

Student orientation checklist — how to fill it in

The Queensland Health checklist and declaration you complete before a placement in a Queensland Health facility, step by step.

How to use this cheat sheet

- This cheat sheet is a guide. It is not the official checklist. You still need to open the student orientation checklist and complete it yourself.
- All your own details, dates and declarations must be completed by you. If you are unsure about a vaccination or health question, speak to your doctor.
- Always refer to the student orientation checklist and complete the sections listed there. If they differ from this cheat sheet, refer to the official checklist.

Open the Queensland Health student orientation checklist

1 Legal checks — 5 checks

The National Police Certificate and the Queensland Blue Card apply to every student. Tick the box and write the date of each check and its expiry.

Whether the remaining three checks are mandatory and apply to you depends on the site you have been allocated. **Review Site Checks in Sonia** to see what your site requires. Write **N/A** in the date column for any check that does not apply — do not leave a row blank.

Open Sonia first. Everything on this checklist should already be uploaded there. You are copying details across, not attaching documents.

2 Immunisation evidence and infection prevention

Do not attach documents to this checklist. Sonia holds the evidence you uploaded — open that file and copy the dates across, so the checklist and the evidence match.

Record your evidence of vaccination, or your serology (evidence of non-susceptibility). Write **N/A** for a row that does not apply, and use the Comments column if you are only partly compliant.

MMR, varicella, dTpa, hepatitis B The dates of your vaccinations, or your serology result — read them off the evidence you uploaded to Sonia.

Tuberculosis The date you completed the TB risk assessment form.

Fit testing **Evidence of two masks is required** — that is the part that matters. Write the model of each one and the date of the test. Any model is accepted.

Tested already? Submit your evidence in Sonia, then record the details here to match what you submitted — checking that **two** tests are recorded.

Booked through the University but not tested yet? Write **3M1870** and **Trident** as the models, and put your appointment date in the Comments column. **Submit your checklist with the required information — no need to wait for your appointment.**

Official pages you may need

The checklist itself

careers.health.qld.gov.au — search "student orientation checklist"

TB risk assessment form for students — for the TB row in this section

careers.health.qld.gov.au — search "TB risk assessment questionnaire students"

3 Online learning / orientation modules

Your modules appear in Sonia as additional Site Checks. Once you have completed each one and uploaded it to Sonia, write the **date completed** here, and the **expiry date** if there is one.

Allied health students also need the [Record of Allied Health Student Training](#). You present it to your clinical educator at the start of each placement.

4 Compliance — 9 tick boxes

There are 9 tick boxes in total, spread across several sections. Every one must be ticked.

Read each statement carefully before you tick it — a tick means you have read and understood it. They cover the codes of conduct, cultural capability, right to information, patient confidentiality, clinical documentation, and your responsibilities relating to blood borne viruses.

Take the confidentiality statements seriously. The checklist states that failure to comply "may result in termination of your placement and/or further legal action". Your blood borne virus declaration is kept confidential unless Queensland Health is required by law to disclose it — questions about your own status go to your doctor.

5 Declaration and signature — 5 areas to complete

Name, Course, Education Provider, Signature, Date. If any are missing, the checklist is incomplete and you will need to resubmit it.

The numbered *Notes* at the back of the checklist are reference only — there is nothing to fill in there.

Keep a copy, then upload the completed checklist to Sonia Online, under your [Checks tab](#)