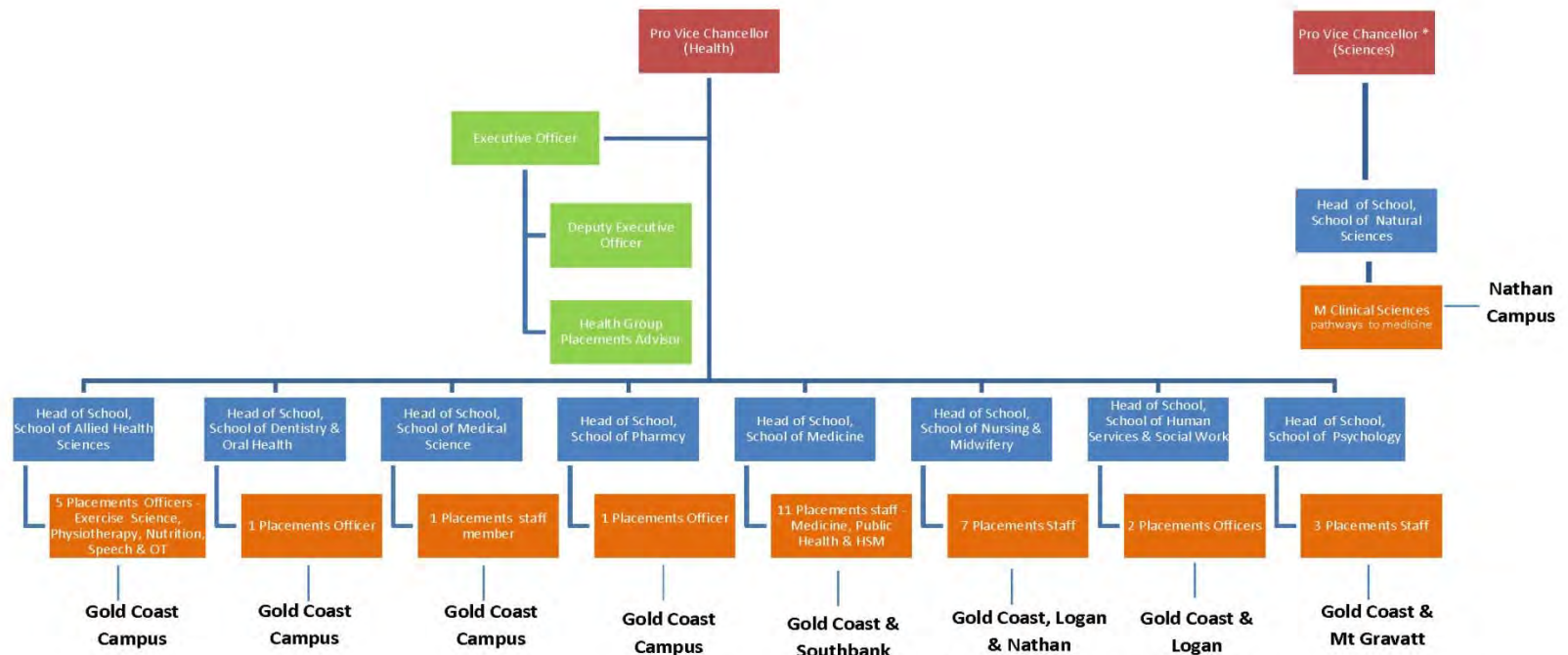
Wendy Harris  
Carol Baldwin  
Jane Desbrow



School of Allied Health Sciences



**2014 Griffith Health Group Placements Organisational Chart**  
**5 campuses – Gold Coast, Logan, Nathan, Mt Gravatt, Southbank**



*\*Master of Clinical Sciences include placements & provide pathways to health programs*



## History and Setting

- The concept arose among Health Group (HG) administrative staff to encourage students to embrace the pre-placement documentation requirements and identify each program's requirements.
- 2010 - Initially launched a webpage and pocket guide with details of school links covering University services; health & safety; professional behaviour and forms repository.
- School blackboard (Learning@Griffith) sites used to store information and resources. Information became more easily accessible but time spent on maintaining and updating was onerous. Duplication across disciplines.
- Managing variances among programs an issue. Everyone working on their own specific model of information delivery –manuals, checklists, web/online content etc.
- Inconsistent communication of information to external partners by each discipline and programs developing ad hoc unnecessary requirements.



- 2013 - New web pages developed and total overhaul undertaken. School based checklists of documentation requirements and direct links to external organisation requirements, forms etc were included.
- Allowed for a central point for HG placement requirements and tailored for varying school requirements eg: Nursing & Dentistry different to Psychology & Social Work.
- Also allowed for a School outside of HG with connections through programs to be included eg: School of Natural Sciences.
- Further review in 2014 to allow for program specific requirements within schools eg: AHS – PT, EP & SP varying requirements and still linking to a central resource link.



## Purpose of Placement Essentials

- One stop shop – Student Resource
- Consistent information across all Health Programs
- Consistent action across all Health Programs
- Minimise University risk by streamlining CPO processes
- One location to implement any internal and external changes for both staff and students eg: AFP to NPC, ~~CCYPG~~ PSBA “Blue Card” change forms every year.
- No variations in information delivery.
- No duplication of information and work for ‘placement’ officers



# Placement Essentials – Home Page

Griffith UNIVERSITY

Griffith Portal Contact us

Future students Current students International Staff About Griffith Research Alumni

Home > Health > Placement Essentials

## Placement Essentials

Popular Links

Search

**Placement Essentials**

- Step 1 - Before you start
- Step 2 - While on your placement
- Step 3 - Your performance
- Overseas placement
- School and Program information
- Resources
- Contact us

Welcome to the Placement Essentials website. If you are a commencing student with a clinical/field placement component to your studies you need to take action NOW to ensure you complete all the mandatory requirements prior to starting your placement.

Use the steps below as a resource to guide you in your clinical placements.

### Step 1 - Before you start

- Find out what may be required of you before your placement starts

### Step 2 - While on your placement

- Find out what may be required while you are on placement

### Step 3 - Your performance

- Find out what may be required after your placement has finished

#### Student responsibilities

- Meet pre-placement requirements
- Actively participate in their placement(s) as required by the program and/or course

#### Supervisor responsibilities

- Ensure appropriate supervision of students throughout the placement and to promote safe systems of work
- In some instances may contribute to the assessment of student's performance
- Will provide adequate facilities and experiences for the participating student

#### University responsibilities

- Develop and administer the placements
- Seeks to arrange appropriate placements for each student
- Support students throughout their placement experience

**Find your Program Checklist »**

Quick link to program list





# Placement Essentials – Before You Start

## General Information

- Links to pre-placement checklist
- Immunisation Information, accessing records
- Working with Children check
- State Health authority links
- Police Checks
- Students with a disability



Griffith University

Future students | Current students | International | Staff | About Griffith | Research | Alumni

Home > Health > Placement Essentials > Step 1 - Before you start

## Step 1 - Before you start

Search

Popular Links

Placement Essentials

- Step 1 - Before you start
  - Immunisation and infectious diseases
  - Exposure-prone procedures declaration form
  - Working with children check
  - Criminal history check
  - First aid certificate
  - Students with a disability
  - Queensland Health
  - Mater Health Services
  - NSW Health placements
- Step 2 - While on your placement
- Step 3 - Your performance
- Overseas placement
- School and Program information
- Resources
- Contact us

### Step 1 - Ensure you meet the relevant pre-placement requirements

Review the requirements of your placement - if you do not have the documentation please contact the Clinical/Field Placements Officer from your School, your course convener or check in the program catalogue for the requirements specific to your placement.

Once you know what you will need, use the links on this site to determine what documentation you may need to submit to be accepted into your placement.

#### Pre-placement checklist

- Student Deed Poll
- Griffith Health and safety induction - WIL
- Immunisation and infectious diseases
- Exposure-prone procedures declaration form
- The Blue Card - working with children check
- Criminal history check
- First aid certificate
- Students with a disability
- Queensland Health
- NSW placements
- Mater Health Services

Pre-placement requirements vary according to degree program

Find your Program Checklist »

Students are advised to begin applying for relevant documentation as soon as you possibly can. Some documentation may take several weeks to be processed by the relevant government department, and you do not want to miss a placement due to your documentation not arriving in time.

The instructions on this website explain Queensland and NSW requirements. If your placements fall outside of these jurisdictions there may be other requirements that need to be met. Discuss these needs with your supervisor for more information.

#### Changes to requirements



# Placement Essentials – While on your placement

## Guidelines and links to university policy

- **Personal Presentation**
  - » *Uniforms, footwear etc*
  
- **Attendance**
  - » *Absences, cancellations, links to support pages*
  
- **Social media**
  
- **Risk management,**
  - » *manual handling, infectious diseases, driving*
  
- **Insurance and public liability**

The screenshot shows the Griffith University website page for 'Step 2 - While on your placement'. The page features a red header with the Griffith University logo and navigation links for 'Future students', 'Current students', 'International', 'Staff', 'About Griffith', 'Research', and 'Alumni'. Below the header is a breadcrumb trail: 'Home > Health > Placement Essentials > Step 2 - While on your placement'. The main heading is 'Step 2 - While on your placement'. A search bar and social media icons (Facebook, Twitter, YouTube, LinkedIn) are visible. The page content includes a 'Placement Essentials' section with a list of topics: 'Step 1 - Before you start', 'Step 2 - While on your placement' (selected), 'Step 3 - Your performance', 'Overseas placement', 'School and Program information', 'Resources', and 'Contact us'. Under 'Step 2 - While on your placement', there are sub-links for 'Personal presentation', 'Attendance', 'Professional behaviour', 'Social Media', 'Health and safety / Accidents and injury', 'Infection control', 'Risk management', 'Insurance and Public Liability', and 'Harassment and discrimination'. The 'Personal presentation' link is highlighted. To the right, there is a text block titled 'Guidelines for your activities while on placement' which states: 'Placements, as a component of a course or degree program, offer you the opportunity to practice the skills of your profession and gain practical experience in a real-life setting. By participating in placements you will develop... a greater understanding of the ways in which professionals operate within a variety of contexts; the ability to transfer knowledge between theoretical concepts and practice applications; the skills to effectively facilitate independent learning; an ability to plan, organise, and manage the work environment.' Below this text is a photograph of two women, one in a white lab coat and one in a dark suit, standing together and looking at a document. At the bottom of the page, there is a list of links: 'Personal presentation', 'Attendance', 'Professional behaviour', 'Social Media', 'Health and safety / Accidents and injuries', 'Infection control', 'Risk management', 'Insurance and public liability', and 'Harassment and discrimination'.



# Placement Essentials – Your Performance

## Succeeding on placement

- **Feedback**
  - » *Helpful tips, listening, giving and receiving feedback*
- **Fitness for Placement**
  - » *University Policies -Student misconduct policy*
- **Unsatisfactory performance**
- **Support**
  - » *Student services*

The screenshot shows the Griffith University website page for 'Step 3 - Your performance'. The page has a red header with the Griffith University logo and navigation links: Griffith Portal, Contact us, Future students, Current students, International, Staff, About Griffith, Research, and Alumni. Below the header is a breadcrumb trail: Home > Health > Placement Essentials > Step 3 - Your performance. The main content area is titled 'Step 3 - Your performance' and includes a search bar and social media icons. A sidebar on the left lists 'Placement Essentials' with sub-links: Step 1 - Before you start, Step 2 - While on your placement, Step 3 - Your performance (selected), Fitness for placement, Unsatisfactory performance, Support, Overseas placement, School and Program information, Resources, and Contact us. The main content area has three sections: 'Succeeding on placement' (text about taking responsibility and getting feedback), 'Feedback' (text about constructive feedback), and 'Listen to feedback' (text about being clear about what is being said). A photo of a smiling woman holding a notebook is on the right. The bottom of the page has a red footer with the text 'Be clear about what is being said' and 'Ask for the feedback you want but do not get'.



# Placement Essentials – Going Overseas

- **Before you travel**
  - » *Pre travel checklists, smart traveller, travel advice*
  
- **While on your placement**
  - » *University travel assistance program*

Griffith University

Griffith Portal | Contact us

Future students | Current students | International | Staff | About Griffith | Research | Alumni

Home > Health > Placement Essentials > Overseas placement

## Overseas placement

Popular Links

Search

**Placement Essentials**

- ▶ Step 1 - Before you start
- ▶ Step 2 - While on your placement
- ▶ Step 3 - Your performance
- ▶ Overseas placement
  - ▶ Before you travel
  - ▶ While on your placement
- ▶ School and Program Information
- ▶ Resources
- ▶ Contact us

An overseas placement allows you to experience a different culture, lifestyle and people while offering you the opportunity to practise the skills of your profession and gain practical experience in another part of the world.

More than anything studying overseas is an opportunity to learn about yourself, discover new strengths and abilities, conquer new challenges, and solve new problems. You will encounter situations that are wholly unfamiliar to you and will learn to adapt and respond in effective ways.

### Overseas placement checklists

- » [Before you travel](#)
- » [While on your placement](#)

First peoples. Aboriginal and Torres Strait Islander

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### Explore Griffith

Study areas	Getting to Griffith	On campus	Support	Academic Groups	Contact us
Business and government	Gold Coast campus	Accommodation	Childcare	Arts, Education and Law	Emergency information
Criminology and law	Logan campus	Aquatic and Fitness Centre	Copying and printing	Griffith Business School	Media
Education	Mount Gravatt campus	Bookshops	Equity	Griffith Health	Security
Engineering and IT	Nathan campus	Clubs	GUMURRI Student Support Unit	Griffith Sciences	Addresses
Environment, planning and architecture	South Bank campus	Food	Griffith Honours College		Email
Health	Cycling	Library	Information Services		Phone
	Intercampus bus	Medical	International		
	Maps				



# Placement Essentials – Resources

- Links to entire PE

Griffith University logo and navigation menu: Future students, Current students, International, Staff, About Griffith, Research, Alumni. Links: Griffith Portal, Contact us.

Home > Health > Placement Essentials > Resources

## Resources

Popular Links

Search

**Placement Essentials**

- Step 1 - Before you start
  - Accidents, incidents or injuries
    - Assistance for injured students (Griffith users only)
    - FAQ on insurance and placements (Griffith users only)
  - Checklists by degree program
    - Contact your School for checklists specific to your degree program.
  - Criminal checks
    - Queensland Police National Police Certificate Form
    - Australian Federal Police National Police Checks
    - Commission for Children and Young People and Child Guardian - Criminal checks to work with children in Queensland
    - Police Certificate Guidelines for Aged Care Providers - Police checks for aged care placements
  - Guidelines
    - Guidelines for placements
  - Health and immunisation
    - Australian Immunisation Handbook
    - NSW Health hepatitis B information sheet (PDF 65k)
    - NSW Health Evidence of Protection Guidelines (PDF 69.6k) - information sheet on acceptable evidence of protection for specified infectious diseases for placement in a NSW Health facility
  - Legislation
    - Aged Care Act 1997
    - Anti-Discrimination Act 1991
    - Blue Card screening provisions in the Commission for Children and Young People and Child Guardian Act 2000
    - Health Practitioners (Professional Standards) Act 1999
    - Information Privacy Act 2000
- Step 2 - While on your placement
- Step 3 - Your performance
- Overseas placement
- School and Program information
- Resources
  - Forms
  - Policies and guidelines
  - Placement glossary
  - Student placement stories
- Contact us

Griffith University logo and navigation menu: Future students, Current students, International, Staff, About Griffith, Research, Alumni. Links: Griffith Portal, Contact us.

Griffith University logo and navigation menu: Future students, Current students, International, Staff, About Griffith, Research, Alumni. Links: Griffith Portal, Contact us.

Home > Health > Placement Essentials > Contact us

## Contact us

Popular Links

Search

**Placement Essentials**

- Step 1 - Before you start
- Step 2 - While on your placement
- Step 3 - Your performance
- Overseas placement
- School and Program information
- Resources
- Contact us

**School enquiries**

School Placement Staff  
Contact details for your school placement staff can be found in your school website.

**General enquiries phone number**

+61 (0)7 5678 7271

**Location, delivery and postal address**

Griffith Health Centre  
G40\_8\_43  
Griffith University  
Gold Coast Campus QLD 4222

**First peoples.**  
Aboriginal and Torres Strait Islander

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Gold Coast - Logan - Brisbane | Australia

**Explore Griffith**

Study areas	Getting to Griffith	On campus	Support	Academic Groups	Contact us
Business and government	Gold Coast campus Logan campus	Accommodation Aquatic and Fitness	Childcare Copying and printing	Arts, Education and Law Griffith Business School	Emergency Information Media
Criminology and law	Mount Gravatt campus	Centre Bookshops	Equity GUMARRR Student Support Unit	Griffith Health Griffith Sciences	Security Addresses
Education	South Bank campus	Clubs	Griffith Honours College Information Services		Email Phone
Engineering and IT	Cycling Inter-campus bus	Food Library			
Environment, planning and architecture					



# Placement Essentials – Program Selection



Griffith UNIVERSITY

Griffith Portal Contact us

Future students Current students International Staff About Griffith Research Alumni

Home > Health > Placement Essentials > School and Program information

## School and Program information

Popular Links

Search

Placement Essentials

Find your program specific checklist and contact details for your placement staff members using the discipline listings below.

Discipline checklists

- » Allied Health Sciences
- » Applied Psychology
- » Biomolecular and Physical Sciences
- » Dentistry and Oral Health
- » Exercise Science
- » Health Services Management
- » Human Services and Social Work
- » Medical Laboratory Science
- » Medicine
- » Midwifery
- » Nursing
- » Nutrition and Dietetics
- » Public Health
- » Occupational Therapy
- » Physiotherapy
- » Pharmacy
- » Speech Pathology

Step 1 - Before you start

Step 2 - While on your placement

Step 3 - Your performance

Overseas placement

**School and Program information**

Resources

Contact us



# Placement Essentials – Program Checklist Features

Griffith University  
Future students | Current students | International | Staff | About Griffith | Research | Alumni

Home > Health > Placement Essentials > School and Program information > Human Services and Social Work

## Human Services and Social Work

Search

Return to Placements Essentials

- Placements Essentials Schools listings
- Placements Essentials homepage

**School contacts**

**Clinical/Field Placement Officer**

**Logan**  
Vicki Fuller  
07 338 21033  
vfuller@griffith.edu.au

**Gold Coast**  
Hayley van Elst  
07 555 27778  
hsvplacements@griffith.edu.au

School website

Specific contact person (name, position and contact details) allows for variances across schools or programs

- Across more than one campus
- Individual Program checklist variations eg: U/G or P/G
- Multiple positions within Program or school
- Link to school website eg: Home Page
- Links to specific Academic Information

Griffith University  
Future students | Current students | International | Staff | About Griffith | Research | Alumni

Home > Health > Placement Essentials > School and Program information > Nutrition and Dietetics

## Nutrition and Dietetics

Search

Return to Placements Essentials

- Placements Essentials Schools listings
- Placements Essentials homepage

**School contacts**

**Clinical Placements Officer**  
Professional Placements Officers, Nutrition and Dietetics  
Tristian Darnen  
07 552 8414  
trn1@placements@griffith.edu.au

School website

### Checklist of pre-placement requirements

	Bachelor of Human Services - Gold Coast 1394	Bachelor of Social Work - Gold Coast 1372 Bachelor of Social Work - Logan 1282	Bachelor of Child and Family Studies 1095 Bachelor of Child and Family Studies / Education 1244	Master of Human Services 5169 Master of Mental Health Practice 5475	Master of Social Work - Logan 5476 Master of Social Work - Gold Coast 5505 Master of Social Work - Off-campus 5518
<b>Griffith University Student Deed Poll</b> Download form More info	✓	✓	✓	✓	✓
<b>Health and Safety Induction - WIL</b>	✓	✓	✓	✓	✓

### Checklist of pre-placement requirements

	Bachelor of Nutrition and Dietetics 1355	Master of Nutrition and Dietetics 5401
<b>Griffith University Student Deed Poll</b> Download form More info	✓	✓
<b>Health and Safety Induction - WIL</b> More info	✓	✓
<b>Immunisation and Health Record Form</b> Must include Hep B may include Hep A, C, Varicella (Chickenpox), dTpa, TB skin test Download form More info	✓	✓
<b>Exposure: Prone Procedure Declaration Form (PPDF)</b> includes Hep B & C, HIV Download form More info	✗	✗



# Placement Essentials – Program Checklist

Griffith University Placement Essentials

Exercise Sciences

Return to Placements Essentials

Checklist of pre-placement requirements

	Bachelor of Exercise Science (BES)	Graduate Diploma of Exercise Science (GDES)
Griffith University Student Deed Poll	✓	✓
Health and Safety Induction - WHS	✓	✓
Immunisation and Health Record Form	✓	✓
Exposure-Prone Procedure Declaration Form (EPP)	✗	✗
QCYPOD Blue Card	✓	✓
Criminal History Check	✓	✓
First Aid and CPR	✓	✓
QH Student Orientation Checklist	✓	✓
QH Deed Poll	✓	✓
NSW Health Form - Code of Conduct (Appendix 8)	✗	✗
NSW Health Form 3 - Student Undertaking Form	✗	✗

Griffith University Placement Essentials

Queensland Health

Placement Essentials

Student responsibilities

Step 1 - Before you start

Step 2 - While on your placement

Step 3 - Your performance

Immunisation requirements for placements in a Queensland Health facility

Relevant guidelines, policies and forms

- Queensland Health Fact Sheet on Hepatitis B Vaccinations of Students
- Queensland Health (National) Infection Control Guidelines
- Queensland Health Information Standard 42A
- Queensland Health Policy for Immunisation of Health Care Workers
- Queensland Health Privacy site
- Queensland Health Student Orientation website
- Queensland Health training requirements for student placements



# External Links for Student requirements

Griffith University  
 Home • Health • Placement Essentials • School and Program Information • Allied Health Sciences

**Allied Health Sciences**

Popular Links

Return to Placements Essentials

- Placements Essentials Schools listings
- Placements Essentials homepage

(School) contacts

**Physiotherapy**  
 Wendy Harris  
 (07) 555 2927  
 w.harris@griffith.edu.au

**Physiotherapy**  
 Jane Desbrow  
 (07) 555 2922  
 j.desbrow@griffith.edu.au

**Speech Pathology**  
 Carol Baldwin  
 (07) 555 2765  
 c.baldwin@griffith.edu.au

School website

## Checklist of pre-placement requirements

	Bachelor of Exercise Science 1171 (Including all Double degrees)	Graduate Diploma of Exercise Science 4167	Master of Physiotherapy 6220	Master of Speech Pathology 6687
<b>QUT's University Student Deed Full Form (PDF)</b> Download form More info	✓	✓	✓	✓
<b>Health and Safety Induction - TSE</b> More info	✓	✓	✓	✓
<b>Immunisation and Health Record Form</b> Must include Hep B, Varicella (Chickenpox), MMR (Measles, Mumps, Rubella) and dTpa may include Hep A and C. TB skin test under review. Download form More info	✓	✓	✓	✓
<b>Expenses Reimbursement Declaration Form (PDF)</b> Includes Hep B & C, HIV Download form More info	✗	✗	✗	✗
<b>OCI/COE Blue Card</b> Fill and print service (preferred) Printed form Authorisation to confirm valid Blue Card form Identification verification by a prescribed person form More info	✓	✓	✓	✓
<b>Criminal History Check</b> (Issued by your State or Territory Police Service) More info	✓	✓	✓	✓
<b>Flow Aid and CPR</b> More info	✓	✓	✓	✓
<b>QUT Student Orientation Checklist</b> Download Student Orientation Checklist from the QUT website More info	✓	✓	✓	✓

Queensland Government  
 Queensland Health

Search this site

### Essential Placement Requirements for students

The content on this website will familiarise you with the essential placement requirements for clinical placements in Queensland Health.

It is important that you read, understand and comply with Queensland Health's policies, guidelines and requirements before you commence your placement in one of our Hospital and Health Service facilities. This orientation will give you an insight into how Queensland Health operates, our values and will provide you with important information which will assist you during your placement.

The mandatory six essential placement requirement sections are:

- Blue card and criminal history checks
- Code of Conduct
- Cultural diversity
- Immunisation and infection control
- Occupational health and safety
- Privacy, confidentiality and documentation

**Student orientation documents**  
 Once you have read and understood the essential placement requirements, please complete and sign the [Student Orientation Checklist](#) and the [Student Deed PDF](#) to prove that you have undertaken the student orientation. Please present the signed documents to your university or registered training organisation placement coordinator who will note that you have completed the orientation.

If you are an international student (Externally Enrolled Student) you must sign the [Queensland Student Deed PDF](#).

Please note that you will not be permitted to commence your placement in our facilities if you have not completed the orientation and supplied your education provider with the signed orientation documents.

**FAQs and guidelines**  
 To assist you with the completion of the Student Orientation please refer to the [Guidelines and frequently asked questions \(FAQs\) for students](#).

Last updated: 18 December 2013  
 Last Reviewed: 23 December 2013

### Student Orientation Checklist

Queensland Health requires you to review the **Essential Placement Requirements** section on the Student Deed and Orientation website prior to your placement. Please ensure that you have read and understood them before completing the checklist below.

Please tick the below boxes to indicate the areas you have read and understood. By ticking these boxes you are agreeing to comply with the policies and requirements of each essential placement requirement.

**Blue card and criminal history checks**

- Blue card
- General criminal history check
- Aged care criminal history check
- Corrective services criminal history check
- To whom does the code apply?  
 The four (4) ethics principles

**Code of Conduct**

**Cultural diversity**

- Cultural and linguistic diversity
- Aboriginal and Torres Strait Islander health issues
- Multicultural health issues
- Understanding of culture and language on health care
- Communicating with diverse client groups
- Understanding of professional impairment
- Clients with hearing impairment
- Clients with vision impairment

**Infection control and immunisation**

- Introduction
- Hepatitis B
  - Hepatitis B vaccination guidelines
  - Home exposure
- Occupational exposure
- Health care workers with hepatitis B, hepatitis C or HIV
- Other recommended vaccinations

**Occupational health and safety**

- Mandatory requirements - Prior to Placement (module)
- Health and Safety Orientation (e-learning module)
- Local site induction
- Fire and evacuation instructions
- Occupational violence prevention
- Health care ergonomics
- Additional information
  - Use of vehicles
  - Home visits
  - Managing additional OHS risks

**Privacy, confidentiality and documentation**

- Privacy
- Confidentiality
- Documentation

*(Please tick your full named 'certify that I have read and understood the preceding topics on the Queensland Health Student Orientation website in preparation of my placement.)*

Signature: \_\_\_\_\_ Date: DD/MM/YYYY

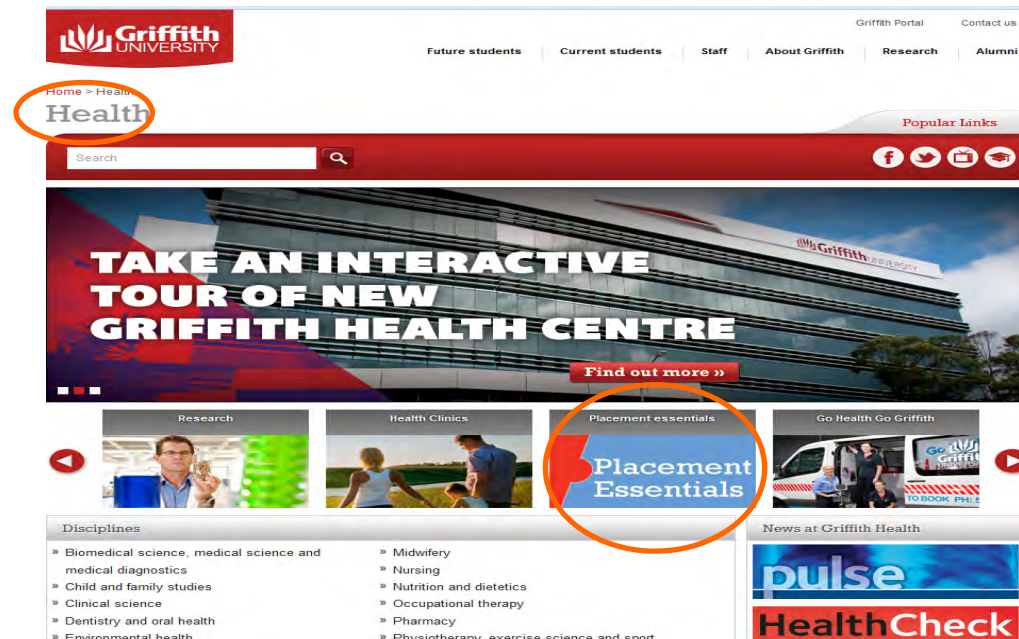


# The Placement Essentials – Making it visible

1. Links in email signatures. URL or logo



2. Links from University Health Group homepage, whenever Health Area of Study Selected





# The Placement Essentials – Making it visible Prospective students

## 3. Links in ALL ‘before I enrol’ in Programs & Courses – work in progress

The screenshot shows the Griffith University website for the Master of Speech Pathology program. The page title is "Master of Speech Pathology" with a sub-header "6667 | Old Class | Postgraduate | Semester 1 intake only". The page is divided into two main sections: "Domestic students" and "International students". The "About this program" section is highlighted with a red box. It contains the following information:

- Overview and fees** »
- How to apply** »
- Course lists and requirements** »
- Students support** »
- Credit points** 160
- Duration** 2 years full-time
- Delivery by** School of Allied Health Sciences
- Award abbreviation** MSPah
- Apply Now** »
- Need Help?** ask us!
- Top FAQs**
  - What is a Combined Program?
  - What bridging courses meet Griffith prerequisites?
  - Is the QPAC or UAC program code also my Griffith program code?
- More FAQs**

The "About this program" section includes the following text:

**About this program**

The program has been approved by the Australian Government for student income support payments (Fees Assistance, Austudy) and the Personal Education Supplement. Students must contact [Cervin](#) for more information about their eligibility for student income support.

On successful completion of this degree, you will have professional recognition from Speech Pathology Australia and be eligible to practise as a fully accredited, highly competent and work-ready speech pathologist.

This degree encourages personal and professional development through a problem based curriculum, active learning in small groups and practical work placements that facilitate the integration of theory and practice.

As a graduate you will be equipped to begin practice as a speech pathologist in a wide range of health and educational settings. The degree will foster your research literacy enhancing your ability to respond effectively to the changing nature of professional knowledge and practice, ensuring your ability to provide quality services throughout your professional life.

**Before I enrol**

**Working with children check**

Before undertaking professional placements, all students in this program are required to:

- undergo the Working with children check; and
- be issued with a Blue Card; and
- provide a copy of the Blue Card to the Placement Officer for the program who will sign the original before accepting the copy.

[1] The Blue Card must be renewed by the student, upon expiration, throughout the duration of study. Students may be asked to present their Blue Card to facility staff on the first day of each placement and should keep their Blue Card on them at all times while attending placement.

The University is legally obliged to warn students that it is an offence for a disqualified person to sign a Blue Card application form. Further information may be obtained from the Commission for Children and Young People and Child Guardian, the Placement Officer or from any Student Centre. Blue Card applications can be obtained from the following website and completed forms can be lodged at a Student Centre. There is no cost to a student if you apply for a Blue Card through a student Centre.

- Commission for Children and Young People and Child Guardian

**Immunisation**

Students undertaking a placement in Queensland must comply with the Queensland Health Policy for Immunisation of Health Care Workers.

Before undertaking professional placements in a Queensland Health facility all students must provide evidence of compliance with the Queensland Health policy as follows:

- It is a mandatory requirement for all health care worker students to be vaccinated against the Hepatitis B Virus or
- where a student has been vaccinated for Hepatitis B in the past but has no record of the vaccination – if they can demonstrate immunity through a recent serology test, then this will be accepted as evidence of compliance.

Queensland Health strongly recommends immunisation against Measles, Mumps and Rubella, Varicella Zoster virus, Diphtheria, Tetanus, Pertussis and to undergo Tuberculosis screening.

If a student is to undertake a placement in a Mater Misericordiae facility, they must comply with Mater policy which requires all health care worker students to be vaccinated against the Hepatitis B Virus, unless a student has been vaccinated for Hepatitis B in the past but has no record of the vaccination, if they can demonstrate immunity through a recent serology test, then this will be accepted as evidence of compliance.

If a student is to undertake placement in a New South Wales Health facility, they will be required to meet additional requirements (other to comply with the New South Wales Policy Directive on Occupational Assessment, Screening and Vaccination against Some Infectious Diseases). The Placement officer will notify students if they are to undertake a placement in a New South Wales Health facility and advise of the additional requirements to be met.

It is the student's responsibility to meet any costs associated with compliance to the immunisation requirements. Please note that several months may be required to complete the prescribed course of immunisation required for this program.

Students should also refer to the immunisation and infectious disease policy on the Placement Essentials website.




# The Placement Essentials – Making it visible Communication to Commencing Students

4. NEW – Student application successful and Program Offer introductory letter through student system PeopleSoft.

Automatically email is generated base on the following criteria:

- Applicants from 2014 only
- Program Offer has been made
- Sent once, up to 6 months before admission term

Bernie Girard <b.girard@griffith.edu.au>

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**Mandatory pre-placement requirements \_ Action required**  
1 message

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**Bernie Girard** <b.girard@griffith.edu.au>  
To: Bernie Girard <b.girard@griffith.edu.au>

30 November 2013 17:14

Dear Mary

Clinical placement is a compulsory component of your degree program. There are a number of mandatory requirements you must complete before you are permitted to commence any of your clinical placements. The pre-placement requirements and the Clinical Placement Office contact for your program can be found on [Placement Essentials](#).

Now that you have received a program entry offer, you need to take immediate action on these mandatory requirements to ensure you are prepared for clinical placement. *Please note that the National Criminal Record Check and Hepatitis B immunity requirements can take more than six months to complete.*

If you cannot provide evidence of and/or maintain currency of the listed documents by the designated date, then you may be unable to attend clinical placement or you may be withdrawn from clinical practice. This could adversely impact your capacity to complete your degree program in the allocated time frame.

Regards

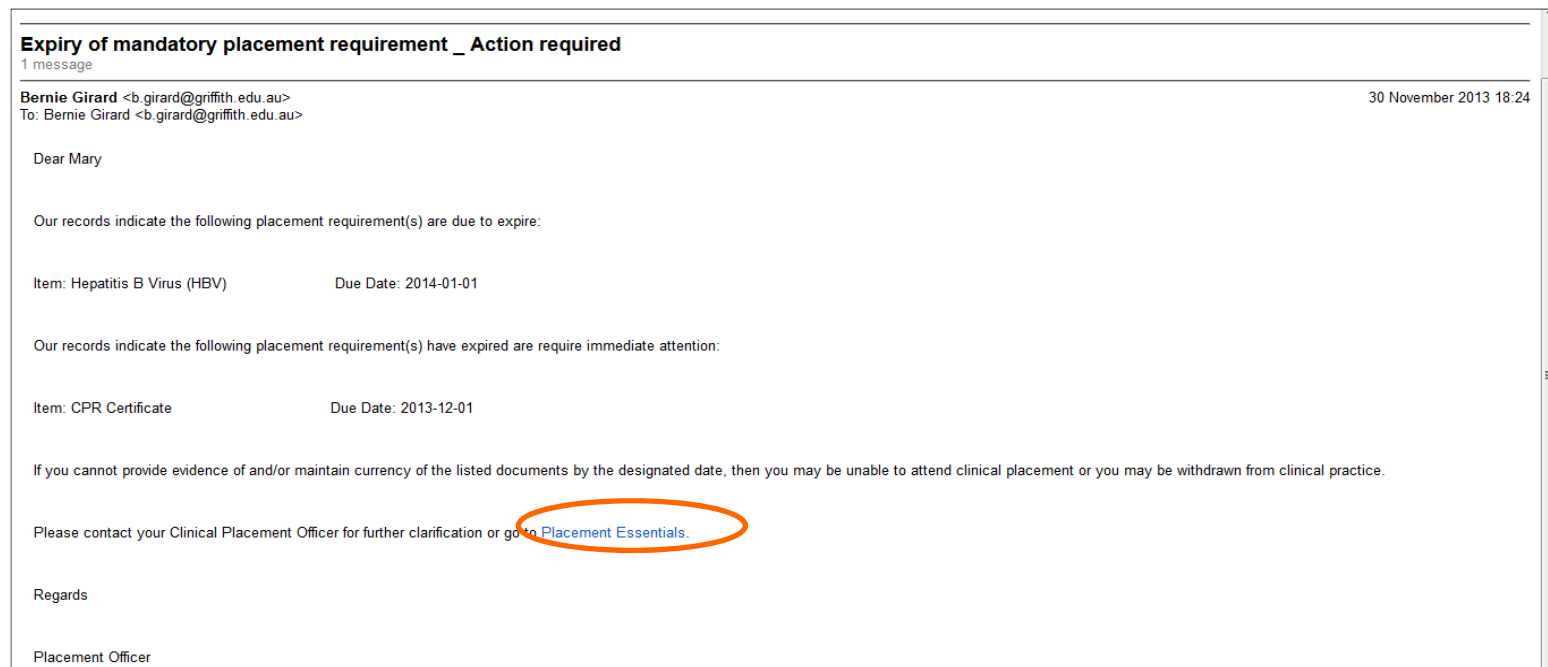
Your Placement Officer



# The Placement Essentials – Making it visible

## Communication to current Students – in progress

Communication to students upon expiry of documents eg: CPR still to be implemented – current combined project





## PE the valuable resource for 'Placement' Officers

- 'Placement' Officers can use the PE tool to meet their own discipline requirements
  - ✓ Orientation
  - ✓ Answering student enquiries
  - ✓ New staff resource
  - ✓ Existing staff reference



## Resources for 'Placement' Officers

- L@GU - Clinical Education Information Organisations, Blackboard.  
*Links to PE and additional information FAQ's for discipline specific resources, placement calendar.*
- L@GU – Placement Repository
  - *Legal library, placement staff lists, procedures. Can be accessed by all 'placement' staff.*

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Learning@Griffith Notifications Courses **Organisations** Content Collection Library HELP & SUPP

Announcements

Health & Human Services  
**placement repository**

**Announcements**  
New announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

Create Announcement

New announcements appear below this line

**New Mater Placement Contact**  
Posted on: Monday, 23 June 2014  
Peta Sullivan is taking over the Clinical Placement Officer position at the Mater Health Services.  
Email: Sullivan\_Peta <Peta.Sullivan@mater.org.au>  
Phone: 0822412034  
3061@mater.org.au is the best email for student issues and follow up.

**Helpdesk Email**  
Posted on: Friday, 14 March 2014  
To improve the management of the requests coming into the Workforce Systems & Support Service (WSSS) has set up a number of Help Desk emails including one for ClinConnect. Sharon and I are still available to contact by phone though any emails please forward to the addresses below.

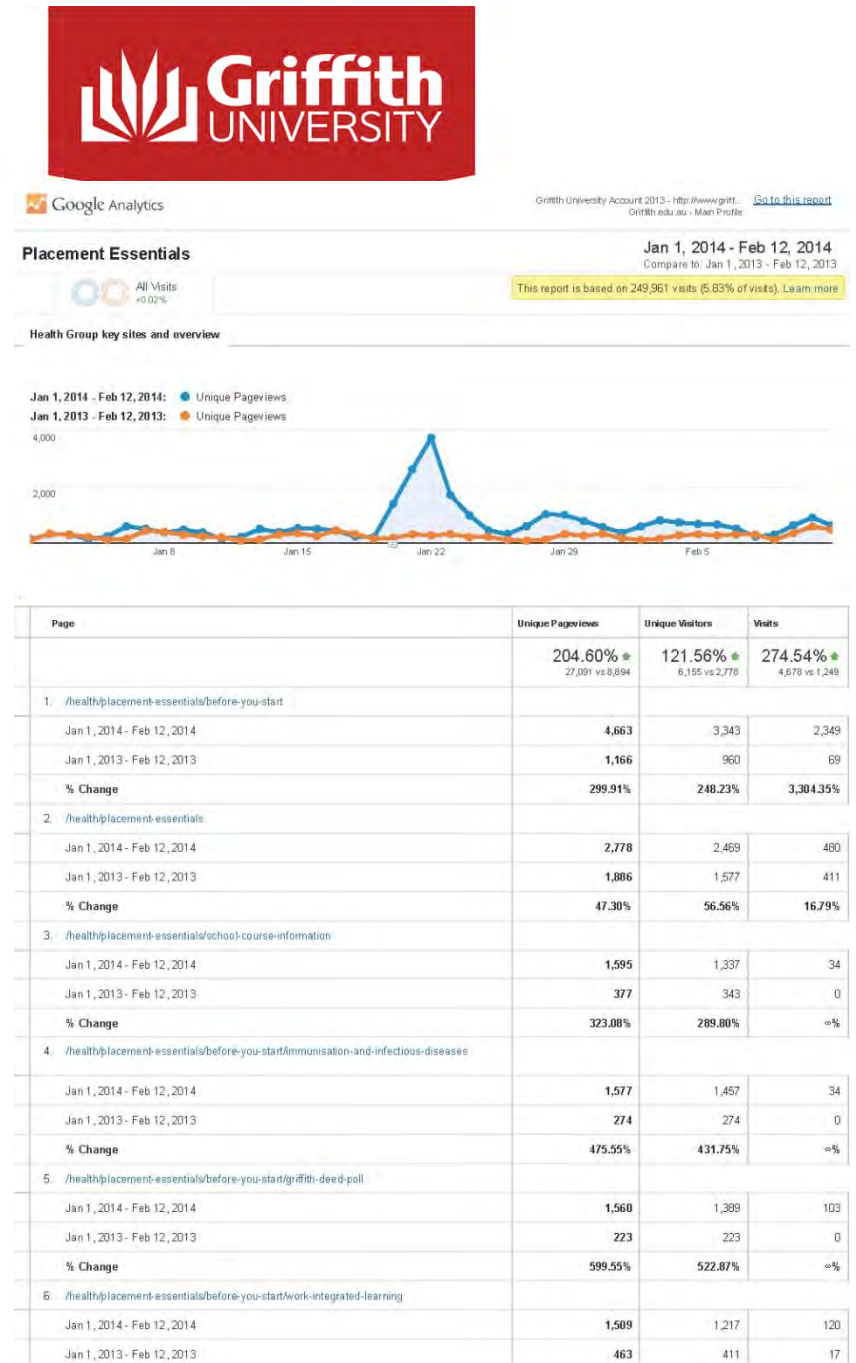
This process is being implemented from Friday 14<sup>th</sup> March 2014 therefore please ensure you forward any ClinConnect queries or

# Placement Essentials - Recent Performance

Report of traffic to the PE Website comparing to previous January.

- System generated (PeopleSoft) email spiked visitors to PE webpages on day of email
- Return visitors over the month continues to grow

**SUCCESS**





The presenters would like to acknowledge and thank  
Health Group Web Officer, Jacqui Hartwig &  
Health Placements Advisor, Nicola Barr  
for their expertise and work on our latest  
Placement Essentials website





Demo.....  
Here's Carol!



# Questions?