

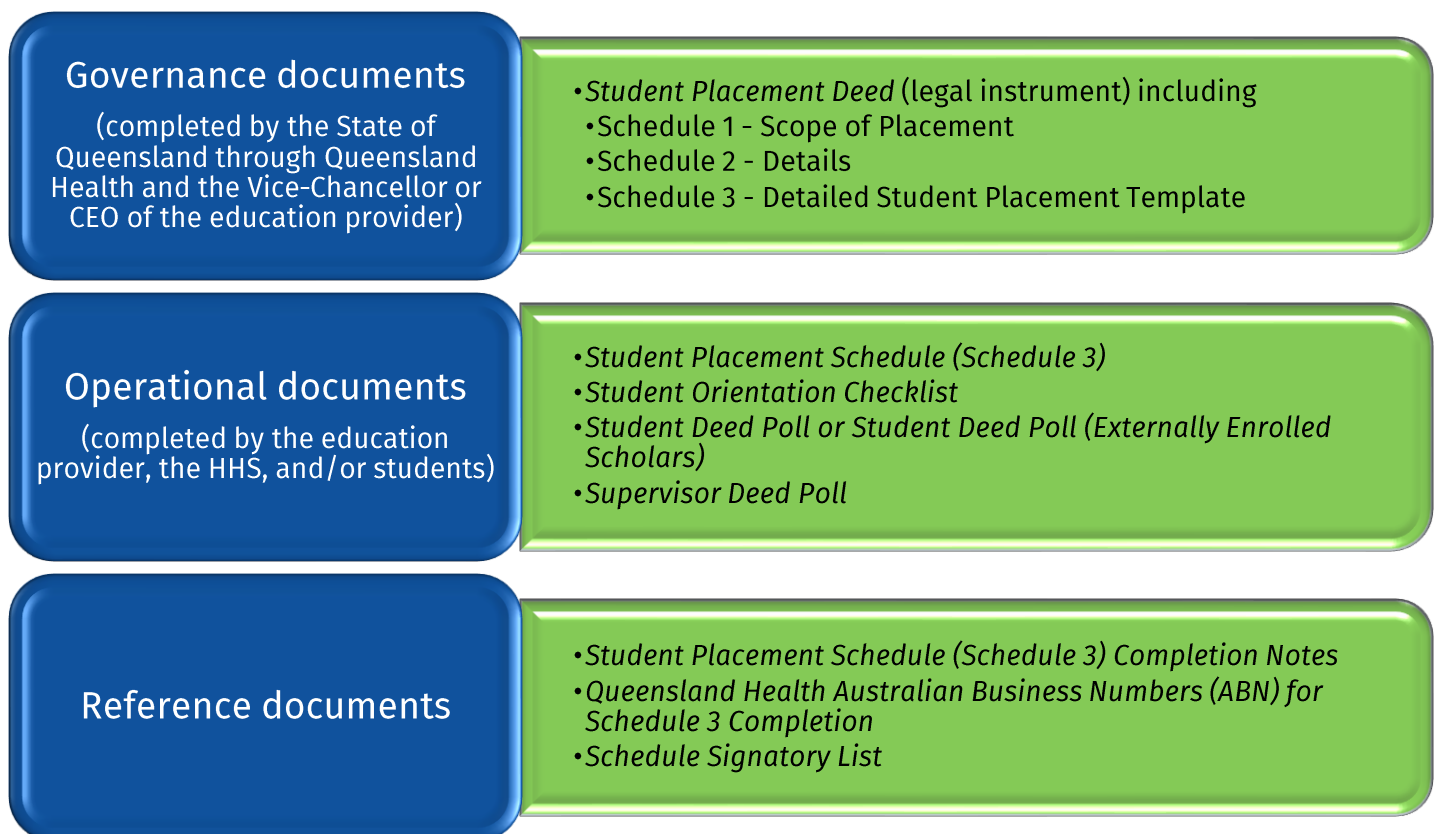
Document Reference List

Clinical Placements 2022

This document reference provides a full list of documents required for pre-entry clinical placements, grouped by user and by whom they should be completed and retained.

Documents are available at the [Queensland Health Clinical placements website](#), as is further detail of processes and requirements for their completion.

A summary of relevant documents can be found in the below diagram:



Governance documents

Governance documents are completed by Queensland Health (on behalf of the State of Queensland) and the education provider (Vice-Chancellor/Chief Executive Officer).

Document	Description	Completed by					Retained by					Note	Completion assistance
		Department	Education Provider	HHS* / Division	EP Supervisor	Student	Department	Education Provider (EP)	HHS/ Division	EP Supervisor	Student		
Legal instrument													
Student Placement Deed	Legal instrument between Queensland Health and education provider. Signed by Queensland Health delegate on behalf of the State of Queensland and the delegated authority of the education provider.	✓	✓				✓	✓				1	Clinical Placements Program Management Office – contact details at end of document
Schedule 1 to Student Placement Deed – Scope of Placement	Schedule to legal instrument outlining any limits or restrictions to courses or geography of the education provider	✓					✓	✓				2	
Schedule 2 to Student Placement Deed – Details	Schedule to legal instrument outlining details of the delegated contacts for legal notices for Queensland Health (on behalf of the State of Queensland) and the education provider.	✓	✓				✓	✓				3	
Schedule 3 to Student Placement Deed – Student Placement Schedule Template	Schedule to legal instrument providing template of the operational Student Placement Schedule with details required to effect placements.	✓					✓	✓				4	

*Hospital and Health Service (HHS)

Operational documents

These documents are completed by the Hospital and Health Service/Division, education provider, and/or student.

Document	Description	Completed by					Retained by					Note	Completion assistance
		Workforce Strategy	Education Provider	HHS/ Division	EP Supervisor	Student	Workforce Strategy	Education Provider	HHS/ Division	EP Supervisor	Student		
Schedule 3 – Student Placement Schedule	Operational negotiating mechanism between HHS/Division and education provider to capture capacity and timeframes for available clinical placements. <i>Note: There are two (2) versions of this Schedule – one for when the placement is with a HHS and one for when the placement is with a Division of the Department of Health. Please ensure the correct version is used.</i>		✓	✓				✓	✓			5	<ul style="list-style-type: none"> • <i>Student Placement Schedule (Schedule 3) Completion Notes</i> • <i>Queensland Health Australian Business Numbers (ABN) for Schedule 3 Completion</i> • <i>Schedule Signatory List</i> • Clinical placements website - Student Placement Deed holders
Student Orientation Checklist	Document to record pre-placement orientation and checks. Completed and signed by student.					✓		✓			✓	6	<ul style="list-style-type: none"> • Notes contained in the <i>Student Orientation Checklist</i> • Clinical placements website – “Preparing for your clinical placement”

Document	Description	Completed by					Retained by					Note	Completion assistance
		Workforce Strategy	Education Provider	HHS/ Division	EP Supervisor	Student	Workforce Strategy	Education Provider	HHS/ Division	EP Supervisor	Student		
Student Deed Poll	<p>Legal agreement of student to terms and compliance of participation in the clinical placements program within Queensland Health facilities. Signed by student. A new Student Deed Poll is required for each placement.</p> <p><i>Note: There are two (2) versions of the Student Deed Poll – one for when the placement is with a HHS and one for when the placement is with a Division of the Department. Please ensure the correct version is used.</i></p>					✓			✓		✓	7	
Student Deed Poll (Externally Enrolled Scholars)	<p>Legal agreement of student enrolled with an international university and completing clinical placements program within Queensland Health facilities through a domestic education provider with a current and valid Student Placement Deed. Agreement of student to terms and compliance. Signed by student. A new Student Deed Poll is required for each placement.</p> <p><i>Note: There are two (2) versions of the Student Deed Poll (Externally Enrolled Scholars) – one for when the placement is with a HHS and one for when the placement is with a Division of the Department. Please ensure the correct version is used.</i></p>					✓			✓		✓	8	

Document	Description	Completed by					Retained by					Note	Completion assistance
		Workforce Strategy	Education Provider	HHS/ Division	EP Supervisor	Student	Workforce Strategy	Education Provider	HHS/ Division	EP Supervisor	Student		
Supervisor Deed Poll	<p>Legal agreement of non-Queensland Health staff supervisor (e.g. Supervisor provided by education provider) to terms and compliance of attending Queensland Health facilities for the purposes of supervision of a student participating in the clinical placements program. A new Supervisor Deed Poll is required for each placement period.</p> <p><i>Note: There are two (2) versions of the Supervisor Deed Poll – one for when the placement is with a HHS and one for when the placement is with a Division of the Department. Please ensure the correct version is used.</i></p>				✓			✓	✓			9	

Notes

Ref.	Note
Governance documents	
1	<p>Under the clinical placements program, Queensland Health, on behalf of the State of Queensland, enters into a contract with Australian education providers to allow students to undertake pre-entry clinical placements in Queensland Health facilities. The Student Placement Deed is the legal instrument overarching the program (the contract) which is operationalised between Hospital and Health Services/the Department through subsidiary documents (such as the <i>Schedule 3 – Student Placement Schedule</i>, the <i>Student Deed Poll</i>, the <i>Student Orientation Checklist</i>, the <i>Supervisor Deed Poll</i>, and any other pre-placement preparations as required by HHSs or the Department that may be profession- or location-specific).</p> <p>Workforce Strategy Branch, within the Department of Health, has contract and program management responsibility for the pre-entry clinical placements program on behalf of the State. Contact details for the Clinical Placements Program Management Team are at the end of this document.</p>
2	<p>Placements may be limited to or restricted by geography, study course/module, or any combination of these limits. Where limits apply, these are outlined in Schedule 1 to the Student Placement Deed.</p> <p>Where a limit is applied, a notation will be made on the clinical placements website list of education providers with current Deeds. The details of the limits or restrictions will not be published. Should a HHS/Department Division wish to place a student of an education provider with a restriction notation, contact should first be made with the Clinical Placements Program Management Team via email or telephone.</p> <p><i>Note: Schedule 1 will be BLANK if no limits to pre-entry clinical placements apply, meaning students may be placed across all relevant courses in all facilities, by negotiation and agreement.</i></p>
3	<p>The Schedule 2 to the legal instrument outlines details of the delegated contacts for legal notices and contractual matters for Queensland Health (on behalf of the State of Queensland) and the education provider. This Schedule 2 is completed as part of the legal instrument initiation and may be updated by either party with notice.</p> <p>Workforce Strategy Branch, within the Department of Health, has contract and program management responsibility for the pre-entry clinical placements program on behalf of the State and administers this Schedule 2. Contact details for the Clinical Placements Program Management Team are at the end of this document.</p>
4	<p>As the Schedule 3 forms part of the legal instrument, a template of the Schedule is attached to the Deed. The <i>Schedule 3 – Detailed Student Placement Template</i> remains blank in the Deed format, as it is a template only. Once the template has been completed to enable clinical placements to occur, it is referred to as the <i>Schedule 3 – Student Placement Schedule</i>. This is the document name on the Queensland Health clinical placements website and the document education providers and HHSs/Divisions complete to negotiate and agree clinical placement capacity and timings.</p>
Operational documents	
5	<p>A completed Schedule 3, referred to as a <i>Schedule 3 Student Placement Schedule</i>, or a <i>Student Placement Schedule (Schedule 3)</i>, identifies how and where placements will be conducted and which students will be attending Hospital and Health Services/the Department. The Schedule 3 forms part of the contract between Queensland Health and the education provider.</p> <p>To be valid, details included on a Schedule 3 must be complete and fall within the legal boundaries outlined in the Student Placement Deed.</p> <p>There are two (2) versions of this Schedule – one for when the placement is with a HHS and one for when the placement is with a Division of the Department of Health. Please ensure the correct version is used.</p> <p><i>Note: A Student Placement Schedule (Schedule 3) is completed by the education provider and the HHS/Division.</i></p>
6	<p>The <i>Student Orientation Checklist</i> is the primary document used to record pre-placement orientation and checks. This document is completed and signed by the student, and a copy should be retained by the student and a record of its completion kept by the education provider. Additional information contained within the <i>Student Orientation Checklist</i> may be requested by the HHS (e.g. Evidence of vaccination against COVID-19) or as part of random compliance checks.</p>

7	<p>The <i>Student Deed Poll</i> confirms the contractual relationship between the student and the Hospital and Health Services/the Department. As the obligations agreed by the student as part of the <i>Student Deed Poll</i> relate only to the placement for which the Deed Poll is signed, and ends at the completion of the placement, a new <i>Student Deed Poll</i> is required to be completed for each placement.</p> <p>The <i>Student Deed Poll</i> is required to be retained by the student and the HHS – the education provider can choose whether to also retain a copy. The education provider has a contractual responsibility to ensure a student is ready for placement (ie. has completed the <i>Student Deed Poll</i>), but retention of the document is not stated as a responsibility of the education provider.</p>
8	<p>An Externally Enrolled Scholar is a person who holds a visa issued under the <i>Migration Act 1958</i> (Cth) allowing the person to undertake a placement as an overseas student and is enrolled as a health professional student with an overseas university which has negotiated placements directly with an Australian education provider who holds a current and valid Student Placement Deed with Queensland Health.</p> <p>The <i>Student Deed Poll (Externally Enrolled Scholars)</i> confirms the contractual relationship between the student and the Hospital and Health Services/the Department. As the obligations agreed by the student as part of the <i>Student Deed Poll (Externally Enrolled Scholars)</i> relate only to the placement for which the Deed Poll is signed, and ends at the completion of the placement, a new <i>Student Deed Poll (Externally Enrolled Scholars)</i> is required to be completed for each placement. The <i>Student Deed Poll (Externally Enrolled Scholars)</i> is required to be retained by the student and the HHS – the education provider can choose whether to also retain a copy. The education provider has a contractual responsibility to ensure a student is ready for placement (ie. has completed the <i>Student Deed Poll (Externally Enrolled Scholars)</i>), but retention of the document is not stated as a responsibility of the education provider.</p> <p>Note: The <i>Student Deed Poll (Externally Enrolled Scholars)</i> differs from the <i>Student Deed Poll</i> in terms of insurance responsibilities and references to the student's usual university/education provider. It is important to ensure that the correct Deed Poll is completed.</p>
9	<p>The <i>Supervisor Deed Poll</i> confirms the contractual relationship between the supervisor and the Hospital and Health Services/the Department. As the obligations agreed by the supervisor as part of the <i>Supervisor Deed Poll</i> relate only to the placement for which the Deed Poll is signed, and ends at the completion of the placement supervisory period, a new <i>Supervisor Deed Poll</i> is required to be completed for each placement period. The <i>Supervisor Deed Poll</i> is required to be retained by the education provider and the HHS. The supervisor may choose to retain a copy for their own records; however, there is no contractual obligation to do so.</p>

Further information

Queensland Health Clinical Placements Program Management Team –
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