



School of Dentistry

PRE-COMMENCEMENT GUIDE

2025

Doctor of Clinical Dentistry



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Introduction

Welcome to the School of Dentistry.

Congratulations on gaining entry into the Doctor of Clinical Dentistry (DClinDent) program at The University of Queensland.

The **Doctor of Clinical Dentistry** provides specialist knowledge and skills to dental graduates in their chosen field of dentistry. The program is designed to develop a deep understanding of the physiological, biochemical, structural and functional processes involved in general and oral health. You will develop an awareness of the responsibility of specialisation and embrace the multidisciplinary management required by many patients, while gaining an understanding of scientific methodology and the role of research in the advancement of knowledge and clinical practice.

This **Pre-Commencement Guide** provides you with a list of the requirements which you must complete, as well as background information on why these tasks are necessary and how to complete each task. You should allow yourself plenty of time to read through what is required and familiarise yourself with each task.

There is a lot to do, particularly for pre-placement and credentialing requirements, so start immediately!

Failure to complete all pre-commencement requirements by the deadline **will prohibit you from attending clinical activities** and significantly impact your ability to complete your program.

The School of Dentistry welcomes its new students. We hope you will enjoy your studies and learning experiences with your fellow students during your program.



Pre-Commencement Checklist for School of Dentistry

Below is a checklist to assist you to complete your pre-commencement requirements.

There are a range of placement requirements that you must meet before you commence clinical placement in the DClinDent program. Please see the Faculty of Health and Behavioural Sciences (HaBS): [Placement Ready website](#) for full information and assistance. The HaBS Faculty Placement Ready Team (habs.placementready@uq.edu.au) monitors all student documentation and compliance.

Failure to provide these pre-placement documents will result in being prohibited from clinical activities and will significantly impact your ability to complete the program. **Pre-placement documents must be completed and uploaded into InPlace (UQ's placement management system).** Partially complete or incorrectly completed documents will not be accepted.

Please note that you will not be able to upload pre-placement documents into InPlace until after you have enrolled as this activates you in the system.

1. Immunisation (to be reviewed by UQ Immunisation Response Team)

- I have obtained my past immunisation record and visited a registered medical practitioner to review my immunisation status.
- My registered medical practitioner has completed the UQ Student Immunisation Record Form B which includes the Exposure Prone Procedures (EPP) Statement, signed and dated the form and I have submitted the completed student immunisation record where requested by the Faculty Placement Ready Team.

2. COVID-19 Vaccination (recommended)

- If required, I have obtained the necessary COVID-19 vaccinations and have uploaded evidence.

3. Dental Board Registration

- I have uploaded a copy of my AHPRA General or Limited Registration certificate for Year 1 enrolment.

4. Radiation Licence* (required only for international students with limited AHPRA registration)

- I have obtained and uploaded a radiation licence from Queensland Radiation Health.

5. National Police Certificate (NPC)

- I have obtained and uploaded a copy of my National Police certificate.

6. First Aid and CPR Certificate/s

- I have completed First Aid and CPR training from an accredited training provider and have uploaded the certificate/s.

7. QLD Health Student Orientation Checklist, iLearn@QHealth modules and Student Deed Poll

- I have read, signed and dated the Student Deed Poll. You will receive instructions on how to submit this document directly to QLD Health.
- I have completed the relevant sections of the Qld Health Student Orientation Checklist, iLearn@QHealth training modules and have uploaded the orientation checklist with module completion certificates.



8. Faculty HaBS Clinical Placement Safety Modules

- I have completed the Clinical Placement Safety and Managing Occupational Violence & Aggression online modules.

9. Responsible Use of Patient Information for Learning & Assessment (once DClintDent Blackboard Community site becomes available)

- I have completed the Responsible Use of Patient Information Quiz which includes accepting the student responsibility statement as Question 6 (annual requirement).

10. Academic Integrity and Plagiarism

- I have read and completed the online modules on academic integrity and plagiarism.

11. Student Dress Code

- I have obtained the required scrubs (grey) for DClintDent students and any other suitable dress code items required for clinical and lab work.

12. Applications for credit transfer for previous studies

- If I am seeking credit transfer for previous studies, I have referred to the [Credit for Previous Study](#) page on the my.UQ website and have followed the process outlined.

13. Enrolling in courses (enrolment opens 18 November 2024)

- I have enrolled in all courses for Semesters 1 and 2 via mySI-net.



DClinDent Orientation Information

Orientation for **DClinDent** first year students will be held at the UQ Oral Health Centre, 288 Herston Road, Herston in **the week commencing Monday, 13 January 2025**. Activities have been planned for the full week which will involve general and discipline-specific sessions and students will be advised of the schedule closer to the time.

Commencement Date

The academic year for **DClinDent** Year 1 students will commence on **Monday, 20 January 2025**. New first year students must commence the program on this date unless prior approval by the Head of School is obtained.

There are many resources available to help you get started as a UQ Student. You are encouraged to visit the [Getting Started at UQ](#) website which contains a personalised, step-by-step guide to enrolling, paying fees, obtaining a student ID card, as well as other useful resources.

Enrolment

The due date for enrolment for all **DClinDent** students is **Monday, 13 January 2025**. Students should ensure that they are enrolled by this date through mySI-net. A Student Guide to mySI-net can be found at: <https://my.uq.edu.au/information-and-services/information-technology/it-training/mysi-net-student-guide>.

The course list for Year 1 is provided below for the DClinDent program. Enrolment opens Monday, 18 November 2024.

DClinDent Year 1 Course List (all Fields of Study)

FIRST SEMESTER			SECOND SEMESTER		
CODE	COURSE	Units	CODE	COURSE	Units
DENT7911	Clinical Sciences I	4	DENT7912	Clinical Sciences II	4
DENT8010	Advanced Clinical Practice IA	4	DENT8020	Advanced Clinical Practice IB	4
Sub-Total		8	Sub-Total		8
TOTAL UNITS					#16

Please note: Students should enrol in **both** semesters as listed above.

It is the responsibility of students to enrol each semester/year and to ensure that they are enrolled in the correct year level courses. The full [DClinDent Course List](#) and information can be found on the UQ website (Programs & Courses).

Late fees may apply for enrolment submitted after the [University's due dates](#).



Course Information and Blackboard

Information about course requirements including assessment can be found in the [Electronic Course Profiles](#) (ECPs) (click on individual course codes under DCLinDent Year 1 Courses). Please note that ECPs are published one week prior to the commencement of semester. A link to the ECP is also available on the Blackboard site for each course. Blackboard is the University's learning management system and similar to ECPs, Blackboard sites are published one week prior to the start of semester. Please note that it will not be possible to access Blackboard until you have enrolled in your courses (note that enrolment opens after the current Semester 2 examination period concludes in mid-November). In addition to individual course sites in Blackboard, you will also have access to other Blackboard sites such as 'DCLinDent Community Site 2025' which when made live can be found under 'Organizations'. This site contains general resource information for all DCLinDent students, in addition to periodic announcements from the SAS Team and other School staff. When made available, the DCLinDent Community site will be advised to students.

Information and guides regarding Blackboard can be found at: <https://elearning.uq.edu.au/guides/learnug-welcome-page>

To access Blackboard, go to learn.uq.edu.au and log in with your student username and password.

Discipline Leads and Course Coordinators

DCLinDent Program Convenor: A/Prof Ryan Lee

Course Code	Course Title	Course Coordinator	Semester offering	Year level
DENT7911	Clinical Sciences I	Dr Unni Kunjukrishna Pillai	Semester 1	1
DENT8010	Advanced Clinical Practice IA	A/Prof Ryan Lee	Semester 1	1
DENT7912	Clinical Sciences II	Dr Unni Kunjukrishna Pillai	Semester 2	1
DENT8020	Advanced Clinical Practice IB	A/Prof Ryan Lee	Semester 2	1
DENT8030	Advanced Clinical Practice IIA	Dr Bilal El-Masoud	Semester 1	2
DENT8040	Advanced Clinical Practice IIB	Dr Bilal El-Masoud	Semester 2	2
DENT8071	Data Collection & Analyses	A/Prof Ratilal Laloo	Year-long	2
DENT8050	Advanced Clinical Practice IIIA	Dr Claudia Lopez Silva	Semester 1	3
DENT8060	Advanced Clinical Practice IIIB	Dr Claudia Lopez Silva	Semester 2	3
DENT8072	Research Completion & Report	A/Prof Ratilal Laloo	Year-long	3

Discipline Leads:

Dentomaxillofacial Radiology	Dr Raahib Dudhia
Endodontics	Professor Ove Peters
Oral Medicine	Dr Maryam Jessri
Orthodontics	Dr Hisham Mohammed
Periodontics	A/Prof Ryan Lee
Prosthodontics	A/Prof David Thomson
Special Needs Dentistry	Dr Claudia Lopez Silva

For any course-related issues your first contact should be the Course Coordinator. If the matter needs to be escalated, the Course Coordinator will contact the relevant Discipline Lead if required, then the Program Convenor and then the Director of Teaching & Learning. If the issue is very discipline-specific, then the first contact could be the Discipline Lead.



Timetables

DClinDent students will be provided with their timetable for Semester 1 from their Discipline Leads in Orientation week. Timetables may also be posted on the DClinDent Blackboard Community site.

Application for Credit for Previous Studies

Students who wish to apply for credit for previous studies must complete an [application](#) and submit with all required documentation. As soon as all documentation can be provided, applications can be submitted up to two weeks before the start of semester, but it is recommended applying as soon as possible.

Students seeking credit should enrol in all courses in the event that their application is not approved, particularly if their previous studies have not been completed at UQ.

Please note that processing of all credit applications is undertaken by the Faculty of Health and Behavioural Sciences and may take 6-8 weeks to be completed due to the large number of applications received by Faculty across all School programs. As such, applications with all supporting documentation should be submitted as early as possible to ensure outcomes are known before Semester 1 census date (31 March).

Pre-Placement Requirements

DClinDent students enrolled in the School of Dentistry undertake clinical work in Metro North Oral Health Services (Qld Health) clinics at the UQ Oral Health Centre (OHC). There are a number of placement requirements (i.e. immunisation, practice registration, National Police Certificate) that students are required to meet for both UQ and Metro North before commencing clinical placement at the UQ Oral Health Centre. Documentation as evidence of meeting these requirements is necessary, so expiry dates should be monitored by students if renewal is required, to ensure continued access to clinics.

UQ has implemented a placements system which enables students to upload their pre-commencement documentation (i.e. First Aid and CPR certificate/s, Qld Health Orientation checklist and Student Deed Poll etc). The system is called InPlace and students will be able to access it **after they have enrolled in Year 1 courses**. (Note: Enrolment opens after the Semester 2 examination period concludes in mid-November each year.) However, even if students are not able to enrol yet, they should still commence the process of gathering the necessary documentation and upload it once they are enrolled.

Following your enrolment, the Faculty of Health and Behavioural Sciences (HaBS) Placement Ready Team will send an email to your student email address which will contain a link where your student immunisation record form is to be submitted.

Information regarding placement requirements for commencing and continuing students and their due dates can be found on the Faculty of Health and Behavioural Sciences (HaBS) [Placement Ready website](#).

If you have any queries regarding pre-placement requirements, please contact the Faculty HaBS Placement Ready Team (habs.placementready@uq.edu.au) as they will be checking student requirements and assessing all documentation (except immunisation) for UQ compliance.

Please note that students who are non-compliant will not be permitted to enter clinical facilities which will have a serious impact on their ability to complete clinical courses.



Queensland Health Credentialing

All DClinDent students must be credentialed by Queensland Health as an independent practitioner in order to enter Metro North Oral Health Service (MNOHS) clinics at the UQ Oral Health Centre. DClinDent students may also be required to supervise clinical sessions and/or lab sessions for dental students, or provide lectures/seminars or practical sessions as part of their postgraduate program. DClinDent students must hold AHPRA general or limited registration with the Dental Board of Australia to undertake Queensland Health credentialing.

A list of new DClinDent students with general/limited registration will be sent to MNOHS for forwarding to the RBWH Credentialing Committee. The Committee will subsequently send a letter to students regarding credentialing requirements. In order for the Committee to correspond with students, the School will seek permission from students for their personal email addresses to be known to the Committee via MNOHS.

Metro North Mandatory Training

Metro North Oral Health Service (MNOHS) require all staff and students to undertake annual mandatory training before access to clinical facilities. Mandatory training involves completion of Queensland Health online modules, training in the Queensland Health patient management system (ISOH), and a practical clinical component in accordance with the Metro North Mandatory and Legislative Training Policy.

Students enrolled in all years of the program are required to complete mandatory training prior to the commencement of clinical work each year.

Queensland Health online modules include:

- Fire and evacuation instructions
- Infection Prevention and Control
- Ethics, integrity and accountability - Code of conduct
- Occupational violence prevention orientation (OVP)
- Work health and safety orientation
- Healthcare ergonomics theory - including Musculoskeletal Disorders (MSDs)
- Australian charter of healthcare rights awareness

Students also attend/view seminars for mandatory training on the following topics:

- Correct Patient, Correct Site and Side, Correct Procedure (3Cs)
- Infection control
- Radiation Safety
- Safety and Quality (Patient centred care)
- Smoking Cessation and Record Keeping

Clinical mandatory training includes:

- COVID clinical guidelines
- Personal Protective Equipment assessment
- Hand hygiene
- Laboratory work decontamination
- Dental unit changeover
- Handling of impressions
- Patient consent and informed decision-making

Commencing Year 1 students will undertake mandatory training during Orientation week, prior to commencement in clinics.



Responsible Use of Patient Information for Learning and Assessment

To meet the requirements of their program, students at School of Dentistry require copies of de-identified patient records for learning and assessment purposes. This may take many forms, including case reports, logbooks/e-portfolios, and research projects. Postgraduate students undertaking specialty training must compile a logbook of their treated patients to be reviewed by external examiners. This logbook becomes an important document to support their registration with professional bodies, and to demonstrate their competencies to future employers.

MNOHS and the UQ School of Dentistry have developed guidelines for the responsible use of patient information, which are located in the DClinDent Community Blackboard site. All students must follow the instructions posted on the Community site when made available, and complete the Responsible Use of Patient Information Quiz, which includes accepting the student responsibility statement as Question 6.

This is an annual requirement which all DClinDent students must complete each year prior to the start of clinical work.

DClinDent Student Dress Code

The School of Dentistry has student guidelines for professional dress standards which apply to both undergraduate and postgraduate students. These guidelines have been created to ensure students understand the reasoning and the appropriate attire required to meet professional standards and reduce the risk of healthcare associated infections.

Wearing clinical scrubs (trouser and top) in a standardized and prescribed UQ design and colour is compulsory for preclinical and clinical areas, at both the OHC and external clinics, for all students enrolled in programs delivered by the School of Dentistry.

Students will be able to purchase appropriate UQ scrubs (charcoal/grey) for DClinDent students) from School Locker which is located at the UQ OHC (Level 4), Herston campus as well as St Lucia. The charcoal UQ scrubs can be ordered on the [School Locker](#) website (click Uniforms) and they will advise when available. The scrubs can be collected from School Locker at the OHC (check the opening hours) or sent directly to you.

Academic Integrity and Plagiarism

Academic integrity is a core value of UQ and for this reason UQ has developed compulsory online modules to explain the University's expectations in relation to academic integrity, to ensure that students do not engage in practices that involve plagiarism and academic misconduct ([PPL Student Integrity and Misconduct Policy](#)).

[Academic Integrity modules](#) are available on the edX (Edge) platform for completion by students. Updated due dates will be indicated on the website when known.

Occupational Health and Safety

Under the Work Health & Safety Act 2011, DClinDent students who are required to undertake laboratory work as part of their program, are required to undertake safety induction/training and complete the appropriate UQ OHS checklists.



Students will be required to undertake a brief local induction with the Preclinic Laboratory Coordinator, whose primary role is to coordinate and assume oversight of all activities taking place in the School's preclinical laboratories. Safety induction for the Prosthetic Laboratory for Prosthodontics students will also be required.

Insurance

While enrolled in the DClinDent program, students are covered by the University's insurance policies. Students undertaking clinical work at the OHC are technically on placement as clinics are operated by Metro North.

UQ information regarding insurance for course placements can be found at:

<https://my.uq.edu.au/information-and-services/manage-my-program/fees-payments-and-refunds/university-insurance>

DClinDent students do not require professional indemnity insurance for treatment of patients at the OHC or when supervising dental students as these are deemed authorised activities and a compulsory part of their program. However, if students undertake some private practice work outside their course requirements, they are advised to obtain personal indemnity insurance.

Disability Action Plan

The University of Queensland provides free support, services and facilities for students with a disability, illness, injury or mental health condition at UQ. A disability adviser will help you evaluate your academic access requirements, develop a Student Access plan with you, and organise the appropriate arrangements.

Any student who may require alternative academic arrangements in the program is encouraged to seek advice at the commencement of the semester from a [Disability Advisor at Student Support Services](#). [UQ Health Care](#) can also arrange appropriate advice and assistance on personal and public health issues.

Student ID Cards

Students should obtain student ID cards before the start of semester. Information and the ID request form can be found at: <https://my.uq.edu.au/starting-at-uq/prepare-for-semester/student-id-cards>

Parking

Please note that there is no parking designated specifically for undergraduate nor postgraduate students at Herston campus. However, casual parking with daily charges is available for a limited number of spaces next to the School of Public Health. Information including Herston campus map can be found at:

<https://campuses.uq.edu.au/information-and-services/parking-transport/parking/casual/herston>

my.UQ website

The my.UQ website (<https://my.uq.edu.au/information-and-services/manage-my-program>) 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, policies, rules and other program related information.



UQ Library

The UQ Library provides resources and services to support teaching, learning and research needs of UQ staff and students. The [Herston Health Sciences Library](#) is located on Level 6, Block 6, Royal Brisbane and Women's Hospital and is open from 8:00 am – 5:00 pm Monday to Friday.

Participation and Attendance Guideline – Clinical Sessions (from 17 June 2024)

All dental programs in the School of Dentistry at UQ are full-time and 100% attendance is required. All learning activities are designed to ensure that students receive the required level of theoretical, pre-clinical and clinical exposure to achieve the Course and Program Learning Outcomes. The School takes absence from coursework activities (e.g. tutorials or equivalent), 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.

This guideline specifically applies to participation and attendance of clinical sessions in the School's programs.

1. Students in any program in their last two semesters of study must attend at least 95% of the clinical sessions.

An INC grade will be recommended if the attendance is greater than 85% but less than the required 95%. A SUPP grade will be recommended if the attendance is greater than 75% but less than 85%. A FAIL grade will be recommended if the attendance is below 75%.

2. Students in any program in all other semesters of study must attend at least 90% of the Clinical sessions.

An INC grade will be recommended if the attendance is greater than 80% but less than the required 90%. A SUPP grade will be recommended if the attendance is greater than 70% but less than 80%. A FAIL grade will be recommended if the attendance is below 70%.

Students recommended for an INC or SUPP grade will be required to complete 100% of the additional week of clinical sessions during the semester break. The timing of this additional week will be determined by the School in consultation with the placement provider. If this additional week is not completed, a FAIL grade will be awarded.

The course grade recommended due to not attaining the required participation and attendance assumes all other requirements for the course were satisfactorily completed.

The School Board of Examiners makes the final grade recommendation.

Both explained and unexplained absences count towards the above percentages.

Unexplained absences will be dealt with under the [UQ Fitness to Practise Policy](#).

Students must monitor their own participation and attendance of their clinical sessions. Students can contact the Course Coordinator if they are concerned about their participation and attendance.



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 on the DClinDent Community Blackboard site (Attendance School Guidelines). 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](#).