

School of Dentistry
1 January 2024



CREATE CHANGE

Student Handbook



Contents

DENTISTRY AT UQ	3
STUDENT SUPPORT	6
GENERAL INFORMATION	7
STUDENT COSTS (Instruments, Equipment & Books)	8
SECURITY & ID CARDS	8
UQ DENTAL STUDENT ASSOCIATION (UQDSA)	9
ENROLMENT & MANAGING YOUR PROGRAM	10
Student Access Plan (SAP)	11
ATTENDANCE	12
PLACEMENT REQUIREMENTS	14
PROFESSIONAL CONDUCT	15
PARTICIPATION IN CHARITY FUNDRAISING	20
DRESS CODE	21
ACCIDENT AND INCIDENT PROTOCOL	22
INSURANCE	25
UQ & QLD HEALTH POLICIES	25

DENTISTRY AT UQ



Welcome to School of Dentistry at the University of Queensland. Our School has a proud history of over 75 years of excellence in dental education and research, and you are now becoming part of that journey!

Coming into a new institution is an exciting opportunity for personal as well as professional growth. You will be interacting with high performing students and with staff members who are very passionate and committed to what they do. Be inspired by others and share what you learn with your classmates.

The School of Dentistry BSc(Hons) and DMD handbook is designed to detail your responsibilities and obligations as a student and includes general information that would not usually be included in an Electronic Course Profile (ECP). Some of the information contained in this handbook is available on the University website (for details see links within the document). This information is regularly reviewed and updated therefore it is your responsibility to ensure you check the website for the latest versions of these documents.

If you have any questions regarding general information about the School of Dentistry or the Oral Health Centre you should in the first instance consult this handbook. If you have any questions about managing your program or enrolment, the [my.UQ website](#) is the recommended starting point. If this does not answer your query, consult the Student and Academic Services Team (SAS), Room 7410, Level 7, Oral Health Centre, Herston.

If you have issues or feedback about a particular course, then you should consult the relevant [Electronic Course Profile](#) before discussing your issue with the relevant Course Coordinator. Each year of study in the BSc(Hons) and DMD programs have a dedicated coordinator and so issues that are relevant to the year group should also be brought to the attention of your Student Representative. Student Representatives should bring these matters to the relevant committee meetings for discussion. For your own benefit, it is important that potential issues affecting your study are addressed early so that appropriate action can be taken.

I wish you every success in your studies.

Professor Sašo Ivanovski

Head of School

Mission Statement

Our purpose is to improve oral health for all by developing high quality, adaptable clinicians, teachers and researchers who make outstanding contributions. We nurture a supportive School community and partner with society, industry and the profession to drive learning, innovation and discovery.

my.UQ

[my.UQ](#) contains very helpful information including how to manage your program, manage your details, student support, and IT. my.UQ should be your first reference point when searching for information about fees, processes, forms and other program related information.

UQ PPL

(Policies and Procedures Library)

Some information contained in this handbook is sourced from the [UQ Policies and Procedures Library](#) (PPL). As these policies are updated on a regular basis, it is the responsibility of students to check for the latest version of these documents as there are frequent updates.

Facilities

The School has two main teaching locations: The Oral Health Centre (Herston) and St Lucia. Research laboratories are within the School and also at the UQ Centre for Clinical Research (UQCCR). Campus maps can be found here: <https://campuses.uq.edu.au/information-and-services/maps>

School Leadership A full staff list can be found at [School of Dentistry](#).

Head of School	Prof Saso Ivanovski
Director of Teaching and Learning	A/Prof Ratilal Laloo
Director of Research	Prof Loc Do
BDS (Hons) Program Convenor	Dr Sobia Zafar
DMD Program Convenor	Dr Nicole Stormon
DClinDent Program Convenor	A/Prof Ryan Lee
School Integrity Officer	A/Prof David Thomson
School Manager	Sarah Robinson

Professional Staff

The School of Dentistry Student and Academic Services (SAS) Team provides support to students in the form of a “life cycle” approach – from admission and enrolment through to graduation, engagement as alumni, postgraduate study and research. Students may contact the SAS Team regarding any student administration matters, for both undergraduate and postgraduate students.

It is important that all queries regarding any aspect of student administration are taken directly to the SAS Team and not the office of the Head of School.

The SAS Team are here to assist you, so please don't hesitate to contact us at dentistry@enquire.uq.edu.au or (07) 3365 8022.

You can visit SAS on Level 7, Room 7410, Oral Health Centre, Herston between 8.30am and 4.30pm Monday to Thursday and 8.30am and 4.00pm Friday.

STUDENT SUPPORT

UQ takes a holistic approach to student support lead by [Student Central](#)

Student administration

Academic records

Admissions and changing programs

Enrolment and fees

Exams and calculator approvals

Forms and certified documents

Graduation queries

Orientation and timetables

Study (or academic) progression

Withdrawing from a course or program

Student Support

Counselling

Wellbeing

Study Skills

CONTACTS

student.services@uq.edu.au

07 3365 1704

8.30am—5pm

St Lucia – Student Central (Building 42),

8am – 5pm

Herston – Oral Health Centre, Level 5

8.30am – 4.30pm

<https://my.uq.edu.au/contact/student-central>

GENERAL INFORMATION

No Smoking!

The University of Queensland is smoke-free across all of its campuses.

Locker Keys

University locker keys are assigned to students at the commencement of Year 1 and can be kept for the duration of your program. It is your responsibility to ensure that your locker remains locked, and the School of Dentistry takes no responsibility for any lost or stolen belongings. If your key is lost, you will need to pay a replacement fee to obtain a new one.

Mobile Phones

Students are advised that they must NOT use mobile phones in clinics or laboratories. Mobile phones may be used in lecture theatres and other rooms during certain learning activities in which mobile devices are required, however they should not be used in these spaces for any other purpose. The misuse of mobile phones in any of these teaching areas creates disruption in classes and will not be excused. Any student misusing a mobile phone or failing to turn their phone off or onto silent during class time will be asked to leave the class. A reminder that it is illegal to use mobile phones to record conversations without asking the permission of the people you are recording.

Headphones, Earphones, Earbuds

Individuals wearing earbuds and earphones cannot hear others, nor can they hear alarms, equipment etc. The electrical leads to the earbuds are also a hazard for the user in many manual tasks. Wearing earphones and earbuds whilst working in laboratory and clinical areas of the School is NOT permitted, in accordance with UQ OH&S policies unless directly identified in a Student Access Plan and approved by the course coordinator.

Lost Property

Lost property should be handed in at the Student Hub on Level 5.

STUDENT COSTS (Instruments, Equipment & Books)

BDS(c(Hons) and DMD students at The University of Queensland are required to purchase their dental instruments directly from the suppliers. To assist you with this, a list of compulsory equipment and instruments has been compiled in Appendix 1 of the BDS(c(Hons) and DMD Pre-commencement Guides for your program and recommended suppliers have also been listed.

Students wishing to purchase books are advised to consult the course profiles for individual courses and where necessary to seek advice from course coordinators. Student notice boards at all teaching centres advertise textbooks for sale second-hand. Textbooks are available from the University School Locker Bookshop at St Lucia and Herston.

SECURITY & ID CARDS

Student ID Cards

Follow the procedures outlined [here](#) under 'Students' to apply for or replace your student card. Your ID Card is your key, your library card, and the only identity accepted at examinations. Keep it safe and keep it with you.

Security System

Our security system protects buildings and occupants after hours. The system monitors, locks and unlocks exit doors, and includes a range of sensors which determine the movement of individuals through areas.

Contacting Security

(07) 3365 1234

security@pf.uq.edu.au

Emergency*: (07) 3365 3333

*e.g. fire, violence, medical emergency, trapped in lift



You may also choose to download the UQ Safe Zone app at:
<https://campuses.uq.edu.au/information-and-services/security/safezone>

UQ DENTAL STUDENT ASSOCIATION (UQDSA)

The [University of Queensland Dental Students Association](#) (UQDSA) is the student representative body for those enrolled in BSc(Hons) and DMD programs at UQ.

UQDSA wishes to congratulate and welcome you to the start of a life-long journey into dentistry. For your comparatively brief time as a student, UQDSA is here to foster a sense of community and enrich your student experience. Throughout the year, there are a range of events and programs designed to provide members with academic, social and sporting opportunities.

Services available:

- First Aid and CPR courses will be available on weekends from mid-January. Please note that UQDSA will require sign up to these sessions via a Google sign on form.
- Academic seminars by leading practitioners
- Dental equipment and service tradeshows
- Domestic and international volunteering opportunities with external providers
- Connections with wider dental world, including Finance, Dental Specialist Societies and Insurance
- Much more!

Membership benefits:

- Food discounts at local business outlets
- Subsidised protective equipment
- Exclusive social event ticket prices
- Tangka magazine deals (annual School magazine)
- Much more!

One-time membership fees are \$100. Membership is valid for the duration you are enrolled at UQ Dentistry (undergraduate or post-graduate studies).

Find out more about how UQDSA can enhance your student life by speaking with us during Orientation Week. Otherwise, reach out via our social media (<https://www.facebook.com/uqdsa>) or email (uqdsa.secretary@gmail.com).

Australian Dental Students Association (ADSA)

ADSA is the national student representative body for all dental students. Membership to ADSA is free and automatic. Collect your membership card during Orientation Week.

ENROLMENT & MANAGING YOUR PROGRAM

Enrolment through [mySI-net](#) is the responsibility of the individual student who must be familiar with general University enrolment procedures as well as the specific course enrolments for each year of their program. Each student must ensure that the details of enrolment are correct and that they are enrolled for both first and second semesters by the due dates determined by the University. The BSc(Hons) and DMD course lists can be found [here](#) and [here](#) respectively.

Once you enrol, you will be able to access other systems such as the Placement Ready team's portal [InPlace](#).

[Electronic Course Profiles](#) and [Blackboard sites](#) detail individual course requirements.

[my.UQ](#) is the place to search for information about managing your program.

Credit Transfer

Please see the procedure for applying for credit for previous study.

You may also wish to refer to the [Credit Precedents Database](#), which can help you determine your eligibility for credit by looking at the precedents established for courses previously assessed for credit by UQ.

Domestic student applications should be submitted as soon as all relevant documentation can be provided and by the enrolment closing date for the semester in which the award of credit may affect your program of study.

International students must submit the application no later than the first week of the semester in which the award of credit may affect your program of study.

Students should be aware of the implications of approved credit transfer because a reduction in total units may affect eligibility for Student Allowance from the Federal Government. Please note that credit transfer will not be reversed once approved and processed.

Timetables

BSc(Hons) Year 1 and 2 students should check [my.UQ](#) for their timetables.

Students in Years 3 and 4 are able to view their clinic timetable on Bachelor of Dental Sciences community Blackboard site. Placements outside of the OHC and the Year 5 OHC roster will be on the InPlace portal.

DClinDent timetables are on Blackboard on the DClinDent Community Site.

DMD students will be able to view their timetables via the [my.UQ](#) Dashboard.

Group Lists

Students are allocated to groups for laboratory and clinical work in order to ensure equitable access to resources. Group allocations are made before the commencement of semester. It is the responsibility of each student to check group lists before the commencement of semester. Lists will be available on your program's community Blackboard site.

STUDENT ACCESS PLAN (SAP)

The University of Queensland has a commitment to providing equal opportunity for all students and to promoting inclusion through valuing diversity. In particular, the University has a long-standing commitment to assist students with disabilities.

Any student with a disability who may require alternative academic arrangements in the program is encouraged to seek advice at the commencement of the semester from a Diversity, Disability and Inclusion Adviser at [Student Central](#). While it is the responsibility of the relevant Faculty to liaise with professional and registration bodies regarding the acceptability of any adjustment to an academic program, [UQ Health Care](#) can arrange advice and assistance on professional accreditation/registration issues that might arise as a result of alternative arrangements.

Diversity, Disability and Inclusion Advisers can help you develop plans for academic accommodations and can discuss accessibility or cultural requirements, illness, injury or mental health condition. Students with primary carer responsibilities may also be eligible for services.

(07) 3365 1704

inclusion@uq.edu.au

[Book an appointment](#)

ATTENDANCE

All dental programs at UQ are full-time programs and 100% attendance is expected. The School of Dentistry has strict attendance requirements and takes absence from preclinical and clinical learning activities very seriously. An absence is defined as non-attendance from a day, a session, or any part thereof, even when you are assisting. This includes arriving late or leaving early.

These guidelines do NOT apply to absences when assessment has been scheduled, e.g. Exams. In such cases, please refer to section 5.3 of the relevant ECP for rules regarding extensions and deferred exams.

The Preclinical and Clinical Learning activities are designed to ensure that students receive the required level of patient exposure to achieve the Program Learning Outcomes. Therefore, 100% attendance is required over the semester and students who are absent from any Preclinical/Clinical Learning activities in a course, even with a valid reason, will be considered on a case-by-case basis at the School Board of Examiners' Meeting as to whether the student has achieved the required level of patient exposure needed to achieve the course learning outcomes and pass the course.

Students who are determined not to have achieved the required patient exposure will be awarded a grade of 3 or N (fail) for the course.

Students in years 1-4 in the BSc(Hons) or Years 1 - 3 (Semester 1 only) in the DMD who are absent for 20% or greater Preclinical/Clinical Learning activities will be automatically awarded a grade of 3 or N (fail) for the course.

Students in year 5 in the BSc(Hons), or Year 3 (Semester 2) and Year 4 in DMD and who are absent for 5% or greater Preclinical/Clinical Learning activities will be automatically referred to the Program Coordinator and may be automatically awarded a grade of 3 or N (fail) for the course.

To be clear, any absence may result in a lack of patient exposure resulting in a fail grade for the course. Non-attendance without a valid reason is dealt with under [UQ Fitness to Practise Policy](#). Non-attendance without a valid reason at a Preclinical or Clinical Learning activity constitutes a Level 1 breach, and frequent instances of non-attendance without a valid reason constitute a Level 2 breach with subsequent consequences at the discretion of the School. Absences that are not explained with evidence within the required timeframe will be treated as non-attendance without a valid reason.

How to report absence from all Preclinical and Clinical Learning Activities, including supervisory activities undertaken by Postgraduate Students, at all locations.

- Students must report **all absences** by no later than **7:30am on the day they will be absent** by completing the Absentee Form - <https://survey.app.uq.edu.au/Student-Absence>



- If the absence from clinic is for more than one day students will be removed from clinic rosters for the period covered by their medical certificate. If a student becomes fit to attend clinics before the end date of their medical certificate, they must provide an updated medical certificate stating they are fit to commence clinical practice again. Please note it may not always be possible for patients to be reallocated at short notice.
- Appropriate evidence explaining the absence must be submitted to SAS via [email](#) within three (3) business days of the last day of leave. If evidence is not provided within this timeframe, the absence will be treated as a 'non-attendance without a valid reason' and dealt with under UQ Fitness to Practise Policy. Where a student is absent due to illness, they must provide a medical certificate and/or other appropriate supporting documentation.
- Requests for Pre-Approved Absence should be submitted to SAS at least **8 weeks in advance** of the absence, unless extenuating circumstances (such as a death in the family or medical emergency) apply. A student applying for a pre-approved absence due to exceptional circumstances, must submit a formal, written application to SAS on the Request for Pre-Approved Absence Form, which is available in Appendix A at the end of the School Handbook and on the School of Dentistry Community Blackboard site. Approval is not automatic - absence requests will be considered for approval on a case-by-case basis by the School of Dentistry.
- To be clear, students who are approved for their absence will not be exempt from mandatory course requirements including assessment. Students who are **not** approved for their absence and do not attend the Preclinical/Clinical Learning activity will be dealt with under [UQ Fitness to Practise Policy](#).

PLACEMENT REQUIREMENTS

Most clinics at the Oral Health Centre are managed and operated by Metro North Hospital and Health Service as part of the Oral Health Alliance between The University of Queensland and Queensland Health. Whenever students enter a clinical facility either here at the Oral Health Centre or at an external facility, you are considered to be on clinical placement. This includes Year 1 and 2 BSc and Year 1 DMD students who are engaging in simulated learning activities in the clinics. Because of this there are a number of pre-placement requirements that you must meet prior to commencing a placement including:

- legislative requirements;
- occupational health and safety and security requirements;
- workplace confidentiality requirements; and
- other workplace policies and procedures.

The HABS Faculty Placement Ready Team has the essential information at the [Prepare for Your Dentistry Placement](#) website. Please familiarise yourself with all the information there. It is the most up-to-date resource for you for the timing and detail of your pre-placement requirements.

Please complete and upload all pre-placement requirements as soon as possible. You will not be allowed into the clinic to see patients without clearance from the Placement Ready Team for all your pre-placement requirements.

[Placements system - InPlace](#)

The InPlace portal enables you to upload your pre-commencement documentation. You will be able to access the portal after you enrol in your courses each semester. Immunisation records should not be uploaded to InPlace – you will receive an email requesting that you upload your immunisation record to [my.UQ](#).

If you have any questions about InPlace or your pre-placement requirements, please contact the HABS Placement Ready Team. You can find their contact details at the [Prepare for Your Placement](#) website.

PROFESSIONAL CONDUCT

The Oral Health Centre is a major health care facility where members of the public are treated, and as such is committed to promoting a high standard of patient care across all programs. As representatives of the School, students are expected to conduct themselves in a professional manner at all times. This includes communicating with patients, staff and colleagues in person, via email correspondence or telephone. Examples of the way in which students are expected to behave are outlined below. All staff have been informed of these measures, and have been asked to help reinforce them.

The information below should be read in conjunction with the [Student Code of Conduct](#) and the [Fitness to Practice Policy](#).

Students are reminded of the following:

1. Students should not be late to lectures, seminars or clinical sessions. Staff may wish to deny access to a student who attends late.
2. Students should always have their mobile phones turned to silent during lectures, seminars, and clinical sessions. Using mobile phones to send text messages, browse the web, etc. during classes is unacceptable professional behaviour.
3. Students should not carry their clinical gowns between clinics or wear them between clinics. Clinical gowns are for use in the clinics only.
4. Students should walk through corridors and stairwells quietly and should always keep left. Please remember that there are patients being seen as you pass by clinics, so keep noise to a minimum.
5. Students should introduce themselves to their patients by their first name.
6. Students should introduce their clinical demonstrators to their patients with the appropriate title such as Dr, Associate Professor or Professor followed by their surname. Use of the clinical supervisor's first name is not appropriate.
7. Students should address academic staff and clinical demonstrators with the appropriate title such as Dr, Associate Professor or Professor followed by their surname. Use of their first name is not appropriate.
8. Technical, reception, and dental assisting staff may be addressed by their first name. This is at the request of such staff.
9. Students must treat School Staff (academic, teaching, administrative, clinical and laboratory staff) with respect and courtesy. Abuse of staff under any circumstances will not be tolerated and will be considered grounds for misconduct.
10. Students should first contact their Course Coordinator in relation to any academic issues with a particular course, including a clinical one. If the issue cannot be resolved then students should follow the grievance procedures as outlined in the [Student Grievance Resolution PPL](#).
11. If the issue is of a clinical logistic nature, students should also address this with their Course Coordinator in the first instance. Only if this cannot be resolved, should the matter be directed to the Clinical Director. Students should not contact the Clinical Director in relation to any academic issue related to clinical work. This should be directed to your Course Coordinator.
12. Students are NOT ALLOWED in any circumstance to
 - a) Use their mobile phone in class unless it is an emergency (permission must be sought prior if you are expecting a specific call)

- b) Leave the class early or attend other classes unless directed (as mentioned above)
- c) Carry on loud, disruptive conversations with other students.
- d) Use their computers or laptops for purposes other than patient care within the classroom
- e) Use the clinic computers without dentist or senior dental assistant supervision and/or permission.

Expectations for students in OHC clinics

Students are expected to:

- 1) Adhere strictly to the published dress code
- 2) Attend the clinic on time:
 - a) 8:00am in the morning session
 - b) 12:45pm in the afternoon session
- 3) Not admit any patients into the clinic before 8:00am. Patients will be admitted into enter the clinic only in the presence of an administration officer.
- 4) Perform hand hygiene before and after leaving the clinic, even if they are only going to use the computer.
- 5) Spend 10 minutes preparing the clinic for patient treatment
- 6) Attend a start of session huddle and discuss the clinical cases with the supervisor, prior to seeing the patient.
- 7) Be prepared for the clinical session. This includes at the very least, the following:
 - a) Have basic knowledge of the intended treatment procedure, and review case notes and existing radiographs, whilst planning for additional investigations if needed.
 - b) Have a working treatment plan.
 - c) Ensure that their prosthodontic workup is ready (wax-ups and models surveys and designs)
- 8) Introduce their patient/s to the supervisor formally using the supervisor's full professional title, and vice versa.
- 9) Refer to the patients by their name.
- 10) Avoid extensive discussions or questions in the presence of patients leading to unnecessary delays in treatment provision. Ensure extensive discussions or questions are left until the end of the session, if it does not directly impact treatment provision
- 11) Strictly follow all directions given by the supervisor or a clinical staff member, when in clinics.
- 12) Strictly report to the supervisor at the start of the session, unless formally advised otherwise
- 13) Inform their supervisor as soon as possible, if they do not have an allocated patient

The supervisor might:

- a. Allocate another patient to the student, within the same clinic
 - b. Re-direct the student to another clinic
 - c. Direct the student to assist another specific student
 - d. Change an appointment time slot
 - e. Ask the student to use the spare time to run ISOH reports and deal with issues from these, such as missing treatment items, unsigned clinical records, appointments not compliant with 3C, and provider item summary.
- 14) Ensure they check with a supervisor and senior dental assistant if they want to use a clinical room that they were not initially allocated to, within a rostered session.
- 15) Students **MUST NOT** leave the clinic for more than 5 minutes during a rostered clinic session without notifying their supervisor.
- a) If a student is to leave the allocated clinic, for more than 5 minutes i.e. other than toilet breaks or drinking water, appropriate permission must be sought from the supervisor, and a note left on the clinic's glass wall. Information in the note left should include:
 - i) Where the student can be located (Clinic, chair)
 - ii) What the purpose of leaving the allocated clinic was (e.g. Chair side assisting, lab work, reallocation for other reasons)
 - iii) When and if, they will be back
 - iv) Who provided the permission (Dr XYZ)
- 16) SAS will be notified of a session absence if a student:
- a) is late for a clinical session
 - b) is not allowed access to clinics due to inappropriate attire
 - c) Leaves the clinic early for any reason.
- 17) Students **MUST LEAVE** the clinic during the nominated lunch break time, and at the end of the day at 16:45. Students must not be present in the clinic in the absence of any staff members.

Code of conduct for the Gross Anatomy Facility (GAF)

The University of Queensland has policies and processes relating to the [Gross Anatomy Facility \(GAF\)](#). A [Code of Conduct](#) applies to all students using the GAF. The policies and code directly reflect the regulations that cover activities in Schools of Anatomy in Queensland, as specified by state law and overseen by Queensland Health. The following matters, consistent with state law, are of particular note:

- electronic devices, including tablets, laptops and mobile phones, are not permitted in the GAF,
- specific activities undertaken in the GAF must not be discussed with non-GAF students, or outside the facility, or on social media sites including closed groups,
- there will be limited opportunities for supervised individual study in the GAF, although there will be some capacity for revision prior to exams.

These provisions highlight the importance of ensuring that policies and processes reflect both the law and community expectations. The GAF operates thanks to the extraordinary generosity of body donors and their families, and it is vital that we honour these people by ensuring all activity in the GAF is conducted in an appropriate and respectful manner. It is also incumbent on GAF staff to ensure students are supervised at all times in the facility. We are proud of the manner in which students behave in the GAF, and we are confident you will continue the tradition of treating the facility and our body donors with respect.

Email Etiquette

Students are expected to use only official UQ email accounts for correspondence with staff (emails coming from other accounts will be made low priority). The School will only use your official UQ email account to contact you. It is your responsibility to check your email regularly (preferably daily).

Emails should have a polite tone and should always include a signature at the end of the email containing the student's full name, year in your program, student number, and student email address. This email etiquette applies to all new emails and replies between Students and University of Queensland staff. The following example provides a guide to the standard of professional communication expected for all students when communicating via email.

Example:

From: Tom Tooth [mailto: example.email@uq.net.au]

Sent: Tuesday, 28 February 2021 11:07 AM

To: Your Lecturer <Y.Lecturer@uq.edu.au>

Cc: [Include the email of other students; academic staff involved with matter]

Subject: DENT1060 – Attendance at clinic session 1/2/2018 [Course code and topic of email]

Dear Dr. Lecturer [Select the correct title (Professor/Associate Professor/Dr/Mr/Ms), followed by surname. First names are not appropriate],

[Identify Yourself] I'm a 1st year student who has been enrolled in Clinic Group A for the DENT1060 practical sessions. [Outline your reason for emailing]. I have noticed that my name was missing from the attendance register at the first clinic session held on 1st February 2021.

[Offer further detail] I was wondering if it would be possible for me to sign the attendance register for the previous week at our next lecture? If so, what is the best way for me to do this?

[Polite sign off, followed by an email signature]

Thank you and kind regards,

Tom Tooth

1st year BSc (Hons) student number

PARTICIPATION IN CHARITY FUNDRAISING EVENTS

While participation in charity fund-raising events by students is commendable, the School of Dentistry is a major health service provider offering dental treatment to members of the public who are from different backgrounds and cultures. As such, standards of professionalism must be adhered to by students, and at no time must the health and safety standards in clinical areas be compromised or patients made to feel uncomfortable.

Students who wish to participate in charity fund-raising events (i.e. World's Greatest Shave) during the teaching semester, which will impact on hair and dress code standards at the School, must seek approval from the Head of School. Students should also consider if participation in fund-raising events outside of teaching periods will continue to affect their appearance once classes resume, as students may be refused entry by supervisors into clinics and other facilities if they do not meet dress code standards. Further information regarding dress code can be found in the "Professional Conduct" section of this guide.

DRESS CODE

All students are to present a professional image regardless of their role. Dress standards should be appropriate to the functions being performed, health and safety and cultural diversity

- follow the Code of Conduct and Student Charter issued by UQ and ensure they behave and dress in an appropriate manner at all times.
- maintain the highest standards of personal hygiene, cleanliness, and grooming.
- read and understand the following directives.
- maintain the following standards of dress when working in, or passing through, any clinical or preclinical area in the Oral Health Centre and when on placement at external clinics.

Students should be aware that the wearing of a standardised uniform will be compulsory for cohorts commencing from 2022 and is strongly recommended for all other cohorts. Further details will be included in the proceeding pages. This requirement has been created to ensure students understand the reasoning and the appropriate attire. Standardised uniforms enable easy identification of legitimate students in a clinical setting, promote a professional image and work to increasing infection control. This requirement is in line with public health settings and other UQ school guidelines. Students will be able to purchase necessary items outlined in the requirements below at the bookshop at OHC.

The full School of Dentistry dress code requirements can be found on your program's [community blackboard pages](#).

ACCIDENT AND INCIDENT PROTOCOL

- Students must recognise that they are entering an unfamiliar environment when they are practicing in placement clinics and they are increasing the speed with which they work. This places students at added risk of sharps injuries.
- Students must be aware of this risk always and be careful and take appropriate precautions.
- Students have a legal and ethical duty not to place their patients at risk and are responsible for taking all precautions to prevent sharps injuries.
- Students must make themselves familiar with the Clinic protocol on their first day at any clinic.

If a student is injured:

- Stop treatment of patient immediately.
- Obtain first aid treatment
- Report all sharp injuries or suspected sharps injuries to a Dental Assistant or Clinic
- Inform their supervisor and follow their advice for reporting and next steps as per clinic requirements (e.g. bloods)
- UQ [WHS Incident Form](#) must be completed via the [UQ Safe- Incident](#) database located on the UQ HSW website
- Report absence if necessary

UQSafe - Pocket Safety app (iOS and Android)

The UQSafe - Pocket Safety incident reporting app enables UQ staff and students to quickly and easily report incidents or hazards via their mobile device. It makes reporting within UQSafe simple, fast and mobile-friendly.

Download the APP

Both iPhones and Android devices are supported and seamlessly integrate with UQSafe. To install, scan the relevant QR code for your device or download the free app from the Apple App store or Google Play store.



Configure the APP

Configure Connection Settings

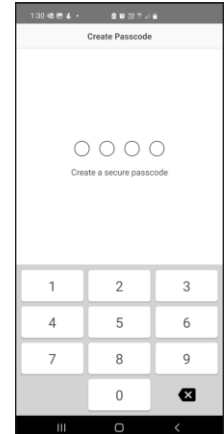
- Open PocketSafety for the first time.
- Tap the red and yellow cloud icon (next to the log in button) to open the Connection Settings.
- Ensure the Riskcloud Production option is selected.
- Enter the UQ Access Code in the Company Identifier section (642). Save settings.
- You will be redirected back to the homepage where you can now log in.



Login to UQSafe and Set Passcode

Select the 'Log in' button. UQ uses Single Sign On (SSO) - tap the Single Sign-On Log in button.

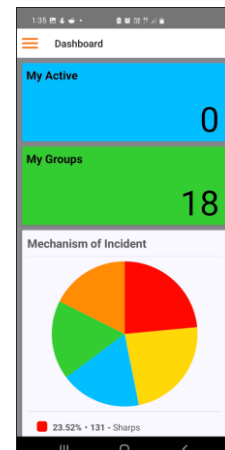
- Enter your UQ Username and Password (the same one that you use to Log into UQ systems on your desktop).
- For added security, you will be asked to enter a 4-digit pass code.
- Enter a Passcode to allow easy access back into PocketSafety if you have closed the app without logging out. You will need to do this twice, for verification.
- (If you do logout, you simply login again).



Congratulations!

PocketSafety is now ready to use.

- Navigate between functions by tapping the menu icon.
- You can now report hazards and incidents via your mobile device.
- Save as a draft, and submit report once completed.
- Your incident/hazard report will automatically integrate with the UQSafe system.



INSURANCE

[University Insurance overview](#)

[Fact Sheet – Student Personal Accident](#)

[Fact Sheet – Insurance for UQ Students](#)

UQ & QLD HEALTH POLICIES

[Queensland Health - Preparing for your clinical placement](#)

Queensland Health Infection prevention – clinical guidelines and procedures [Infection Prevention](#)

UQ PPL [Working Safely with Blood and Body Fluids - Guidelines](#)

UQ PPL [Work Integrated Learning and Work Experience](#)

UQ PPL [Insurance Coverage and Management of Claims - Procedure](#)



Contact details

School of Dentistry

T +61 7 3365 8022

E dentistry@enquire.uq.edu.au

W dentistry.uq.edu.au

CRICOS Provider Number 00025B