



SCHOOL OF NURSING, MIDWIFERY AND SOCIAL WORK

Pre-Commencement Guide 2017

Bachelor of Nursing
Bachelor of Midwifery
Bachelor of Nursing/Midwifery
Master of Nursing Studies

Version 1.0

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FOR INFORMATION CONTACT:

School of Nursing, Midwifery and Social Work Student Administration Unit

Web: www.nmsw.uq.edu.au

Email: nmsw@uq.edu.au (Include your name and student number in the subject line of your emails)

Phone: +61 7 3365 2068

Office: Level 3 Chamberlain Building (#35)
St Lucia Campus
University of Queensland

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INTRODUCTION

The Nursing and Midwifery programs at the University of Queensland comprise courses that have lectures and problem-based learning groups, incorporated with clinical experiences in a simulated setting in selected teaching hospitals and community health facilities. Placement for first years commences on:

- **20 March 2017 (Week 4)** - Master of Nursing Studies students
- **27 March 2017 (Week 5)** - Bachelor of Nursing, Bachelor of Midwifery, and Bachelor of Nursing/Midwifery students

Attending clinical placement is not automatic. To qualify, you must complete a number of compulsory tasks and submit mandatory documentation to the School of Nursing, Midwifery and Social Work (NMSW) by the deadline of **24 February 2017**.

This 'Pre-Commencement Guide' provides you with a list of the requirements, which **you must complete**, as well as background information on why these tasks are necessary, and instructions on how to complete each task. You should allow yourself plenty of time to read through what is required of you, and familiarise yourself with each task. You need to be well organised and methodical. There is a lot to do, so **start immediately**.

Failure to complete all pre-commencement requirements by the deadline above will disqualify you from attending clinical placement, and significantly impact your ability to complete your program.

There are a number of forms that you will need to complete for your pre-commencement tasks. These forms are available on a dedicated 'NMSW Documents' Blackboard site. You will be automatically enrolled in the Blackboard site once you have accepted your offer and enrolled in Semester 1 courses. To access this site, go to the [Learn.UQ](#) website and log-in using your UQ student username and password. The NMSW Documents Blackboard site provides you with a link to an **instructional video**, which is a step-by-step guide to using the site to download forms, submit completed documents electronically, and to check the progress of your submissions. Refer also to page 19 in this Guide.

A **Preferencing and Pre-commencement Information Session** will be held on **Wednesday 25 January 2017**. Bachelor of Nursing, Bachelor of Midwifery and Bachelor of Nursing/Midwifery students should attend to receive important information on preferencing clinical schools and completing your pre-commencement tasks. Staff will be available to answer your questions.

Details on **Nursing and Midwifery Orientations** during Orientation Week (20 Feb to 24 Feb 2017) will be published on the [UQ Orientation](#) website in early December.

THE FOLLOWING INFORMATION PROVIDES AN OVERVIEW OF WHAT YOU MUST DO TO QUALIFY FOR PLACEMENT:

1. Download or print all forms in the **Document Resources** folder on the 'NMSW Documents' Blackboard site. (Most forms are available via hyperlinks in this Guide)
2. Read each task outlined in the 'Pre-Commencement Guide', referring to each form
3. Make a plan. Organise appointments. Book training courses. To assist you with your preparations use the **Timeline and Important Dates** (page 14) in this Guide.
4. Make your Immunisations, Blue Card, First Aid and Police Check a priority as these are mandatory and take weeks to complete.
5. Use '**MY CHECKLIST**' on page 16 in this Guide to double-check you have undertaken each task correctly.
6. Submit your documents via the **Document Submission Portal** on the 'NMSW Documents' BB site for processing by the NMSW Student Administration Unit.
7. The NMSW Student Administration Unit will check all your submitted documents. ***Documents that are partially completed or not completed correctly will not be processed.*** Go to the **Your Submissions** folder on the NMSW Documents BB site regularly to check that your submissions have been accepted, and to view feedback from the Student Administration Unit if there is an issue with a document.
8. Please contact the NMSW Student Administration Unit if you need any assistance

Summary of 2017 Pre-Commencement Requirements

Requirement	Frequency
Immunisations (except Influenza)	submit once
Influenza vaccination	submit each year
Blue Card	submit every 3 years
Apply First Aid Certificate	submit once
CPR Certificate	submit each year
National Police Check	submit once
QLD Health - Student Deed Poll	submit once
QLD Health - Student Orientation Checklist	submit once
QLD Health – iLearn@QHealth Online Modules	Present to your CBL lecturer and keep for placement as these may be viewed by the placement provider
NMSW Fitness to Undertake Clinical Practice	submit once
Clinical Placements Risk Assessment	submit once
NMSW Student Placement Agreement	submit once
Uniform and badge order	submit annually as required

STUDENT IMMUNISATION RECORD

Nursing and Midwifery students on clinical practice may be exposed to blood and body fluids as a result of accident or inexperience, and therefore are at risk of contracting or passing on a blood-borne virus or other infectious diseases. You have a responsibility to protect yourself and to protect patients from health hazards, and so must be fully immunised. You are required: 1) to complete a schedule of immunisations; and 2) to provide evidence of your status with respect to immunity.

NB: NO IMMUNITY = NO CLINICAL PRACTICE

The Immunisation schedule for Nursing and Midwifery students is detailed in Section 1 of the '[Student Immunisation Record](#)' form. Sections 2-5 must be completed and deal with:

- Diphtheria, Tetanus & Pertussis; Measles, Mumps & Rubella
- Chickenpox (varicella)
- Polio
- Tuberculosis (TB)
- Hepatitis B, HIV, Hepatitis A and Hepatitis C

Most Australian students underwent the Australian Standard Vaccination Schedule in early childhood and the School Immunisation Program that included vaccinations for Polio; Diphtheria, Tetanus, Pertussis (Whooping Cough); Measles, Mumps, Rubella; Chickenpox; and Hepatitis B. Check with your parent or GP, or your record of the immunisations given at school will be available through the local council of where you attended school. E.g. If you attended a school in Brisbane City Council region you need to contact Brisbane City Council.

The 'Student Immunisation Record' should be completed in consultation with a Registered Medical Practitioner. The University's '[Vaccinations and Immunisation](#)' guidelines are published on the UQ website. Your GP will advise you on an appropriate course of action if your immune status does not meet requirements. Advice will vary from person-to-person:

1. If you were not immunised as a child, you will require a full schedule of vaccinations.
2. If you did not receive boosters in adolescence, you may require adult booster/s.
3. You must have received a DTP vaccination in the last 10 years. If you are a school leaver you may have received this in Year 10. If it is more than 8 years since you left school you will need to be vaccinated for DTP.
4. You will be given a referral to a Pathology Laboratory for blood tests to screen for HIV, Hep B, and Hep C.
5. If your immunity to Hep B is low, your GP may decide to give a further injection. If your immunity is non-existent, you may need a further round of vaccinations. It is advised that you do this through [UQ Health Service](#). Following further vaccinations for Hepatitis B you will need further serology testing. Your HBsAb needs to be >10.
6. You will be given a referral to a Pathology Laboratory for Mantoux testing for TB.
7. The seasonal **influenza vaccine** becomes available in April each year. You will need to submit a '[Student Influenza Vaccination](#)' form before end of Semester 1 each year.

Submit your Student Immunisation Record to the NMSW Documents Blackboard site.

BLUE CARD

The Working with Children Check provides an ongoing assessment of a person's eligibility to work with children and involves a check of a person's criminal history, and past police and disciplinary information. You are required to undergo a Working with Children Check. If your application is approved, you will be issued with a Positive Notice and a Blue Card which allows you to work in child-related clinical practice for 3 years. The turn-around time for a Blue Card is **4-6 weeks**, but it **can take 10-12 weeks during peak times**, so apply early.

If you **do not have** a Blue Card, you are required to follow the process below:

1. Print and complete the '[Blue Card Application](#)' form. This is available on Blackboard.
2. Attend a Blue Card session (dates listed on page 14) on the St Lucia campus, where a nominated UQ representative will complete Parts E and F of your form and sight Proof of Identification. You also need to bring a photocopy of your identification documents. Check your UQ student email account for details of the sessions. You need only attend one session.
3. The UQ nominee will submit your application to Blue Card Services.
4. You will be sent a Positive Notice letter and Blue Card in the mail.
6. If you receive a Negative Notice, the Clinical Lead Academic will contact you.
7. Your Blue Card is valid for 3 years and must be current for the duration of your program. If your Blue Card is about to expire, submit a new 'Blue Card application' via the School.

NOTE: If you **live more than 50kms from UQ** and cannot attend a Blue Card Session, you may submit a Blue card application with an '[Confirmation of Identity](#)' form to the NMSW Documents Blackboard site.

If you **already have** a current Blue Card, you are required to follow the process below:

1. Complete the '[Link an applicant/cardholder to this organisation](#)' form, which advises Blue Card Services that you are undertaking child-related activities through UQ.
2. Attend a Blue Card session, where a nominated UQ representative will complete Part G of the form and sight your proof of identity. Bring a photocopy of your ID and existing Blue Card (both sides). Check your student email account for details of the sessions.
3. Submit a copy of both sides of your current Blue Card to the BB site. The School receives notification that you are now registered as undertaking child-related activities through UQ, so you are not required to submit any further documentation.

Submit your Blue Card application to NMSW reception, or via Blackboard if you live 50km away.

FIRST AID CERTIFICATE AND CPR

The Program Rules state that all Nursing and Midwifery students are required to hold a Provide First Aid Certificate that includes a CPR component. First Aid training will enable you to confidently manage emergency situations and provide a first aid response to patients. Prior to placement, you must hold the following:

- **Provide First Aid certificate** – must be current for the first year of your program
- **CPR certificate** – must be renewed every 12 months prior to clinical placement

You will be removed from Clinical Placement if at any time during your program your CPR certificate expires.

An advanced 2-day face-to-face course is recommended. Provide First Aid (also known as ‘Apply’ or ‘Senior’ First Aid) covers Basic Life Support skills:

- CPR and AED
- Shock Management
- Airway Management - asthma, choking, severe allergic reaction, hyperventilation
- Cardiac Emergencies
- Seizures and Convulsions
- Bleeding and Wound Care
- Burns and Scalds
- Musculoskeletal Injuries
- Poisons and Toxic Substances
- Bites and Stings
- Abdominal injuries



It is recommended you book a training course as soon as possible to secure a place. To find a course in your local area, the Australian Government’s [My Skills](#) website is a good place to start. Ensure that the training provider you select is a Registered Training Organization within Australia. Most provider websites will list their RTO number, so check before you book. The providers below are recommended:

UQ Sport	http://www.uqsport.com.au/content/provide-first-aid-and-provide-cpr-course
Mater	http://www.matereducation.qld.edu.au/Courses/First-Aid-Resuscitation/CPR-First-Aid
St John’s Ambulance	http://stjohn.org.au/first-aid-training
Queensland Ambulance Service	https://bookings.qld.gov.au/services/firstaid/
Royal Lifesaving Australia	http://www.royallifesaving.com.au/
TAFE Queensland	http://tafebrisbane.edu.au/course/15398/hltaid003-provide-first-aid-or-hltfa311a-apply-first-aid

Submit your Provide First Aid (and CPR certificate if separate) to the NMSW Documents Blackboard site. International certificates will not be processed.

NATIONAL POLICE CHECK

The School requires all Nursing and Midwifery students, prior to commencing clinical placement, to undergo a Police Check. Students may also be required by some health providers to produce their National Police Certificate prior to being allowed on placement. A Police Check is based on a search of a person's name against the criminal history records held by police services Australia-wide. The National Police Certificate provides a student with 'clearance', or in some cases, a notification of a student's 'disclosable history'.

Your police certificate should be no more than 3 months old when submitted.

To apply for a National Police Certificate, please see the following link <https://www.police.qld.gov.au/apps/reports/policeCertificateName> . This will cost around \$56.00. If you are applying for your NPC in a different state you can still go to your local police station and request a name only police check. Your National Police Certificate will be sent to the mailing address you provide on the form. The turnaround time is **3-5 weeks**, so start the application process early. Once you have received your National Police Certificate, you must submit a copy to the 'NMSW Documents' Blackboard site. The NMSW Student Administration will record if you have clearance.

If you receive a National Police Certificate with 'disclosable history' attached, the following procedure should be followed:

1. Upload your certificate to the 'NMSW Documents' Blackboard site
2. The Clinical Lead Academic will contact you if any 'disclosable history' requires follow-up
3. Be aware that certain health providers will not accept students for clinical placement if there is disclosable history attached to your National Police Certificate

The Police Certificate is collected for the purpose of protecting vulnerable people and to ensure that all students on placement as part of their program of study at UQ have been screened prior to them being granted access to hospital wards and care facilities. A student's 'disclosable history' may be disclosed to the Australian Health Practitioner Regulation Authority, otherwise it will remain confidential and will not be disclosed to a third party without your consent, unless disclosure is authorised or required by law. For more information, please refer to the [UQ Privacy Management Policy](#)

Submit a copy of your National Police Certificate to the NMSW Documents Blackboard site. Keep your original certificate safely on file, as you may be required by some health providers to produce the original certificate prior to placement.

QUEENSLAND HEALTH ORIENTATION

Nursing and Midwifery students undertake clinical placements in various Queensland Health hospitals, community sites and private hospitals. The University has a legal contract with Queensland Health, which covers student attendances at its health facilities, including private and public sites. The contract requires that all students complete the Queensland Health Orientation before commencing a clinical placement. The Orientation is mandatory, and requires you to read and understand all of the policies and frameworks outlined on the Queensland Health '[Preparing for your clinical Placement](#)' website. This website contains important information on QLD Health policies on Blue Card checks, Code of Conduct, Cultural Diversity, Infection Control, Occupational Health and Safety, and Privacy and Confidentiality. Set yourself a good amount of time for the task of familiarizing yourself with this important information.

To certify that you have read and understood the 'Preparing for your , Queensland Health requires that you sign two (2) documents: the '[Student Deed Poll](#)' and the '[Student Orientation Checklist](#)', as well as completing the iLearn@QHealth training modules. You will find details of how to complete these 3 tasks below on pages 7, 8 & 9. All students, regardless of placement hospital are required to complete these documents.

STUDENT DEED POLL – QLD HEALTH

Domestic Students: If you are a domestic student, you are required to read the '[Student Deed Poll](#)'. On the first page complete the University's details as follows:

University of Queensland (ABN 63 942 912 684) ("Education Provider")

On the last page, print your full name, then sign and date the form in front of a witness. A witness does not have to be a Justice of the Peace or a UQ staff member, but the person must not be related to you. The witness must print their full name and sign the form.

International Students: If you are an international student, you must complete an '[Overseas Student Deed Poll](#)'. The process is the same as above. You should print your full name, then sign and date the form in front of a witness. The witness must also print their full name and sign the form.

Submit all pages of the 'Student Deed Poll' (or 'Overseas Student Deed Poll') to the NMSW Documents Blackboard site. Ensure it is signed and witnessed correctly.

STUDENT ORIENTATION CHECKLIST - QUEENSLAND HEALTH

On the first page, you are confirming that you have read and understood Queensland Health policies outlined on the [‘Student Orientation Requirements’](#) page on the QLD Health website.

Please tick the 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. (Under the form heading ‘Occupational Health and Safety’, there is a box to tick beside ‘Mandatory iLearn online modules’. See page 9 in this Guide for information on how to complete)

Remember to print your name, sign and date the bottom of p.1.

I, <input type="text"/> (Please enter your full name) certify that I have read and understood the preceding topics on the Queensland Health ‘Clinical placements and work experience’ website in preparation of my placement.	
Signature: _____	Date: <input type="text"/> (DD/MM/YYYY)

Page 2 concerns student obligations regarding infection control of health workers. You must declare that you have read and understand the [‘Guideline ‘Management of Human Immunodeficiency Virus \(HIV\), Hepatitis B Virus, and Hepatitis C Virus Infected Healthcare Workers’](#). To confirm that you agree with the statements listed in this section of the form, enter your full name in the box provided. In the ‘Course’ field, enter name of your program e.g. Bachelor of Nursing UQ, Bachelor of Midwifery UQ, Bachelor of Nursing/Midwifery UQ, Master of Nursing Studies UQ. Do not forget to sign and date the form.

Name:	<input type="text"/>
Course:	<input type="text"/>
Signature: _____	Date: <input type="text"/> (DD/MM/YYYY)

Submit your ‘Student Orientation Checklist’ to the NMSW Documents Blackboard site – only when all sections on the form are completed, signed and dated.

MANDATORY ILEARN ONLINE MODULES (ILEARN@QHEALTH) - QUEENSLAND HEALTH

1. Go to the 'Welcome to iLearn@QHealth' page at <https://ilearn.health.qld.gov.au/d2l/login>
2. Create an iLearn account via the "Register here to create an iLearn account" link.

Complete Step 3 as follows:

3. You will automatically receive an email with the message, 'Please allow 2 working days for your registration to be processed'.
4. The 2nd email with the subject line, 'iLearn@QHealth - Password Reset' will ask you to create a new password **within 72 hours**.
5. Using your Username and newly created password, log in again to [iLearn@QHealth](#)
6. In green 'Course Catalogue' box, click '**here**' to find your courses

Confirmation

[Course Offering List](#) > [Course Offering Description](#) > [Registration Form](#) > **Confirmation**

Step 3: Confirmation

First Name: Mary
 Last Name: Student
 Email: s4345678@student.uq.edu.au
For faster registration, please use an email address that identifies your organisation (e.g. employer, learning institution, business etc) in preference to a personal email address (e.g. @hotmail etc).

Business Phone: 3365 2068
 Position: Student
 Employer: University of Queensland

Supervisor's Name: type name of Program Director
 Supervisor's Contact Number: 3365 2068

Address 1: Chamberlain Bld, Level 3
 Address 2: Sir Fred Schonnell Dr
 City: St Lucia
 State/Province: Qld
 ZIP/Postal Code: 4076
 Country: Australia
 Office Use:

Back
Finish

7. Select 'Clinical Student Placement' to access the following modules:
 - Work Health and Safety Induction
 - First-Response Evacuation Instructions
 - Occupational Violence Prevention Fundamentals
 - Prevention and Management of Musculoskeletal Disorders (MSD)
8. For each module, 'Enrol' and 'Launch Course'
9. All section content items must be completed and marked with a 'tick' to obtain your Statement of Completion (certificate).

Mandatory



Clinical Student Placement

Clinical Student Placement Orientation

Program: Clinical Placement Student Orientation
 All students must complete an orientation before commencing a placement within a Queensland Hospital and Health Service (HHS) facility.

DO NOT SUBMIT your 4 certificates to the Blackboard site, but file them safely. If you are based in a Queensland Health hospital you should take these certificates with you to any orientation that occurs and on each clinical day. You may be sent home from clinical if you are unable to present these documents on any given shift. These documents also need to be brought to CBL and presented to your CBL lecturer as proof of completion.

NMSW FITNESS TO UNDERTAKE CLINICAL PRACTICE

All UQ students on clinical placements are registered with the Australian Health Practitioner Regulation Agency (AHPRA), which is based on Health Practitioner Regulation National Law. Thus as a Nursing or Midwifery student, you are required to declare to the University if you have an impairment that may detrimentally affect your capacity to undertake clinical practice, or may place the public at substantial risk of harm.

An 'impairment' is defined as a mental or physical condition, disability, or disorder (including substance abuse or dependence, blood borne or infectious diseases). You are required to complete a 'Fitness to Undertake Clinical Practice'. If you tick 'Yes' to indicate you have an impairment, this does not prevent you from entering the program, but you must attach a statement that details how your impairment is managed.

If we are not aware of your situation or health issues, then we will be unable to assist you in managing your activities during clinical practice, and thus fail in our duty of care. The Clinical Lead Academic will contact you if follow-up is required. The information you provide will remain confidential and will not be disclosed to a third party without your consent, unless disclosure is authorised or required by law. See the [UQ Privacy Management Policy](#) for further details. Do not forget to enter your name, student number, program name and the date on the form. This form will be available on your NMSW Documents Blackboard site.

Submit your 'Fitness to undertake clinical practice' to the NMSW Documents BB site.

NMSW CLINICAL PLACEMENTS RISK ASSESSMENT

It is University policy that all students, who are attending placement as part of their UQ program, understand the risks involved and how these risks are managed. The School has undertaken a risk assessment of its Nursing and Midwifery clinical placement programs, and produced the 'Clinical Nursing Placements Risk Assessment' and 'Clinical Midwifery Placements Risk Assessment'. Both documents list a number of identifiable risks to students and what controls are in place to manage these risks. You are required to read the risk assessment, appropriate to your program as follows:

- Clinical Nursing Placements Risk Assessment B Nursing, Master Nursing Studies
- Clinical Midwifery Placements Risk Assessment B Midwifery, B Nursing/Midwifery

To confirm you have read and understood the document, (on the final page) tick the box, then enter your name, student number and the date. The document you submit must contain **all fifteen pages** of the Risk Assessment – not just the final page.

Submit your 'Clinical Placements Risk Assessment' to the NMSW Documents BB site

NMSW STUDENT PLACEMENT AGREEMENT

Along with the 'Fitness to Undertake Clinical Practice' form and the 'Clinical Placements Risk Assessment', the 'Student Placement Agreement' is a School of Nursing, Midwifery and Social Work document, which you are required to submit in order to qualify for placement.

By signing the 'Student Placement Agreement', you confirm that you understand - that in order to commence placement through the University of Queensland, you must have completed mandatory requirements as outlined in this Guide, and have submitted your documentary evidence to the NMSW Documents Blackboard site. You also acknowledge that you are aware that you may be required to complete extra mandatory requirements (as directed by the School) throughout your program.

The 'Student Placement Agreement' also requires your signature to confirm that you understand and agree to the conditions of your clinical placement. These include:

- For the duration of a program, the Clinical Placement Office will organise placements for students, but that these placements may not be at a student's preferred site for a variety of reasons. Students may be required to accept a placement that is expected to provide a good placement learning experience, but may not be their ideal or preferred placement.
- For the duration of a program, clinical shifts may be rostered at any time in a 24 hour period – including all night. Students may be rostered on clinical shifts on weekends.
- Students are required to notify the ward area as soon as they know they are unable to attend a shift due to illness (or other reason), as well as email their lecturer and Course Coordinator. This same process applies if a student leaves a shift before the end time of that shift
- Students are required to supply the appropriate paperwork for missed shifts and will not be allocated make up shifts until adequate documentation is provided.

Read the 'Student Placement Agreement' carefully, and understand you are signing an agreement. If you accept the conditions of clinical placement - Tick all the boxes; enter your full name and student number; then enter the date.

Submit your signed 'Student Placement Agreement' to the NMSW Documents BB site.

UQ NURSING AND MIDWIFERY STUDENT UNIFORM

To enable lecturers, medical staff and patients to identify you as a legitimate health professional student from the University of Queensland, it is a requirement that you wear the prescribed uniform at all times whilst on clinical placement. The uniform includes: a purple polo shirt with the UQ logo and 'School of Nursing Midwifery and Social Work' embroidered on the upper left and right respectively; a Program-Year Level badge; black trousers (shorts or skirt); and fully-enclosed black shoes (to comply with Occupational Health and Safety).

POLO SHIRT UNIFORM

To obtain your polo shirt uniform follow the procedure below:

1. Place your order online at <http://uqnursing.ergoasia.com/uqnursingstore>
2. You may place your order in January. If you submit your order late, there is no guarantee that you will receive your uniform in time for clinical placement. There is a surcharge for late orders.
3. It is a Queensland Health requirement that you wear a freshly laundered uniform on each shift, so it is recommended that you purchase two polo shirts.
4. The School will hold a Uniform Collection session for Bachelor of Nursing, Bachelor of Midwifery and Bachelor Nursing/Midwifery students on the St Lucia campus during Week 4 (20-24 March). There will be a separate session for Master of Nursing Studies students in Week 3 (13-17 March) at TRI on the PA campus. You will be notified via your UQ student email of the times and locations of these sessions. To collect your order, you will need to produce your UQ Student ID card. If you would like to nominate another person to collect your order, please ensure you provide them with a letter of authorisation or your UQ student ID card.
5. Be aware that there is a no-exchange policy. Also orders not collected within 3 months of delivery will be returned to stock and all payments forfeited.

PROGRAM-YEAR LEVEL BADGE

To obtain your badge, follow the procedure below:

1. Place your order online at <http://uqnursing.ergoasia.com/uqnursingstore>
2. You may place your order in January. If you submit your order late, there is no guarantee that you will receive your badge in time for clinical placement. There is a surcharge for late orders
3. Program-Year Level badge orders will be distributed at the Uniform Collection sessions. The details are provided above.

You are required to wear your complete uniform on the first day of clinical placement. You must wear enclosed shoes (leather or vinyl). Your hair must be off the shoulders. Jewelry is prohibited apart from marriage and engagement rings that are not sharp. Fingernails must not be polished and must be short.

WHAT TO DO WITH ORIGINALS OF DOCUMENTS AND FORMS?

The 'NMSW Documents' Blackboard site is an online portal which allows you to submit your documents electronically to the NMSW Student Administration Unit. This has removed the need for you to come into the School Office to give us your paperwork. You must submit all documents electronically.

The original documents that you complete as part of the mandatory requirements process are important documents that you need to keep on file. Keep your originals together in a secure place. The NMSW Student Administration Unit undertakes a 5% audit of students' documents each semester. You may be asked to bring your original documents to the School Office to be sighted.

If you do not have access to a scanner, you have a couple of options:

1. All UQ libraries on campus have scanning facilities that you may use
2. We will accept photographs from your phones or other devices as long as the image is of a high enough resolution for us to determine the veracity of your document. Please check the image before submitting to Blackboard.

WHAT ARE THE COSTS INVOLVED?

The University does not provide any reimbursement for any costs incurred by completing pre-commencement tasks. The cost is borne entirely by you. The amount you will need will vary from person-to-person. You should **keep your receipts** as you will be able to claim some items as an educational cost on your annual Tax Return. If you are claiming Youth Allowance, Centrelink does provide a **Student Start-up Scholarship** at the beginning of the semester to assist with the start-up costs of your program. The following is a guide only:

Polo Shirts	\$49.20	2 polo shirts @ \$24 (plus 2.5% credit card surcharge)
Badge	\$5.65	\$5.50 (plus 2.5% credit card surcharge)
Uniform	\$ _____	pants or skirt, shoes
Police check	\$56.50	
First Aid Certificate	\$130-190	Compare prices on provider websites
Immunisations	\$ _____	The cost will vary from person-to-person, based on what vaccinations/adult booster shots and pathology tests the GP recommends

TIMELINE AND IMPORTANT DATES

WEEK OF	IMPORTANT DATES	TASKS TO COMPLETE
Jan 16-20	16th - QTAC Major offer round 18th – Blue Card session (1)	<u>Enrol in your Semester 1 courses</u> <u>Read</u> the Pre-Commencement Guide and familiarize yourself with compulsory tasks <u>Download</u> forms from NMSW Documents BB site Make a priority list and plan of attack
Jan 23-27	23rd – Last day to accept offer 25th - Preferencing & Pre-commencement Information Session for BN, BMid and BN/Mid only 25th - Blue Card Application Session (2)	Make appointment with Medical Practitioner for immunisation review <u>Enrol in Provide First Aid training course</u> Attend 1 Blue Card Session to submit Blue Card application and provide ID documents Take <u>Police Check</u> application to Police Station
Jan 30-Feb 3	TBA - Deadline to nominate preferences for clinical schools in mySinet: (BN, BMid, BN-Mid only) 1st - Blue Card Application Session (3)	Take GP referral to Pathology Lab for Hep B serology report and TB screening Complete Fitness to Undertake Clinical Practice; and Clinical Placements Risk Assessment
Feb 06-10	Deadline to accept QTAC offer (late offer round) 8th - Blue Card Application Session (4)	Complete iLearn@QHealth Online Training modules (page 9) Complete QLD Health Student Orientation Checklist (page 8) Meet deadline to order uniform – TBA (page 12) Return to GP to get <u>Immunisation Record</u> completed once pathology results are available Complete Qld Health Student Deed Poll (page 7) Complete Student Placement Agreement (page 11)
Feb 13-17	15th - Blue Card Application Session (5)	Go through MY CHECKLIST to ensure you have completed your tasks and forms correctly
		Check ‘My Submissions’ on BB regularly for feedback from Student Administration regarding issues with any of your submitted documents

		Check you have submitted all your documents to the NMSW Documents Blackboard site
Feb 20-24	Nursing and Midwifery Orientation, and All School Welcome Check UQ Orientation website	Meet 424 February deadline to submit all paperwork to the NMSW Documents BB site
		Check you are enrolled in all Semester 1 courses
		Attend Nursing and Midwifery Orientation
Feb 27 Teaching Week 1	Classes commence	Attend St Lucia campus (BN, BMid. BN/Mid) Attend TRI - PA Campus (MNSt only)
Teaching Week 2		
Teaching Week 3		
Teaching Week 4	Start of Clinical Placement	Master of Nursing Studies students (only)
Teaching Week 5	Start of Clinical Placement	Bachelor of Nursing, Midwifery and Dual Degree

MY CHECKLIST

This Checklist should be used in conjunction with the 2017 Pre-Commencement Guide. It is for your use only. Before submitting each document to the NMSW Documents Blackboard site, go through My Checklist carefully, ticking off each item to ensure you have completed the task properly. The **NMSW Student Administration Unit will not process any partially completed or incorrectly completed documents**, which you have submitted to BB. If your form is invalid, you will need to make changes and resubmit. Best to get it right the first time.

IMMUNISATION

- I visited my GP to review my immunisation status
- I have been vaccinated or received an adult booster/s as per doctor's advice
- I was referred to a Pathology Lab to undergo testing for HIV, Hep B, Hep C
- I have been screened for Tuberculosis (Mantoux test)
- My GP has completed Sections 2-4 of my 'Student Immunisation Record'
- I have completed my 'Student Immunisation Record'
- I have uploaded my completed Student Immunisation Record to the BB site

BLUE CARD

- I do not have a Blue card, so have completed a 'Blue Card application' form
 - I have written my name at the bottom of each page in the box provided
 - I have signed the 'Applicant's Declaration' on p.2. This signature will be scanned onto my Blue Card, so I have not gone outside the lines of the box.
 - I attended a 'Blue Card' session, where I presented my form, original ID documents (plus a copy of both sides) to an authorised UQ representative
- OR**
- I have a current Blue card, so have completed an 'Authorisation to confirm a valid card/application' form
 - I attended a 'Blue Card' session, where I presented my form, ID and my existing Blue Card (plus a copy of both sides) to an authorised UQ representative

FIRST AID CERTIFICATE

- I have a Provide First Aid Certificate that includes a CPR component
- The Certificate was issued by an Australian Provider with a Registered Training Organization (RTO) number
- I have uploaded the First Aid Certificate (& CPR certificate if separate) to the BB site

NATIONAL POLICE CERTIFICATE

- I have completed an 'Application for a Police Check Name Only'
- I have presented the form and proof of identity at a local Police Station
- I have uploaded a copy of my National Police Certificate to the BB site
- I understand that Student Administration will record if I have clearance
- I understand the Clinical Lead may contact me if I receive a National Police Certificate with disclosable history attached

QUEENSLAND HEALTH - STUDENT DEED POLL

- I have written my full name, and signed and dated the form on
- A witness has written his/her full name and signed the form on
- I have uploaded the Student Deed Poll to the BB site, OR
- I am an international student, and have uploaded an Overseas Student Deed Poll to the BB site

QUEENSLAND HEALTH - STUDENT ORIENTATION CHECKLIST

- I have ticked the boxes on p.1 to indicate I have read all relevant information
- I have written my full name, then signed and dated the bottom of Page 1
- I have entered the date of completion of Hepatitis B vaccinations
- I have written my full name, program, signed & dated the bottom of Page 2
- I have uploaded the Student Orientation Checklist

QUEENSLAND HEALTH – ILEARN@QHEALTH ONLINE LEARNING MODULES

- I have completed 4 iLearn@QHealth modules and filed the 4 certificates safely
- I understand that I may be required to produce these certificates at placement

NMSW FITNESS TO UNDERTAKE CLINICAL PRACTICE

- I ticked 'No', OR
- I ticked 'Yes', and attached a statement on how my impairment is managed
- I am aware that the Clinical Lead Academic may contact me in relation to the information that I have provided in my statement
- I have entered my name, student no., program name and the date to confirm
- I have uploaded the Fitness to undertake clinical practice form to the BB site

NMSW CLINICAL PLACEMENTS RISK ASSESSMENT

- I have read the Clinical Placements Risk Assessment relevant to my program
- I have confirmed that I have read and understood the content, and have ticked the box, then entered my name, student number and the date on the last page
- I have uploaded all 15 pages of the Clinical Nursing Placements Risk Assessment (or all 16 pages of the Clinical Midwifery Placements Risk Assessment) to the BB site

NMSW STUDENT PLACEMENT AGREEMENT

- I have ticked all the boxes to indicate that I agree with the conditions of placement
- I have entered my full name, student no. and the date to confirm I agree
- I have uploaded the Student Placement Agreement to the BB site

UQ NURSING AND MIDWIFERY STUDENT UNIFORM ORDER

- I completed my order of 2 Polo shirts and a Program-Year level badge online
- I understand I am required to attend a Uniform Collection session to collect my order, and that I will be notified via my UQ student email of the details of the sessions
- I understand I must be organised with my uniform ready for first day of placement
- I understand uncollected orders will be returned within 3 months of delivery
- I understand there will be a Late Order Surcharge

ORIGINAL DOCUMENTS

- I will keep all originals of my documents safely on file
- I am aware that the NMSW Student Administration Unit undertakes a 5% audit of students' documents each semester. I may be asked to present my originals

DO NOT UPLOAD THIS CHECKLIST TO THE BB SITE – IT IS FOR YOUR USE ONLY

INSTRUCTIONS – HOW TO USE YOUR NMSW DOCUMENTS BLACKBOARD SITE

1. The recommended browser for Blackboard is Chrome
2. To log into Blackboard, go to the [Learn.UQ](https://learn.uq.edu.au/) website at <https://learn.uq.edu.au/>
3. Enter your UQ student username and password, and click on the log-in button
4. The NMSW Documents site is located under the 'My Communities' tab (top right)
Click on the link to the NMSW Documents site dedicated to your program
5. On the Announcements page there is a link to an **INSTRUCTIONAL VIDEO which provides a step-by-step guide to using the Blackboard site to download forms, submit completed documents, and to check the progress of your submissions.**
6. On the left hand side of the Blackboard site, there are three links in the menu -
 - Document Resources
 - Document Submission Portal
 - Your Submissions
7. Documents Resources is where you will find the '2017 Pre-commencement Guide' and 'My Checklist', along with all the forms that you will need to complete your requirements for placement. Click on each link to view the document. You may either print or download each form. Use the Pre-commencement Guide to assist you in completing each document.
8. Document Submission Portal is where you will come to submit your completed forms and documents. Please read the guidelines for submitting your documents and carefully follow the **naming conventions** appearing in **red**. To submit a completed form, click on the required form link on the Document Submission Portal page. Click 'Browse my Computer' to attach your document. Once the document has loaded, click Submit.

The Review Submission History page will appear. It is always a good idea to preview your document as a final check. If you are happy to proceed, click the OK button

9. Your Submissions is where you will find a list of all your required documents.



The yellow icon lets you know that your submission has been successful

The NMSW Student Administration Unit will check and grade each document as:

Submission Accepted

or

Resubmission Required

Resubmission Required - lets you know that there is an issue with the document.



Click on the speech bubble icon to view feedback and read what is wrong with your document. You will need to make the changes requested and resubmit your form.

10. You may also receive a grade of '**Referred to Clinical Lead**', which means that the Clinical Lead Academic is reviewing your submission and may contact you.
11. If you need help with Blackboard, contact the NMSW Student Administration Unit.