To be eligible to attend placement, you must compete the QLD Health Student Orientation Checklist. You must also complete the mandatory online modules through QLD Health iLearn.

How to complete the Queensland Health Student Orientation Checklist

**Step 1.**
Log into SONIA and click on the ‘Forms’ tab.

**Step 2.**
From the dropdown menu, select ‘Queensland Health Student Orientation Checklist’ → click ‘Add’ → Click ‘Edit’ to begin completing the Checklist.

**Step 3.**
In another web browser page, go to the ‘Preparing for your clinical placement’ page on the QLD Health website: https://www.health.qld.gov.au/employment/clinical-placement/students/australian/prepare

**Step 3.**
Read each section on the ‘Preparing for your clinical placement’ page. Tick each box on the Checklist to indicate you have read and understood each section. By ticking these boxes, you are agreeing to comply with the QLD Health policies and requirements for each placement.

**Step 4.**
Read the ‘Guideline: Management of Human Immunodeficiency Virus (HIV), Hepatitis B Virus, and Hepatitis C Virus Infected Healthcare Workers’ - this can be found at the following link: https://www.health.qld.gov.au/__data/assets/pdf_file/0016/151162/qh-gdl-321-8.pdf

**Step 5.**
To submit the form, click ‘Submit’.

**Step 6.**
Print a copy of the form and add it to your portfolio that you take to each placement.

**Step 7.**
Apply for a QLD Health iLearn log in via the following link: https://ilearn.health.qld.gov.au/d2l/login. It will take up to 3 days to receive your Username and Password. Complete the QLD Health Occupational Health and Safety iLearn modules listed on the Checklist (WH&S, First Response, OVP, MSD). Upload each certificate to the ‘Checks’ section in SONIA. Add the certificates to your portfolio that you take to each placement.

⚠️ **International students:** the above process applies to you and can be completed prior to your arrival in Australia

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*If you have any further questions; contact the Nursing & Midwifery Placements Office*
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*Email: nursingplacements@usc.edu.au*