

Schedule signatory list

For pre-entry clinical placements in
Queensland Health facilities

Current as at 04 February 2025



This document identifies the delegated Queensland Health signatory for sign-off of Schedule 3 documents for clinical placements.

*Please note: Where an email account is not provided, electronic submission of Schedule documents is not accepted for that profession/HHS.

This list is regularly reviewed and updated. Should you notice any details require amending, please email QHclinicalplacements@health.qld.gov.au

Please visit the [Clinical placements](#) website for further information concerning the Schedule completion process. Schedule Completion Notes are available by accessing the [Clinical placement resources](#) web page.

Summary of changes

Type/HHS/Profession	Detail
Update 04/02/2025: Cairns and Hinterland Hospital and Health Service	Updated delegate email addresses for Schedule sign-off for Cairns and Hinterland HHS placements.

HHS	Profession	Delegate for schedule sign-off	Email account*	Postal address
Cairns and Hinterland	Allied Health	Executive Director, Allied Health	CHHHS_EDAH@health.qld.gov.au	Cairns and Hinterland HHS PO Box 902 CAIRNS QLD 4870
	Medical, Dentistry, and Oral Health	Executive Director, Medical Services	CHHHS_Executive_Director_Medical_Services@health.qld.gov.au	
	Nursing and Midwifery	Executive Director, Nursing and Midwifery	CHHHS_EDONM@health.qld.gov.au	
	All professions/all other professions	Chief Executive	chhhs_hsce@health.qld.gov.au	
Central Queensland	Allied Health	Executive Director Allied Health	COHHSEDAH@health.qld.gov.au	Central Queensland HHS Administration Building Rockhampton Hospital Canning Street ROCKHAMPTON QLD 4700
	Medical	Principal Medical Education Officer	MEU_Rockhampton@health.qld.gov.au	
	Nursing and Midwifery	District Director, Nursing and Midwifery	cqhhsclinicalplacements@health.qld.gov.au	
Central West	Medical, Allied Health, Dentistry and Oral Health	Executive Director, Medical Services	CWESOEDMS@health.qld.gov.au	Central West HHS PO Box 510 LONGREACH QLD 4730
	Nursing	Executive Director, Nursing and Midwifery Services	CWEDNMS@health.qld.gov.au	
Children's Health Queensland	All professions	Executive Director, Clinical Services	CHO_HHS@health.qld.gov.au	Children's Health Queensland HHS PO Box 3474 SOUTH BRISBANE QLD 4101
Darling Downs	Allied Health	Executive Director, Allied Health	DDHHS-EDAH@health.qld.gov.au	Darling Downs HHS PO Box 405 TOOWOOMBA QLD 4350
	Nursing and Midwifery	Executive Director, Nursing and Midwifery Services	ednms_ddhhs@health.qld.gov.au	

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	Medical	Executive Director, Medical Services	DDHHS@health.qld.gov.au	Darling Downs HHS PMB 2 TOOWOOMBA QLD 4350
Department of Health	Engineers, Technicians, Physicists	Executive Director, Biomedical Technology Services	BTS.Corro@health.qld.gov.au	Biomedical Technology Services PO BOX 103 Archerfield BH ARCHERFIELD QLD 4108
	Pharmacy	Central Pharmacy	CP_Businessmanagement@health.qld.gov.au	Central Pharmacy 794 Boundary Road RICHLANDS QLD 4077
	Nursing, Medical (Forensic and Scientific Services)	Forensic and Scientific Services	FSS_Placements@health.qld.gov.au	Forensic and Scientific Services 39 Kessels Road COOPERS PLAINS QLD 4108
	Medical Laboratory Scientist	Pathology Queensland	Pathology_Queensland@health.qld.gov.au	Pathology Queensland Level 5, 41 O'Connell Terrace BOWEN HILLS, QLD 4006
	Nursing and Allied Health (Health Contact Centre)	Executive Director, Health Contact Centre	HCC-AdminTeam@health.qld.gov.au	Health Contact Centre GPO Box 48 BRISBAE QLD 4000
Gold Coast	Allied Health & Rehabilitation Services	Executive Director, Allied Health and Rehabilitation Services	HHS does not accept electronic submission of documents for these professions	Gold Coast University Hospital 1 Hospital Boulevard SOUTHPORT QLD 4215
	Dentistry and Oral Health	Executive Director Medical Services, Clinical Governance and Research		

HHS	Profession	Delegate for schedule sign-off	Email account*	Postal address	
	Medical	Executive Director Medical Services, Clinical Governance and Research			
	Nursing (including ADON – Entry to Practice) and Midwifery	Executive Director, Nursing, Midwifery and Patient Experience	GCNursingClinicalPlacements@health.qld.gov.au		
Mackay	Allied Health, Dentistry and Oral Health	Director, Allied Health & Clinical Support	MKY_S3_AlliedHealthClinicalSupport@health.qld.gov.au	Mackay HHS PO Box 5580 Mackay Mail Centre QLD 4741	
	Medical	Executive Director Medical Services	MHHS-EOM-EDMS@health.qld.gov.au		
	Nursing and Midwifery	Executive Director, Nursing & Midwifery	mkyplacements@health.qld.gov.au		
Metro North	Allied Health	For placements at one Facility, refer to facility-specific Director of Allied Health	metronorthalliedhealth@health.qld.gov.au	Metro North Hospital and Health Service Level 14, Block 7 RBWH Campus, Herston Road HERSTON QLD 4029	
		For placements at more than one Facility, refer to Chief Allied Health Practitioner (Metro North Health)			
	Health Information Services	Director, Health Information Services	RBWH-Exec_Corro@health.qld.gov.au		Lower Ground Floor Dr James Mayne Building Royal Brisbane and Women’s Hospital HERSTON QLD 4029
	Medical	Metro North Chief Medical Officer	CMO-MNHHS@health.qld.gov.au		Level 13, Block 7 Royal Brisbane and Women’s Hospital HERSTON QLD 4029

HHS	Profession	Delegate for schedule sign-off	Email account*	Postal address
	Nursing and Midwifery	Executive Director, Nursing and Midwifery Services	MN_NursingandMidwifery@health.qld.gov.au	Level 14, Block 7 Royal Brisbane and Women's Hospital HERSTON QLD 4029
	Oral Health and Dentistry - Surgical, Treatment and Rehabilitation Service (STARS)	Executive Director, STARS	stars_execdir@health.qld.gov.au	Surgical, Treatment and Rehabilitation Service (STARS) Executive Administration – Level 7 296 Herston Road HERSTON QLD 4006
	Oral Health and Dentistry - Metro North Hospital and Health facilities	Senior Director of Operations, Metro North Oral Health Services	COH-EXEC-CORRO@health.qld.gov.au	Level 7, Block 7 Royal Brisbane and Women's Hospital HERSTON QLD 4029
Metro South	Allied Health	Executive Director, Allied Health	EDAH_Metro_South@health.qld.gov.au	Building 19 Garden City Office Park 2404 Logan Road EIGHT MILE PLAINS QLD 4113
	Medical	Executive Director, Medical Services, Metro South Health	MSH-ESO-EDMS@health.qld.gov.au	Building 5 Garden City Office Park 2404 Logan Road EIGHT MILE PLAINS QLD 4113
	Nursing and Midwifery	Executive Director, Nursing and Midwifery Services, Metro South Health	MSH.HR.Contracts@health.qld.gov.au	Building 5 Garden City Office Park 2404 Logan Road EIGHT MILE PLAINS QLD 4113
	Oral Health	Director, Oral Health	EDCOHSMetroSouth@health.qld.gov.au	8 Mile Plains Community Health Centre 51 McKechnie Drive EIGHT MILE PLAINS QLD 4112

HHS	Profession	Delegate for schedule sign-off	Email account*	Postal address
North West	Allied Health, Oral Health, Pharmacy, Mental Health, ATODS	Chief Executive	NWHHSContracts@health.qld.gov.au	North West HHS PO Box 27 MOUNT ISA QLD 4825
	Medical	Chief Executive		
	Nursing and Midwifery	Chief Executive		
South West	Allied Health, Dentistry and Oral Health	Executive Director, Primary and Community Care	SWHHS_Student_Placements@health.qld.gov.au cc: MD07-southwest-hhs@health.qld.gov.au	South West HHS PO Box 1006 ROMA QLD 4455
	Medical and Pharmacy	Executive Director, Medical Services		
	Nursing and Midwifery	Executive Director, Nursing and Midwifery		
	All other professions	Chief Executive		
Sunshine Coast	Allied Health	Executive Director, Allied Health	sc.student.hub@health.qld.gov.au	Student Hub Sunshine Coast University Hospital Sunshine Coast Health Institute PO Box 5340 SUNSHINE COAST MC QLD 4560
	Medicine	Executive Director, Medical		
	Nursing and Midwifery	Executive Director, Nursing & Midwifery		
Torres and Cape	All professions	Chief Executive	TCHHS-Contracts-Procurement@health.qld.gov.au	Torres and Cape HHS PO Box 5607 CAIRNS QLD 4870
Townsville	Allied Health	Executive Director, Allied Health	MD25-Townsville-HSD@health.qld.gov.au	The Townsville Hospital PO Box 670 TOWNSVILLE QLD 4810
	Medical, Dentistry and Oral Health	Chief Medical Officer		

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	Nursing and Midwifery	Executive Director Nursing and Midwifery		
West Moreton	Allied Health	Executive Director, Allied Health	MD09-WestMoreton-HSD@health.qld.gov.au	West Moreton HHS PO Box 73 IPSWICH QLD 4305
	Medicine	Chief Medical Officer		
	Nursing and Midwifery	Executive Director Nursing and Midwifery		
Wide Bay	All professions	Chief Executive or Chief Operating Officer	WBHHS-Contracts@health.qld.gov.au	Wide Bay HHS PO Box 34 BUNDABERG QLD 4670

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