



**THE UNIVERSITY  
OF QUEENSLAND**  
AUSTRALIA

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CREATE CHANGE

**School of Dentistry**  
**PRE-COMMENCEMENT GUIDE**  
**2020**

**Bachelor of Dental Science (Honours)**

## Contact

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## Introduction

Welcome to the UQ School of Dentistry!

Congratulations on gaining entry into the Bachelor of Dental Science (Honours) program at The University of Queensland. We look forward to meeting you in 2020!

Dentistry is a challenging and rewarding profession that is responsible for the total oral health of individuals and the wider community. Good oral health is integral to good general health; thus dentistry is recognised as a primary healthcare profession.

The BSc (Hons) will give you the knowledge, skills and attributes for an exciting career in the oral health industry. We prepare you to be well sought after by employers and our extended clinical placements mean you're job-ready when you graduate. You will learn the science and application for the prevention, diagnosis and treatment of oral diseases and abnormalities, while having access to the most up-to-date technologies and cutting-edge dentistry research.

Clinical experiences for BSc (Hons) students will start at the UQ Oral Health Centre in the first year of study. This initial clinical experience will be through peer clinics and simulation work, continuing into year two. Clinical work will begin in the middle of second year and increase in third and fourth year to encompass general practice dentistry, orthodontics, paediatric dentistry, periodontics and prosthodontics, as well as oral medicine and oral surgery. In your final year, you will complete two clinical placements, one of which will be outside the Oral Health Centre, to give you the hands-on skills and knowledge for a rewarding career.

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 what is required and familiarise yourself with each task.

**There is a lot to do, so start immediately!**

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

The School of Dentistry welcomes its new students for 2020. 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. **The following documents must be completed and submitted to the Placements portal by the end of Orientation Week (Friday, 21 February 2020).** Failure to provide these documents will result in students being removed from clinical activities and will significantly impact your ability to complete your program. The School of Dentistry **Student and Academic Services Team (SAS)** will not accept partially complete or incorrectly completed documents.

Please also see the [Getting Started at UQ website](#) and the Faculty of Health and Behavioural Sciences [Placement Ready website](#).

### 1. Immunisation Record

- I have obtained my past immunisation record & visited a Registered Medical Practitioner to review my immunisation status
- I have been vaccinated according to the UQ Vaccinations and Immunisations Policy ([PPL 2.60.08](#))
- My Registered Medical Practitioner has completed the [School of Dentistry Student Immunisation Record](#) (or see Appendix 3), including signature and date and I have uploaded the completed student immunisation record in [InPlace](#) by Friday 21 February 2020.  
*(Please see Appendix 4 – UQ Healthcare St Lucia – for details regarding the vaccinations and health service offered by UQ Healthcare at the St Lucia campus).*

### 2. Working with Children Check (Blue Card)

- I have completed the application for Blue Card (please use the pre-filled form in Appendix 2 of this guide) and I have submitted the completed application form with two forms of ID to the SAS enquiries counter by Friday, 21 February 2020. (Please note, Blue Card applications must be submitted in person for ID to be sighted).

### 3. First Aid and CPR Certificate/s

- I have obtained a First Aid Certificate and CPR certificate from an accredited Australian provider (First aid and CPR may be included on the same certificate) and I have uploaded the certificates into the [InPlace](#) system by Friday 21 February 2020.

### 4. Queensland Health Student Orientation Checklist, iLearn@QHealth modules and Student Deed Poll

- I have completed the relevant sections of the [Qld Health Student Orientation Checklist](#), signed it and uploaded it into [InPlace](#) by Friday, 21 February 2020.
- I have completed the [iLearn@QHealth](#) training modules and uploaded them into [InPlace](#) by Friday, 21 February
- I have signed the [Group A Student Deed Poll](#) or [Overseas Student Deed Poll](#) (for international students) and have uploaded it into [InPlace](#) by Friday, 21 February 2020

### 5. Academic Integrity and Plagiarism

- I have read and completed the [online](#) tutorial on academic integrity and plagiarism

### 6. Applications for credit and exemptions for previous studies

- If I am seeking credit and exemption for previous studies, I have referred to the [credit and exemptions for previous study page](#) (or the [my.UQ website](#) if you completed your previous study at UQ) and have followed the process outlined.

### 7. Enrolling in courses

- I have enrolled in all courses for Semester 1 and Semester 2, 2020 via mySI-net

### 8. Purchasing instruments and equipment

- I have reviewed the instrument and equipment list (Appendix 1) and have purchased the required equipment.

## BDS Sc (Hons) Orientation

**Date:** Week commencing Monday, 17 February

**Time:** 9:00am – 4:00pm

**Where:** Monday 17 February

Oral Health Centre Auditorium (0883-4401)

Level 4

UQ Oral Health Centre

288 Herston Road

Herston

Location details for Orientation Week activities will be advised on the first day of Orientation. It is compulsory for students to attend orientation.

Other orientation activities at St Lucia campus (see [UQ website](#)) will be held during Orientation Week (17-21 February) and students are encouraged to attend these to familiarise themselves with the St Lucia campus. Market Day is held at St Lucia campus every Wednesday.

“Get-To-Know You” activities for new dental students are also being planned during Orientation Week and will be advised at the BDS Sc (Hons) orientation session.

## Commencement Date

The academic year for BDS Sc (Hons) Year 1 students will commence on **Monday, 24 February 2020**. First year students must commence the program on this date unless prior approval has been granted by the Head of School.

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.

## Response to Offer and Enrolment

The due date for enrolment for all BDS Sc (Hons) **domestic** students is **Friday, 31 January 2020**. The due date for enrolment for all BDS Sc (Hons) **international** students is **Friday, 21 February 2020**. Students should ensure that they are enrolled by this date through [mySI-net](#). The BDS Sc (Hons) program has set compulsory courses and there are no electives.

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

*\* Please note, if you decide not to continue with the BDS Sc (Hons) program for any reason, please notify the Student & Academic Services (SAS) team via [dentistry@enquire.uq.edu.au](mailto:dentistry@enquire.uq.edu.au)*

## School of Dentistry Peer-to-Peer Mentoring program

The School of Dentistry offers a [Peer-to-Peer mentoring](#) program in the first semester of your program. The program was created to help new students build a connection with peers and establish a support network as they transition into their studies. Dentistry Peer Mentors are volunteer senior students who, like you, were new Dentistry students once, but have now successfully settled into life in Brisbane and progressed to the later years of the degree program.

If you would like to get connected to the UQ Dentistry community, [join today](#).

## BDSc (Hons) Year 1 Course List

At UQ, each individual subject that you need in enrol in is called a Course. Below are the courses that you will need to enrol in for the first year of the BDSc (Hons) program.

FIRST SEMESTER			SECOND SEMESTER		
CODE	COURSE	Units	CODE	COURSE	Units
BIOM1051	Introductory Cellular Physiology	2	BIOM1052	Integrated Anatomy and Physiology	2
DENT1020	Dental Science I	4	CHEM1222	Chemistry for Pharmacy and Dentistry	2
DENT1050*	Dental Practice I	-	DENT1050*	Dental Practice I	4
			HLTH1000	Professions, People and Health Care	2
					TOTAL UNITS #16

\*DENT1050 is a year-long course.

Please note: Students must enrol in both semesters by the enrolment due dates listed above. Students must enrol in both first and second semester for DENT1050.

Students will **not** be permitted to progress to Year 2 courses without completing or gaining credit for **all** compulsory courses in Year 1 as listed above.

[Full BDSc \(Hons\) Course List](#)

## Course Information & Blackboard

Information about course requirements including assessment and textbook lists can be found in the [Electronic Course Profiles](#) (ECPs). 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, like the ECPs, Blackboard sites are published one week prior to the start of semester. It will not be possible to access Blackboard until you have enrolled in your courses. **To access Blackboard**, please go to [learn.uq.edu.au](http://learn.uq.edu.au) and login with your student username and password. You should see the 'School of Dentistry, 2020' page listed under 'My Organisations' and course pages listed under 'My Courses'. You can find the school handbook, attendance policy, academic calendar, course coordinator list, forms etc. in the 'School of Dentistry, 2020' Blackboard page, and Student & Academic Services will post regular announcements and reminders here.

## Course Contact Hours

All course descriptions will show the number of contact hours which indicate the amount of time students will spend in each class.

Class contact hours are abbreviated with a combination of letters and numbers:

- Numbers represent the amount of time; and
- Letters represent the type of class.



For example: '2L3P1T' means: two hours (2) of lectures (L), three hours (3) of practical/laboratory work (P) and one hour (1) of tutorial class (T) each week.

Other letters you may encounter in contact hours include:

- A - Peer Assisted Study Session (PASS)
- C - General contact hours (e.g. group learning)
- L - Lecture
- N - Clinical hours
- P - Practical (e.g. a laboratory or project work)
- S - Seminar
- T - Tutorial
- W - Workshop

## Timetables

You will be able to view your timetable at the start of semester via mySI-net. The [Planning your class timetable](#) link on the my.UQ website provides some useful information about how to access your timetable. Students will be required to sign-on for Science classes (BIOM1051, BIOM1052, CHEM1222) held at St Lucia campus. Information regarding sign-on for enrolled courses can be found on your Student Home Page (Enrolment Summary) in mySI-net.

Please note the following:

- You must be enrolled to be able to sign-on for classes.
- Class sign-on for BIOM1051 (delivered by School of Biomedical Sciences, Faculty of Medicine) in Semester 1 is scheduled to open on **Monday, 27 January 2020** (you can find the 2020 Academic Calendar with important dates [here](#)).
- Class sign-on in Semester 2 for BIOM1052 (delivered by School of Biomedical Sciences, Faculty of Medicine) is scheduled to open on **Thursday, 9 July 2020** and CHEM1222 (delivered by School of Chemistry and Molecular Biosciences, Faculty of Science) is scheduled to open on **Tuesday, 14 July 2020**.
- Until you have signed on to a particular class, all class offerings in a course will appear in your mySI-net timetable - you are not required to attend every class offering shown. Please read the Electronic Course Profiles (ECPs) carefully to identify the number of contact hours (i.e. 2L3P1T see above) required for each course and sign-on as required.
- Select a BIOM1051 practical class which does not clash with DENT1020 and DENT1050 classes.
- There is no sign-on for DENT1020 nor DENT1050 – all Dentistry classes are compulsory for attendance.
- Your timetable in mySI-net will automatically adjust once you have signed onto classes.

A regular bus service ([UQ/QUT/RBWH Route No. 66](#)) is available which loops between the UQ St Lucia campus, the City, QUT (Kelvin Grove) and UQ Oral Health Centre (Herston bus stop). The journey to the Oral Health Centre takes approx. 35-40 minutes.

## Student Groups

Depending upon timetabling and rostering of facilities, BSc (Hons) students may be allocated to a student group which will determine the practical classes they will attend in the timetable. This allocation will be undertaken on a random basis by the School to ensure that group numbers are even and resources are used equitably.

## Academic Calendar and School Attendance Guidelines

- It is important that you make travel plans that allow you to arrive in Brisbane in advance of each teaching semester as late arrival or absences will be recorded as per the School Attendance Guidelines (please see Attendance Guidelines in Appendix 5).
- You should also be aware of the supplementary/deferred examination period dates each semester, as if you are eligible for supplementary or deferred assessment you would need to make yourself available on campus during these periods (please see School Calendar in Appendix 6)

## Application for Credit for Previous Studies

Students who wish to apply for [credit for previous studies](#) must complete and submit the appropriate online [application form](#) with all required documentation by the due date. 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. Further information can be found on the [my.UQ](#) page. 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.

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.

**All credit applications, along with the appropriate documentation, need to be lodged via the [online application form](#).**

**Please note that processing of all credit applications is undertaken by the Faculty of Health and Behavioural Sciences and will take approximately 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 [census date](#).**

## Locker Keys

Lockers are provided for all BSc (Hons) students on Level 3 of the Oral Health Centre. Locker keys will be allocated and provided to students in Week 3 of Semester 1 following finalisation of student enrolment in Year 1. Please note that if a locker key is lost, a payment of \$50 will be required to replace the key.

## Student ID Cards

It is recommended that student ID cards be obtained well before the start of semester as lines can be long, especially during orientation.

- To avoid long queues, students can upload their own photo at home and collect from the Student Hub at Herston or St Lucia campus. You will be emailed when the ID card is ready for collection. This process takes a week. Go to [my.UQ](#) for more information. Log in to [CaptureMe](#) to provide your own photo.
- If you decide to upload your own photo, make sure you wait for it to be approved before you make the trip to campus.

Alternatively, a photo can be taken at St Lucia or Herston campus. However, please note that the Student Centre at Herston is not equipped to produce numerous ID cards simultaneously so long queues, particularly during orientation, will occur. It is suggested that students upload their own photo or have their ID card produced at St Lucia.

## 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](#). The [UQ Health Care](#) service can also arrange appropriate advice and assistance on personal and public health issues.

## Placements system

All pre-commencement documentation (Immunisation record, First Aid and CPR certificate/s, Qld Health Orientation checklist and Student Deed Poll) **must be uploaded to the [Placements portal \(InPlace\)](#)**. You will not be able to access the Placements portal until you have enrolled in your Year 1 courses, so it is important that you have enrolled correctly. However, even prior to enrolment you can commence the process of gathering the necessary documentation, and upload it once you are enrolled.

Please note that Year 1 students are not required to obtain a radiation licence nor provide a separate Exposure-prone Procedures Statement, glove size or whether they are left or right handed as this information is required for students in higher years of study (i.e. Years 2-5) only.

## Student Immunisation Record

The University of Queensland has a duty of care to prevent the occupational transmission of communicable diseases to students, staff and patients. In specialised areas involving increased risk of transmission of a communicable infection such as Hepatitis B, Hepatitis C or HIV through blood, the duty of care to prevent infection is heightened for both the individual and the University. The [Vaccinations and Immunisation Policy](#) (PPL 2.60.08) applies to students in all undergraduate and postgraduate programs which involve direct clinical contact with patients.

As healthcare workers, dental students have a duty of care towards their patients. Prior to commencing the BDS (Hons) program, all students must complete a schedule of immunisations for a range of infections and must also be screened with respect to blood-borne transmissible viruses (Hepatitis B, Hepatitis C and HIV), as well as Tuberculosis (TB). Please note that immunisation and screenings are the responsibility of the individual student. First year students will be required to have had at least two vaccinations for Hepatitis B before commencement of Semester 1 with the third vaccination to be completed as soon as possible thereafter. The [UQ School of Dentistry Student Immunisation Record](#) is required to be completed by a registered medical practitioner as evidence of a student's immunity.

*(Please see Appendix 4 – UQ Healthcare St Lucia – for details regarding the vaccinations and health service offered by UQ Healthcare at the St Lucia campus).*

**Students who do not provide a complete immunisation record will NOT be permitted to enter clinical facilities which will have a serious impact on your ability to pass your courses.**

International students offshore must undertake screenings and complete the schedule of immunisations prior to the commencement of their program. *Completion of the [UQ School of Dentistry Student Immunisation Record form](#) can be completed by an overseas registered doctor. However, all sections of the form must be completed in English and the doctor's contact details and registration number must also be indicated.*

Students with blood borne infections must take expert professional advice regarding the health and career implications of their condition. There are limitations to entry requirements for students with blood borne viruses which may impact on their ability to complete the BDS (Hons) program and undertake clinical work in Queensland Health facilities. Students are encouraged to attend the University health service ([UQ Health Care](#)), which provides confidential advice to students during routine office hours (ph 336 56210). If students obtain appropriate vaccinations and knowledge of their immune status, it will ensure that they are protected and their patients are not at risk.

Students must know their status for Hepatitis B, Hepatitis C and HIV before commencing clinical sessions in the undergraduate programs. The best marker for past exposure to Hepatitis B is the presence of antibodies to Hepatitis B core antigen (anti-HBc). It is important that any pre-admission screening examination include this marker. Students who are found to be chronic carriers of Hepatitis B or C or HIV require expert advice on their situation, in accordance with Queensland Health and Dental Board of Australia policies on infection control and infected dental health care workers.

**Domestic BDS (Hons) students** will receive a copy of the Immunisation Guidelines and the UQ Immunisation Record form with their QTAC offer letter which must be taken to their doctor for completion. **International BDS (Hons) students** who have been offered a place in the BDS (Hons) program will also receive information and the UQ Immunisation Record form for completion.

**The completed [UQ School of Dentistry Student Immunisation Record](#) must be uploaded via the [Placements](#) system (InPlace) by the end of orientation week (Friday 21 February, 2020).**

## Working With Children Check (Blue Card)

The Commission for Children and Young People Act 2000 requires people working or seeking to work with children in a paid, voluntary or self-employed capacity in Queensland to undergo a [Working with Children Check](#). The Working with Children check is an investigation into whether a person has a criminal history, which will affect their suitability to work with children (i.e. persons under 18 years of age). This involves a check of relevant police information held by the Queensland Police Service and other police services in Australia for any charges or convictions.

As an educational and research institution, The University of Queensland, including its staff and students, is subject to The Commission for Children and Young People Act 2000. Students are classified as volunteers and must hold a "Blue Card" before they can commence a placement course which involves working with children as part of the placement.

Please complete the Blue Card application form prefilled with School details which is available at the end of this guide in Appendix 2. Blue cards are valid for three years and will need to be renewed before the commencement of Year 4.

On receipt of your application form with accompanying proof of identity, the School will apply for a Blue Card on your behalf. Students who are unable to present a Blue Card will not be permitted to enter clinical facilities.

Please ensure you read the Blue Card application conditions carefully, as it is an offence for a disqualified person to submit an application, as per the following guidelines:

## #Disqualified person

**It is an offence for a disqualified person to sign a blue card application form.**

A disqualified person is someone who:

- has been convicted<sup>^</sup> of a disqualifying offence, which includes having sex with a child (irrespective of the type of relationship e.g. teenage boyfriend/girlfriend, unlawful carnal knowledge) or other child-related sex or pornography offences or the murder of a child (irrespective of the penalty and regardless of when and where it occurred); or
- is the subject of:
  - reporting obligations or an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or
  - a disqualification order issued by a court prohibiting them from applying for or holding a blue card; or
  - a sexual offender order under the *Dangerous Prisoners (Sexual Offenders) Act 2003*.

\*Non-conviction charge means, whether a person was charged as an adult or a child, a charge: that has been withdrawn; that has been the subject of a nolle prosequi, a no true bill or a submission of no evidence to offer; that led to a conviction that was quashed on appeal; or upon which a person was acquitted or disposed of by a court otherwise than by way of conviction.

<sup>^</sup>Conviction/convicted means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred.

A disqualified person can apply to be declared eligible to apply for a blue card in certain limited circumstances.

For more information about the blue card system and your obligations go to [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au).

**The completed Blue Card application form must be submitted to the Student and Academic Services (SAS) office, Student Hub, Level 5 Oral Health Centre, School of Dentistry by the end of orientation week (Friday 21 February, 2020).**

**Please do not upload your Blue Card application form to the Placements portal as this must be submitted in person for sighting of ID.**

**Please do not submit your Blue Card application directly to Blue Card Services, as it must be submitted by the School after completion of the organisation details and signing.**

## First Aid and CPR Certificate

Students in the BSc (Hons) program are required to obtain a First Aid certificate and CPR certificate for the commencement of Year 1 and complete CPR recertification before commencement of Years 2, 3, 4 and 5. Please note that all students, including international students, must undertake their First Aid and CPR training in Australia by an accredited Australian provider. This is a requirement for all students studying under the Faculty of Health and Behavioural Sciences which includes School of Dentistry students. The First Aid and CPR certificate must be provided by an accredited provider and must be in English (clearly stating whether both First Aid and CPR training was included). If this is not clear from the certificate further supporting evidence of course content may be requested. The evidence of First Aid and CPR training may be provided on separate certificates or a combined certificate.

Students must accept all costs involved in obtaining the required First Aid and CPR qualifications during the program. Students who are unable to present such qualifications when requested will be excluded from the clinics which would prevent completion of the program.

Students are required to maintain current CPR certification annually. First Aid must be recertified every 3 years. [UQ Dental Students Association \(UQDSA\)](#) organises First Aid/CPR training and will have courses available prior to the commencement of the academic year. These training courses are likely to take place on the weekend before Orientation Week and the weekend prior to Week One. Further information on this training can be provided during Orientation Week. You may wish to contact UQDSA about joining this training (via [social media](#) or [email](#)), or you may wish to make your own arrangements with an accredited provider.

**The First Aid and CPR Certificate/s must be submitted to Student and Academic Services (SAS) via [Placements \(InPlace\)](#) by Monday 24 February, 2020.**

## Queensland Health Student Orientation Checklist, Student Deed Poll and online modules

The dental clinics in the UQ Oral Health Centre are operated by Queensland Health (Metro North Hospital and Health Service). As you will be entering these facilities from the commencement of Year 1, you will be required to complete additional [Queensland Health placement requirements](#). These consist of:

- [Student Orientation Checklist](#)
- [Student Deed Poll](#) : Sign the Group A [Student Deed Poll](#) or [Overseas Student Deed Poll](#) if you are an international student. The information on the top of the form should be completed as follows:  
To: The State of Queensland acting through Queensland Health (“the Department”) and *The University of Queensland (ABN 63 942 912 684)*.
- Four mandatory work health and safety [iLearn@QHealth online modules](#): (i) Work Health and Safety Induction, (ii) First-Response Evacuation Instructions, (iii) Occupational Violence Prevention Fundamentals, (iv) Prevention and Management of Musculoskeletal Disorders (MSD).

Please note that to complete the four mandatory work health and safety online modules, you will need to register for an iLearn account as indicated on the website. Click on ‘Go Here’ as a STUDENT on clinical placement. Insert the DENT1050 Course Coordinator, Dr Sandra March (ph. 07 3365 8021) as your supervisor to complete the registration. If you are experiencing technical difficulties, phone the Queensland Health Help Desk on 1800 198 175.

The Queensland Health orientation is designed to ensure that you understand and agree to Queensland Health’s policies and procedures while on placement within their facilities.

The Queensland Health Orientation information can be accessed [here](#). The Faculty of Health and Behavioural Sciences has developed a [guide to assist you](#) with completing these requirements. The guide states that you should not submit your online module certificates to your school. However, in this instance the School of Dentistry has an agreement with Queensland Health to collect this information, so **please submit these certificates** as evidence of completion with your Orientation Checklist and Student Deed Poll.

**The Student Orientation Checklist, Student Deed Poll and Online Module Certificates must be submitted to Student and Academic Services (SAS) via [Placements](#) (InPlace) by the end of orientation week (Friday 21 February, 2020).**

## Justice of the Peace

From time to time you will be required to submit certified copies of documents (such as when providing supporting documents for the requirements listed above). This means that the copy must be certified by a Justice of the Peace (JP) registered in Australia. You can search for a local JP [here](#).

## Instruments and equipment

BDS (Hons) 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, and recommended suppliers have also been listed. The transaction occurs between the supplier and the student, so students should contact the supplier directly.

Please note, if you purchase an instrument kit and then decide not to accept your offer in the BDS (Hons) program for any reason, or should you withdraw from the program at a later date, the School cannot assist in the sale or refund of your kit. Any such transactions that may occur between students is a student-only matter and does not involve the School.

## Occupational Health and Safety

Under the Work Health & Safety Act 2011, all students will be required to complete an online Lab Safety Induction Module, and complete a competency assessment. You will be able to complete this module once you commence your studies in DENT1050. There will be a link to these modules in the DENT1050 Blackboard site.

## Academic Integrity and Plagiarism

Academic integrity is a core value of UQ and for this reason UQ have developed a compulsory online tutorial to explain the University's expectations in relation to academic integrity, to ensure that you do not engage in practices that involve plagiarism and academic misconduct.

The tutorial is available [online](#) and a link to the tutorial will be displayed when you log into mySI-net.

## BDSc (Hons) Final Year Clinical Placements

The BDSc (Hons) program includes an extended academic year of clinical practice in final year. During the year, students will undertake clinical placements throughout Queensland. Students are advised that this final year may incur travel and accommodation costs associated with the clinical placements.

## My.UQ website

The [my.UQ website](#) 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 (next door to the Oral Health Centre) and is open from 8am – 5pm Monday to Friday.

**Digital Essentials Online Modules:** We strongly encourage you to make use of the '[Digital Essentials](#)' online modules designed to assist you in building your digital study skills.

## Dress Code

The Oral Health Centre is a public access building and as such, students must be aware of the requirement to behave and dress in a professional manner.

The following dictates the standards of dress that **MUST** be maintained by all students when working in, or passing through, any clinical or preclinical area in the Oral Health Centre and also includes when on placement at external clinics.

### General

- Students are expected to maintain the highest standards of personal hygiene, cleanliness and grooming.
- Please note that work area supervisors have the authority to refuse entry to any person(s), including students who are deemed to be wearing inappropriate clothing, footwear or have insufficient personal hygiene standards for that work area.

### Dress Code Guidelines

#### *Clothing and presentation (males)*

- Appropriate attire is a collared shirt with long trousers. Neck tie is optional.
- Jeans and T-shirts are not acceptable.
- Facial stubble and unkempt hair is not acceptable.

#### *Clothing and presentation (females)*

- Appropriate attire is a dress, or blouse with skirt/tailored slacks (not cargo pants or jeans).
- Short skirts, immodest dress, revealing necklines, low-riding hipster pants, active wear (gym clothes) are not appropriate.
- False or acrylic nails and nail polish is not allowed.

#### *Shoes (males and females):*

- The shoe must enclose the foot, and provide protection from sharps injuries caused by falling objects (such as instruments). Also, shoes must be non-permeable (leather or vinyl).
- Sports-style shoes, sandals and thongs are not acceptable.
- Shoes must be suitable for operating foot controls. For this reason, the rear of the shoe must be enclosed.
- High heels are not acceptable.

#### *Hair (males and females):*

- Long hair must be tied back or suitably covered with a hair net.
- Any loose hair should be clipped back from the face to avoid either contact with a patient or equipment.

### *Coats and Gowns*

Clean laboratory coats are required when working in the laboratories, while clean clinic coats or gowns are required for work in clinical areas. Students are responsible for laundering their own clinic coats and laboratory gowns regularly.

Coats and gowns must not be left in the teaching, clinical or other public areas of the School.

Coats and gowns are not to be worn in the corridors, Student Lounge or Library.

Masks and gloves will be provided, and must be worn when required.



### *Protective Eyewear*

For safety reasons, whenever working in clinics or laboratories (including the pre-clinical laboratories) protective eyewear MUST be worn to avoid eye injury when using equipment.

Students should provide their own protective eyewear for use in all university work areas where it is required.

### *Identification Badges*

ID badges are provided for all staff members (including part-time teaching staff) and the undergraduate and postgraduate students in the School of Dentistry. These badges include a photograph of the person and their classification, e.g. Professor, Postgraduate Student, etc.

Students must display their student identification badge while attending all practical/clinical classes in the Oral Health Centre and when on clinical placements at teaching hospitals, dental clinics, Queensland Health dental clinics or private practices. Students must not deface or obscure the photographic image on their badges. The cost of initial and replacement ID badges must be met by the student. Students can purchase replacement badges at the Herston Student Hub.

## UQ Dental Student Association (UQDSA)

The [University of Queensland Dental Students Association](#) (UQDSA) is the student representative body for those enrolled in the Bachelor of Dental Science (Honours) program 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 available

\*\*\*

*Sign up is available during Orientation Week*

*Note that students may both obtain and submit the requisite First Aid and CPR from approved external providers **OR** complete the required the training organised by UQDSA. The deadline for submission is 24 February 2020.*

\*\*\*

- Academic seminars by leading practitioners
- Dental equipment and service tradeshow
- 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 ([secretary@uqdsa.org.au](mailto:secretary@uqdsa.org.au)).

## 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.

# Year 1 BSc (Hons) Student Instrument & Equipment List



BSc (Hons) 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 over the page, followed by a Frequently Asked Questions page and the order forms for the recommended suppliers.

You **MUST** use OneDental to purchase the UQ Adult Model (Adult Model MQD with bonus hinge) and the Dentaprac Block UQ Design.

**Important note:** Students are free to choose any supplier. **The transaction is between the student and the supplier**, and the instruments remain the property of the student. The School of Dentistry takes **no responsibility** for purchasing decisions made by the student. Students are responsible for the continued maintenance of the instruments and must keep all instruments in good working order. In addition, if you purchase an instrument kit and then decide not to accept your offer in the BSc (Hons) program for any reason, or should you withdraw from the program at a later date, the School cannot assist in the sale or refund of your kit. Any such transactions that may occur between students is a student-only matter and does not involve the School.

Please also note that in some instances it can take over a month for instruments and equipment to be delivered from suppliers, so we recommend that you make your purchase as soon as possible.

You will also be required to purchase a lab coat (included in the OneDental kit), protective eyewear and enclosed shoes however you will be provided with further details about this in orientation week – see the FAQs page for more information.

You will notice that there are two prices listed for some instruments. This is because suppliers will sometimes give you a discount if you choose to purchase an entire kit from them. If you choose to combine suppliers you will usually need to pay a slightly higher price for individual instruments.

The list consists of instruments that you will use from Year 1 as well as an endodontics kit that you will use from Year 3 onwards. You will need to purchase all instruments now, and store your endodontics kit for future use.

### **Contact details for recommended suppliers:**

**Henry Schein Halas (HSH):** <https://henryschein.com.au/>

**One Dental:** <http://www.onedental.com.au/>

School of Dentistry



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

## Required instruments

Item	Qty
UQ MQD Adult Model – <b>MUST BE PURCHASED FROM ONEDENTAL</b>	1
UQ Dentaprac Block (not required until Year 1 Sem 2) – <b>MUST BE PURCHASED FROM ONEDENTAL</b>	1
Wax carving blocks	1 (pack of 30)
Wax carver – Le Cron	1
Mirror Simple Front Surface Plane #4 Bx-12	1
Mirror Handle Simple Stem	1
Explorer SE Shepherds Hook #23	1
Probe SE Color Coded Williams (1-2-3-5-7-8-9-10 mm)	1
College Tweezer	1
Scaler DE N67 Offset Sickle (H6-H7)	1
Columbia Universal curette 4R/4L	1
Columbia Universal curette 2R/2L	1
Clamp #26	1
Ivory #W2A Clamp	1
Clamp #7A	1
Double-ended spoon excavator ~1.0 - 1.5mm e.g., Hu-Friedy EXC176	1
Double-ended ball burnisher ~1.3 – 2.1 mm e.g., Hu-Friedy BB26/27S6	1
Carver DE Hollenback #3S (1/2)	1
Composite placement instrument	1
Tofflemire Universal retainer	1
Calcium hydroxide placement instrument	1
Double-ended amalgam plugger - non serrated round ~1.0 – 1.4 mm e.g., Hu-Friedy PLG0/16	1
Cement Spatula	1
Double-ended distal gingival margin trimmer e.g., Hu-Friedy MT28	1
Double-ended mesial gingival margin trimmer e.g., Hu-Friedy MT29	1
<b>The endodontic instruments below require a separate instrument box or cassette for safe storage until Year 3</b>	
EXCEL Tweezer College	1
Endodontic Excavator Long Shank DE Spoon shape #31LR	1
Endodontic Explorer DE #DG16	1
Composite Placement Inst. DE #4 - Titanium coated	1
Endodontic Condenser DE #5-7	1
Root Canal Spreader SE #D11T (Thin) Nickle Titanium	1
Root canal spreader SE RC 25 Nickle Titanium	1
Periodontal probe	1
Dental instrument box or cassette for safe storage and transportation of instruments.	2 (students require a separate cassette for Endodontic instruments)
Lab coat	1

## Equipment: Frequently Asked Questions

### **How do I decide which supplier to use?**

You MUST use OneDental to purchase the UQ Adult Model (Adult Model MQD with bonus hinge) and the Dentaprac Block UQ Design.

For the rest of the products (Instrument Kit and Endo Kit – listed as Year 1 Kit and Year 3 Kit by Henry Schein), it's up to you. Either supplier provides quality instruments.

### **Can I use equipment from other suppliers or that I already own?**

If you would like to use equipment from another supplier or that you/someone you know owns already, it is best to contact us and provide either a link to the supplier or a photo of the equipment you have so that we can confirm whether this equipment is compatible. In particular, please note that the UQ Adult Model and Dentaprac Block are specifically made to fit into the fixtures in our labs, so it's important that these are purchased from OneDental.

### **What if I buy the equipment and then decide not to continue with the program?**

You may wish to arrange for another student to buy your equipment from you if this is the case – please arrange this between you and another student as the school cannot assist in the sale or refund of your kit.

### **When do I need to order the equipment by?**

There is a due date listed on the order forms for both suppliers, however if you receive a late offer and/or have missed the deadline, please still order your equipment as soon as possible so that your order can be delivered as early as the supplier can do so.

### **What happens if I don't get my equipment before the start of classes?**

During the first couple of weeks of pre-clinical sessions, minimal equipment is required and loan equipment is available to you until you receive your own equipment. It's still important to order your equipment as soon as possible, but you will not be disadvantaged if your order arrives a couple of weeks later than other students'.

### **Do I need a lab coat?**

A lab coat is necessary for even the first week of classes. The OneDental instrument kit includes a lab coat, but the Henry Schein list does not. If you choose Henry Schein as the supplier of the majority of your instrument kit you will need to source your lab coat from another supplier. Our on-campus supplies store, School Locker (<https://theschoollocker.com.au/universities/university-of-queensland/medical>) has lab coats for sale (either online or in the store at the Herston Campus) or you can source these from another provider of your choice.

### **Do I need protective eyewear?**

From Week 2 onward, for attendance at the compulsory clinic and pre-clinic sessions everyone is required to wear protective eyewear whether they normally wear prescription eyewear or not. The protective eyewear is worn in addition to your prescription eyewear (over the top) or replaces it.

Details for purchase of protective eyewear will be provided to you during Orientation Week – School Locker stocks these in addition to lab coats. The cost of normal non-prescription protective eyewear is usually approximately AU\$25.

### **Do I need to order the Year 3 Kit now?**

Yes, you need to order both the Year 1 and Year 3 (Endo) Kits now and store the Year 3 instrument kit away until you reach Year 3.

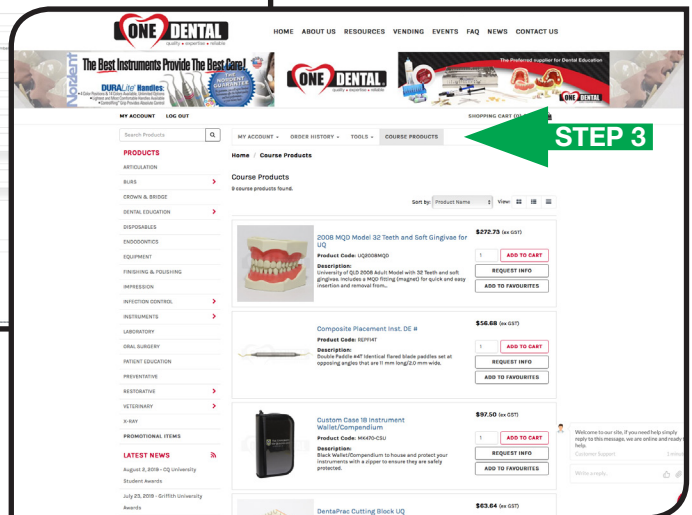
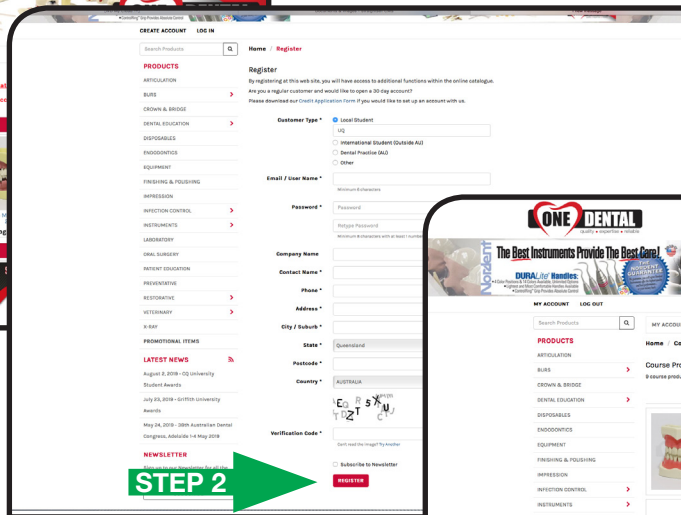
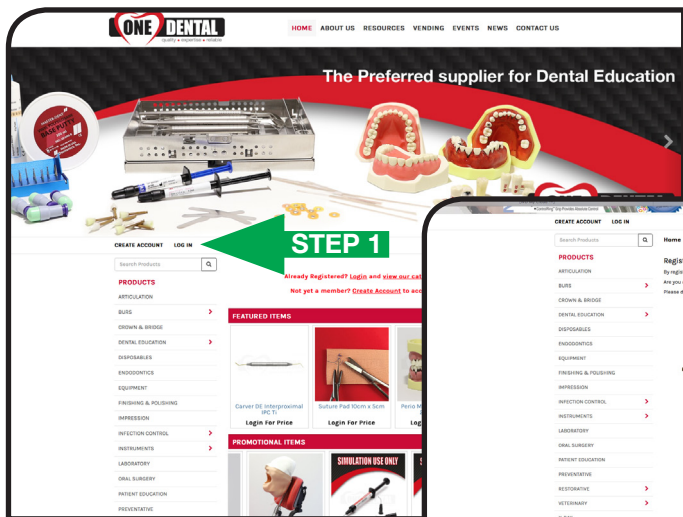
If you have further questions about the Equipment, please contact us via [dentistry@enquire.uq.edu.au](mailto:dentistry@enquire.uq.edu.au)



# University of QLD

## How to order your 2020 UQ Instrument Kit.

Please log onto [www.onedental.com.au](http://www.onedental.com.au) and create your account. Once your account is approved go to **COURSE PRODUCTS** and you will find the **Instrument Kits (UQ1STCKIT & UQ1STWKIT)**, simply order and pay online.



Please make sure kit is ordered and paid for by 16th January and you'll receive a **BONUS** Hygiene Pack and lunch on handout day.

For further information contact:

Christina Dutton on 0413631446 or [bdm1@onedental.com.au](mailto:bdm1@onedental.com.au)



A family owned Australian business



Scan me

**2020 UNIVERSITY OF QLD STUDENT KIT YEAR 1**

<b>Student Name:</b>	
<b>Email Address:</b>	
<b>(Mobile) Phone Number:</b>	
<b>Date:</b>	

**ORDER FORM (KIT ONLY)**

Kits	GST INC Total	Tick Req'd	Remarks
Year 1 Kit	\$526	<input type="checkbox"/>	See contents on following page

**THE UNIVERSITY WILL NOTIFY WHEN AND WHERE TO COLLECT KITS THURSDAY 27<sup>TH</sup> OF FEB 2020**

**PAYMENT METHOD:**

Please charge my Credit / Debit Card \$ \_\_\_\_\_

VISA    MASTERCARD    DINERS    AMEX

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cardholder's name :	
Card Expiry Date:	/
Security Code / CCV#	

**OR**

Cheque (Bank/Personal/Money Order): \$ \_\_\_\_\_ BANK: \_\_\_\_\_ CHEQUE No: \_\_\_\_\_

Make cheques payable to: **Henry Schein Halas**

**PLEASE SEND PAYMENT FORM TO EMAIL ADDRESS BELOW BY WEDNESDAY 22<sup>ND</sup> JANUARY 2020!! LATE ORDERS WILL NOT BE DELIVERED ON TIME AND WILL BE SUBJECT TO A FREIGHT FEE!!**

**PLEASE FILL OUT CAREFULLY. NO RETURNS OR CANCELLATIONS WILL BE ACCEPTED.**

Henry Schein Halas, Att: Nathan Greenhalgh  
 Email: studentkits@henryschein.com.au  
 PO Box 1038, Milton, QLD, 4064

<b>KIT INCLUSIONS</b>		
AS-DWS511	KEMDENT Carving Blocks Pack of 30	x1
HF-CVLC5	CARVER Le Cron #5 Double Ended Round Handle	x1
HS-9000748	MAXIMA Mirror Head Size 4 Front Surface Pack of 12	x1
HS-1006633	HENRY SCHEIN Mirror Handle Stainless Steel Round	x1
HF-EXS23	EXPLORER Shepherds Hook #23 Single Ended Round Handle	x1
HF-PQW	Periodontal PROBE Colour Coded Williams #PQ-W S/E Round	x1
HS-100-3313	HENRY SCHEIN College Tweezers Serrated Edge Size 317	x1
HF-SH6-7H4	SCALER Sickle #H6/7 Double Ended Round Handle	x1
HF-SC4R-4LC8E2	SCALER Columbia #4R/4L Resin 8 Color Pink Ever Edge Handle	x1
HF-SC2R-2LC8E2	SCALER Colombia #2R/2L Resin 8 Color Pink Ever Edge Handle	x1
HF-RDCM26	Rubber Dam CLAMP #26 Lower Molars Satin Steel	x1
CW-H02775	HYGENIC Rubber Dam Clamp Wingless Size W2A	x1
HF-RDCM7A	Rubber Dam CLAMP #7A Lower Molars Satin Steel	x1
HF-EXC17H6	EXCAVATOR Spoon #17 Double Ended Satin Steel Handle	x1
HF-BB26-27S6	BURNISHER Ball #26/27S D/E Satin Steel Handle	x1
HF-CVHL3S	CARVER Hollenback #3S Double Ended Round Handle	x1
HF-PFIA6	Composite Plastic FILLING Instrument Universal #A6	x1
HS-100-9547	HENRY SCHEIN Tofflemire Matrix Retainer Universal	x1
HF-PICH	PLACEMENT Instrument Calcium Hydroxide Round Handle	x1
HF-PLGOR1	PLUGGER Oregon #1 Double Ended Round Handle	x1
AO-0903-3	Cement SPATULA #3 Double Ended	x1
HF-MT28	MARGIN TRIMMER Distal #28 Double Ended Round Handle	x1
HF-MT29	MARGIN TRIMMER Mesial #29 Double Ended Round Handle	x1
CC-32511	STERI CAGE Baby Blue 200 x 45 x 45mm	x1



<b>2020 UNIVERSITY OF QLD STUDENT KIT YEAR 3</b>	
<b>Student Name:</b>	
<b>Email Address:</b>	
<b>(Mobile) Phone Number:</b>	
<b>Date:</b>	

## ORDER FORM (KIT ONLY)

Kits	GST INC Total	Tick Req'd	Remarks
Year 3 Kit	\$369.00	<input type="checkbox"/>	<b>See contents on following page</b>

**THE UNIVERSITY WILL NOTIFY WHEN AND WHERE TO COLLECT KITS THURSDAY 27<sup>TH</sup> OF FEBRUARY 2020**

### PAYMENT METHOD:

Please charge my Credit / Debit Card \$ \_\_\_\_\_

VISA   
  MASTERCARD   
  DINERS   
  AMEX

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cardholder's name :	
Card Expiry Date:	/
Security Code / CCV#	

**OR**

Cheque (Bank/Personal/Money Order): \$ \_\_\_\_\_ BANK: \_\_\_\_\_ CHEQUE No: \_\_\_\_\_

Make cheques payable to: **Henry Schein Halas**

**PLEASE SEND PAYMENT FORM TO EMAIL ADDRESS BELOW BY WEDNESDAY 22<sup>ND</sup> JANUARY 2020!! LATE ORDERS WILL NOT BE DELIVERED ON TIME AND WILL BE SUBJECT TO A FREIGHT FEE!!**

**PLEASE FILL OUT CAREFULLY. NO RETURNS OR CANCELLATIONS WILL BE ACCEPTED.**

Henry Schein Halas, Att: Nathan Greenhalgh  
 Email: [studentkits@henryschein.com.au](mailto:studentkits@henryschein.com.au)  
 PO Box 1038, Milton, QLD, 4064

**KIT INCLUSIONS**

HF-DP18L	TWEEZER #18L Serrated Locking	x1
HF-PQW	PERIO PROBE COLOUR CODED WILLIAMS #PQ-W SE ROUND	x1
HF-EXC31L	EXCAVATOR #31L Double Ended Round Handle	x1
HF-EXDG16	EXPLORER Endo #DG16 Double Ended Round Handle	x1
HF-TNCIGFT4	COMPOSITE Instrument Goldstein Flexi-Thin #4 XTS Satin Steel	x1
HF-RCP5-7	Endo PLUGGER #5/7 21mm Double Ended Round Handle	x1
HF-RCSD11TNT	Endo SPREADER #D11T Nickel Titanium	x1
HF-RCS25NT	Endo SPREADER # 25 Nickel Titanium	x1
HF-IM5088	IMS Cassette Signature Series for 8 instruments Blue	x1



# BC

**NEW/RENEWAL**

 Valid for lodgement  
until 31 March 2020

## Blue card application

*Working with Children (Risk Management and Screening) Act 2000*
**This form is to be completed by paid employees, volunteers and students proposing to start or continue in child-related employment.**

### Important Notice

If you are eligible to apply for a blue card (please see **disqualified person**<sup>#</sup> and **negative notice holder**<sup>~</sup> definition on page 4), continue to complete this application. If you are not eligible, **do not** complete this form. Disqualified persons must complete an *Eligibility Declaration* and negative notice holders must complete the *Application to Cancel a Negative Notice* if two years have passed since the negative notice was issued.

### Part A – Child related activity details (to be completed by the organisation)

- Please select the type of child-related employment for which a blue card is required:
  - Paid employee (*payment details required in Part G*)
  - Volunteer (*no payment required*)
  - Student (*no payment required*)
- Is this application associated with NDIS?
  - Yes     No
- Is the applicant an EQ staff member or volunteer working at a Queensland State School?
  - Yes You must complete the QSS form 067. Do not complete this form.
  - No

### Part B – Organisation details (to be completed by the organisation)

- Name of organisation
- Organisation ID number (*if known*)
- Postal address of organisation  
  
 Postcode
- Contact person's name
- Contact person's position
- Telephone
- Email

### Part C – Category of child related activity (to be completed by the organisation)

*Information about categories of child-related employment and whether any exemptions apply is available from [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au).*

Please select the type of child-related activity to which the employment relates:

- Child accommodation services including home stays
- Child care
  - Staff member of an education and care or QEC service (e.g. long day care, outside school hours care, kindergarten, occasional care, limited hours care)<sup>~</sup>
  - Other (e.g. nanny, babysitter)
- Churches, clubs and associations
- Education programs conducted outside school (suspended or excluded students or flexible arrangements under the *Education (General Provisions) Act 2006*)
- Emergency services cadet program
- Health, counselling and support services (including disability services)
- Licensed care services
- Non-State Schools/independent school (other than registered teachers and parents)
- Paid private teaching, coaching or tutoring
- Religious representatives
- Residential facilities
- School boarding houses
- School crossing supervisors
- Schools, other than EQ staff or volunteers (e.g. P&C, cleaner)
- Sport and active recreation

<sup>~</sup> If you apply under this category, information about your blue card status may be provided to certain regulatory, supervisory or governing bodies.


 Applicant's name

**Part D – Applicant’s details** (to be completed by the applicant)

**1** Title Mr  Mrs  Miss  Ms   
Other

**2** Full legal name  
**Family name**   
 First name   
 Middle name   
 No middle name (please tick)

**3** Do you have a previous name, or have you been known by any other name?  
 Yes  (record details below) No   
 It does not matter how long ago you used the name or how long the name was used for e.g.  
 • birth name • name before marriage • married name  
 • alias • change by certificate • adoption  
 • changed order of name  
**Family name**   
 First name   
 Middle name   
 If you require more space, please tick this box  and attach a separate list.

**4** Gender

**5** Date of birth   /

**6** Place of birth  
 Town/City   
 State/Territory   
 Country

**7** Current postal address (within Australia)  
  
  
 Postcode

**8** Current residential address (if different to above)  
  
  
 Postcode

**9** Telephone number  
 Daytime            
 Mobile

**10** Email

**11** Do you identify as? (if applicable)  
 Aboriginal  Torres Strait Islander  
 Aboriginal and Torres Strait Islander  
 Prefer not to state

**12** Previous blue/exemption card number (if applicable):  
      /

**13** Are you, or have you ever been a: (please tick)  
 Foster or kinship carer  
 Health practitioner  
 Operator/supervisor/carer of a child care or education service  
 Teacher

**14 Applicant’s declaration**  
 I declare that:

- I have read the information on page 4 and I am not disqualified from applying for a blue card#;
- I have read the information on page 4 and I do not hold a negative notice~;
- I am the applicant named in this form and have not omitted any names or aliases that I use or have used in the past;
- the information and identification documents provided by me for this application are true and correct and I understand it is an offence to provide a false or misleading statement or document;
- I consent to information from any police, court, prosecuting authority or other authorised agency being obtained and for the police, courts, prosecuting authority or other authorised agency to disclose any information for the purposes of assessing my eligibility to work with children including ongoing checks while my application/blue card remains current;
- I understand that the information obtained includes but is not limited to details of convictions^ and pending or non-conviction charges\* or information on the circumstances relating to offences committed or allegedly committed by me, regardless of when and where the offence or alleged offence occurred;
- I am proposing to start or continue in regulated employment and am not entitled to an exemption; and
- I understand and will comply with my blue card obligations including that I must notify Blue Card Services within 14 days if I change my name, contact details, or my child-related employment ends.

**Sign inside the box.**  
**Please do not touch or go outside the lines.**

Date of signature   /

**Part E – Proof of identity** (to be completed by the organisation)

The organisation must check **two current, original** identification documents from the applicant which collectively show the **applicant's full name, date of birth and signature**. The applicant's details on their identification documents must match the details provided in Part D.

One of the following combinations must be used: **EITHER**

List 1 +  List 1 (one must show a signature)

**OR**

List 1 +  List 2 (one must show a signature)

If one of the valid identification combinations above cannot be provided, complete and attach a 'Request to consider alternative identification' form.

If the applicant resides more than 50km from the organisation or has a disability which affects their mobility, complete and submit a 'Confirmation of identity' form.

**Please indicate which identification documents have been sighted by placing a  in the box.**

**LIST 1**

**SIGNATURE DOCUMENT**

Driver licence/learner permit/proof of age/photo identification card

**Licence/reference No:**

**Issued in the state of:**

Australian Passport (current or expired in the last 2 years)

**NON-SIGNATURE DOCUMENT**

Birth certificate (or extract)

Proof of Australian citizenship or permanent residency

Overseas Passport (current)

**Country of issue:**

**LIST 2**

**SIGNATURE DOCUMENT**

Pension Concession card/Department of Veterans' Affairs Entitlement card/Seniors Health card/Health care card/any other current financial entitlement card issued by Department of Human Services.

Credit card or bank card (*do not attach copy*)

Positive Notice Blue or Exemption card

Student identification card issued by an education institution (with photo and signature)

Queensland Gaming Machine Licence

**NON-SIGNATURE DOCUMENT**

Medicare card

Queensland crowd controller/private investigator/security officer licence

Passbook or account statement issued by a financial institution dated in the last 6 months

Australian taxation assessment notice dated in the last 6 months

Queensland Licence issued under the *Weapons Act 1990*

**If possible, please attach a photocopy of the documents sighted for verification purposes (excluding credit or bank cards).**

**Part F – Organisation declaration** (to be completed by the organisation)

**IMPORTANT NOTE: This section must be completed by the organisation's representative irrespective of whether or not the organisation can sight the identification above.**

I declare that:

- I understand that it is an offence to provide a false or misleading statement or document;
- I am authorised to submit this application on behalf of the organisation;
- the applicant is proposing to start or continue in regulated employment and an exemption does not apply;
- I have warned the applicant that it is an offence for a disqualified person to sign a blue card application (see page 4)<sup>#</sup>; and
- I have either:
  - checked the details provided in this form and confirmed they match those on the identification documents sighted; or
  - delegated this responsibility to a prescribed person and have attached the 'Confirmation of identity' form.

**Note:** It is an offence not to warn the applicant that it is an offence for a disqualified person to sign a blue card application.

Signature of representative

Date of signature

D D M M Y Y Y Y

Name of representative

Position of representative

Applicant's name

## Privacy Notice

The Department of Justice and Attorney-General (DJAG) is collecting your personal information under the *Working with Children (Risk Management and Screening) Act 2000 (WWC Act)*. Where relevant, DJAG will disclose personal information to organisations you work for or provide services to about whether you have a current application for, or hold a current blue/exemption card; the outcome of this application which may include its withdrawal or negative notice, or if your blue/exemption card is subsequently suspended or cancelled. DJAG publishes confirmation about whether your blue card is valid. DJAG will use and disclose your personal information to assess your application for a blue/exemption card and will disclose your personal information to courts, law enforcement agencies, disciplinary or supervisory bodies or anyone you have agreed for DJAG to discuss your application with. It may also be used to contact you with more information about your application and the Blue Card process. DJAG may use electronic communication for matters of information provision and collection of data for research purposes. Authorised users of the home-based care register, kept pursuant to the *WWC Act*, may also have access to your personal information. DJAG manages your personal information in accordance with the *WWC Act* and the *Information Privacy Act 2009*.

## Important information

You can withdraw your consent to screening at any time before a decision is made.

### #Disqualified person

**It is an offence for a disqualified person to sign a blue card application form.**

A disqualified person is someone who:

- has been convicted<sup>^</sup> of a disqualifying offence, which includes having sex with a child (irrespective of the type of relationship e.g. teenage boyfriend/girlfriend, unlawful carnal knowledge), other child-related sex or pornography offences, murder and other serious sexual or violent offences against an adult or child (irrespective of the penalty and regardless of when and where it occurred); or
- is the subject of:
  - reporting obligations or an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or
  - a disqualification order issued by a court prohibiting them from applying for or holding a blue card; or
  - a sexual offender order under the *Dangerous Prisoners (Sexual Offenders) Act 2003*; or
- is the respondent to an application for an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*.

\*Non-conviction charge means, whether a person was charged as an adult or a child, a charge: that has been withdrawn; that has been the subject of a nolle prosequi, a no true bill or a submission of no evidence to offer; that led to a conviction that was quashed on appeal; or upon which a person was acquitted or disposed of by a court otherwise than by way of conviction.

<sup>^</sup>Conviction/convicted means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred.

A disqualified person can apply to be declared eligible to apply for a blue card in certain limited circumstances.

Further information about disqualified persons is available from [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au) or by contacting Blue Card Services on 3211 6999 or 1800 113 611.

### ~Negative Notice

**It is an offence for a negative notice holder to sign a blue card application form.**

A negative notice holder is someone who:

- has been issued a negative notice after applying for a blue card; or
- was issued a negative notice after their blue card was cancelled due to a change in police or disciplinary information.

A negative notice holder can only apply to cancel a negative notice if two years have passed since the negative notice was issued, or in other limited circumstances. This can be done by completing the Application to Cancel a Negative Notice form.


For more information about the blue card system and your obligations go to [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au).

## Application lodgement

Applications may be lodged by one of the following methods:

 **Scan and upload**  
[www.bluecard.qld.gov.au/uploadform](http://www.bluecard.qld.gov.au/uploadform)

 **By post**  
PO Box 12671, Brisbane George Street QLD 4003

 **In person**  
53 Albert Street, Brisbane QLD 4000

 **By fax**  
07 3035 5910

**Part G – Payment options for PAID employees only**

The application fee is GST exempt (under division 81), non refundable and subject to change.

**(i) Payment is NOT required for volunteers or trainee students.**

A **\$92.30** fee is required for paid employees. Please select one of the following payment methods:

**Credit card**—complete payment online at [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

Receipt number


Date payment made      
D D M M Y Y Y Y


**Cash or EFTPOS** (over the counter transaction only)


**Cheque/Money order**—made payable to Blue Card Services (ABN 60 789 586 626)


**Blue Card Services, Department of Justice and Attorney-General**


 Scan and upload at [www.bluecard.qld.gov.au/uploadform](http://www.bluecard.qld.gov.au/uploadform)

 PO Box 12671, Brisbane George Street QLD 4003

 53 Albert Street, Brisbane QLD 4000

 07 3211 6999 or 1800 113 611

 07 3035 5910

 [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

## Section 1: Information

Students enrolled in programs offered by our School are **REQUIRED** to provide evidence of their immunisation status for the diseases listed in the table below. This list is supported by the Australian Immunisation Handbook 2015 update and Queensland Health policy. **Screening verification for specified blood borne diseases is also required – see section 3.** The attached immunisation record is to be completed by a **REGISTERED MEDICAL PRACTITIONER**. **It is most important you obtain your past immunisation record (s) and take this information to the medical practitioner who will complete this form for you.**

Name of disease	Requirements
<b>Pertussis*, Diphtheria, Tetanus</b>	Complete childhood vaccination course (CCV). Booster as adolescent/adult within last 10 years.
<b>Measles*, Mumps* &amp; Rubella*</b>	2 doses at least one month apart or failing this a blood test showing immunity
<b>Varicella (Chickenpox)*</b>	Fully immunised (2 varicella vaccinations) or a blood test showing immunity
<b>Influenza**</b>	Date of vaccination (annual vaccination in autumn strongly recommended)
<b>Hepatitis A</b>	Not routinely required for 1 <sup>st</sup> year students. This vaccination may be required for 5 <sup>th</sup> year students prior to attending clinical placements in high risk countries or communities in rural & remote indigenous communities/frequent contact with children from rural & remote indigenous communities in NT, Qld, SA and WA
<b>Hepatitis B*</b>	Completed age appropriate immunisation course <b>AND</b> serology results confirming immunity
<b>Screening for blood-borne* infectious diseases</b>	Due to the increased risk of blood-borne pathogen transmission occurring during a dental procedure, the Dental Board of Australia stipulates that all dental practitioners must be aware of their infectious status for the blood-borne viruses Hepatitis B, Hepatitis C and HIV. School of Dentistry students are required to provide a statement from their doctor confirming their infectious status prior to enrolment and prior to clinical placements at commencement of year 3 and year 5 of the program-see attached statement
<b>Tuberculosis (TB)*</b>	Must have documented recent test (skin or IGRA / Quantiferon Gold for TB blood test within previous 2 years) to screen for latent Tuberculosis at entry to the study program. Please note the test doesn't need to be repeated during the program unless exposure to tuberculosis has occurred

## Notes

### Mandatory requirement \*

#### Influenza\*\*

Healthcare workers can transmit influenza to persons at increased risk of complications from influenza infection. Vaccination in the autumn of each year greatly reduces this risk. Healthcare students are strongly encouraged to have Influenza vaccination annually. Students should retain proof of vaccination in the event that it is required for a particular placement site/hospital attachment.

#### Tuberculosis (TB)

Students can undergo pre-screening free of charge from the Metro South Clinical Tuberculosis Service, Princess Alexandra Hospital Campus, via Cornwall Street, Woolloongabba, Brisbane (there can be long waiting times for testing). Alternatively this service may be obtained from private pathology laboratories on referral from a medical practitioner (*charges will apply – please confirm cost with service provider*). The result of the screening is required prior to completion of the attached form. Students should make arrangements to obtain any required vaccinations immediately and return the completed immunisation record along with any supporting documentation, if appropriate.

**Records will remain incomplete until all requirements have been met.**

**Students are reminded that clinical placements and access to clinics will not be permitted unless this record is complete.**



## Section 2: Evidence of Vaccination / Immunisation

<b>Student Name:</b> (BLOCK LETTERS)	Surname	First Name	Other Names
<b>Student Number:</b>		<b>Date of Birth:</b>	

This section must be completed by a medical practitioner

Name of disease	Acceptable evidence of protection	Tick	Date(s)
<b>Diphtheria, Tetanus, Pertussis</b>	One documented dose of DTPa vaccine within last 10 years (in addition to CCV)		Date ___/___/_____ Pertussis booster next due: ___/___/_____
<b>Measles, Mumps, Rubella</b>	Documented evidence of 2 doses of MMR vaccine given at least 28 days apart (both doses must be given before signing the form)		Dose 1 ___/___/_____ Dose 2 ___/___/_____  <b>OR</b> Serology report confirms immunity to measles, mumps and rubella Report date ___/___/_____ Result:
	<b>OR</b> The student is immune to measles, mumps and rubella		
<b>Chickenpox (varicella)</b>	Documented evidence of 2 doses of varicella vaccine given at least 28 days apart (both doses must be given before signing the form)		Dose 1 ___/___/_____ Dose 2 ___/___/_____  <b>OR</b> Serology report confirms immunity to varicella Report date ___/___/_____ Result:
	<b>OR</b> The student is immune to varicella		
<b>Influenza</b>	A dose of vaccine given annually is highly recommended		See Influenza ** notes above
<b>Hepatitis A</b>	Not routinely required – see table in section 1		
<b>Tuberculosis</b>	Screening test (skin test or blood test IGRA or Quantiferon gold for TB) in the last 2 years		Report date ___/___/_____ Result: Comment
<b>Hepatitis B</b>  <i>2 dose course appropriate for adolescent schedule only.</i>	The student has been fully vaccinated ( <i>please write in dose dates if known</i> ) <b>AND</b> has produced protective antibodies against hepatitis B		Dose 1 ___/___/___ Report Date: ___/___/___ Dose 2 ___/___/___ Result: Dose 3 ___/___/___ (surface antibody level must be included)
	<b>OR</b> The student is currently undergoing vaccination against hepatitis B (and will complete the 3 dose schedule and serology). <i>Please write in dose dates.</i>		Dose 1 ___/___/_____ Dose 2 ___/___/_____ Dose 3 ___/___/_____
	<b>OR</b> Not susceptible to hepatitis B. <i>Evidence of previous hepatitis B exposure shown on serology</i>		Evidence sighted – date ___/___/_____ Student referred to UQ Health Care for advice and cannot perform EPP until medical clearance is obtained – see section 3.

## Section 3: Exposure-prone Procedures Statement

### To be completed by a medical practitioner

An exposure-prone procedure (EPP) is a procedure where there is a risk of injury to the Health Care Worker (HCW) resulting in exposure of the patient’s open tissues to the blood of the worker. These procedures include those where the worker’s hands (whether gloved or not) may be in contact with sharp instruments, needle tips or sharp tissues (spicules of bone or teeth) inside a patient’s open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

#### Blood borne Infectious disease screening and fitness to perform exposure prone procedures

Healthcare workers **must not** perform exposure prone procedures if they are:

- HB e Antigen positive or HBV DNA positive (using an approved sensitive real time PCR assay)
- HCV RNA positive (by PCR or similar test)
- HIV antibody positive (even if virus levels become undetectable on appropriately monitored anti-retro-viral therapy)

#### References

- *Australian National Guidelines for the Management of Health Care Workers known to be infected with blood-borne viruses. Australian Communicable Diseases Network 28 February 2012*
- *Management of Human Immunodeficiency Virus (HIV), Hepatitis B Virus, and Hepatitis C Virus Infected Health Care Workers. Centre for Healthcare Related Infection Surveillance and Prevention & Tuberculosis Control – Guideline. Version 2, April 2013.*

### Screening Verification Details

Medical Practitioner Statement	
I have screened this student for <b>hepatitis B &amp; C and HIV</b> infection and <b>either</b> the student is not infected on testing, <b>or</b> an Australian registered Infectious Diseases physician, Gastroenterologist, Hepatologist or Occupational Medicine Physician has certified that further testing has confirmed that <b>the student is able to safely perform EPP.</b>	<b>Doctor’s signature</b>  <b>Date</b>
<b>OR</b>	
The student <b>cannot safely perform EPP</b> as confirmed by Infectious Diseases physician, Gastroenterologist, Hepatologist or Occupational Medicine Physician.	<b>Doctor’s signature</b>  <b>Date</b>
<b>Additional Comments as necessary:</b>	

## Section 4: Medical Practitioner Declaration

I declare that the requirements specified above have been assessed and actioned in accordance with the immunisation status of the student named on this form, and have been entered above in compliance with the immunisation entry requirements for the School of Dentistry. The student has been made aware of any vaccination or serology follow up in relation to completing the requirements of this form.

Name of Medical Practitioner/Provider number	Signature:	Date
Is further follow up required? Please insert details;		Practice Stamp:

## Section 5: Student Declaration

I understand the School of Dentistry's requirements outlined in this document and agree to submit this information as a true and correct record of my compliance with these requirements. In addition, I agree to provide updated information as necessary and in particular in relation to any required vaccinations or proof of my status regarding testing for blood borne diseases.

<b>Student Name:</b> (BLOCK LETTERS)	Surname		First Name		Other Names		
<b>Phone No.:</b>			<b>Email:</b>				
<b>Student Number:</b>			<b>Year of Program:</b>	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
<b>Signature:</b>				<b>Date:</b>			

The Immunisation record is to be completed in consultation with a Registered Medical Practitioner and returned by the student to:

<b>School of Dentistry</b>  Submission method: hardcopy or email  The University of Queensland Level 5, Oral Health Centre (#883) Cnr Bramston Terrace and Herston Roads Herston, QLD 4029 AUSTRALIA	✉ dentistry@enquire.uq.edu.au ☎ +61 7 3365 8022 🌐 habs.uq.edu.au/placement-ready
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## Section 6: For Office Use Only

<b>Student Name:</b> (BLOCK LETTERS)	Surname		First Name		Other Names		
<b>Student Number:</b>			<b>Year of Program:</b>	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>

### Immunisation Record

<b>Immunisation record complete:</b>	Yes / No	<b>Date verified:</b>	
<b>Name of office worker:</b>		<b>Signature:</b>	

\* Students that have not attained Hepatitis B Immunity should be referred to UQ Healthcare for further specialist advice.

### Exposure Prone Procedure Statement

<b>EPP statement satisfactory:</b>	Yes / No	<b>Date verified:</b>	
<b>Name of office worker:</b>		<b>Signature:</b>	

\* Students that have not attained a satisfactory EPP statement should be referred to UQ Healthcare for further specialist advice.

**If 'NO' to either of the above, further action is required, and details must be provided in Section 7.**

## Section 7: Outstanding Requirements

<b>Student Name:</b> (BLOCK LETTERS)	Surname	First Name	Other Names			
<b>Student Number:</b>		<b>Year of Program:</b>	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>

### Details of follow-up action taken by School

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This information must remain confidential and will be retained in the students file

#### Privacy Statement

The information in this form is collected for the primary purpose of complying with the requirements of the University and Queensland Health by requiring students to provide evidence of their immunisation status for the listed diseases. The information you provide may be disclosed to Queensland Health or other placement organisations or where the disclosure is authorised or required by law. For further information please consult the UQ Privacy Management Policy at: <http://ppl.app.uq.edu.au/content/1.60.02-privacy-management>



## UQ Healthcare St Lucia

### UQ International Students: Medicine, Pharmacy and Nursing

UQ has requested that you have an up to date immunisation record for your course and to access clinical placements. This is for your safety and that of patients. There are upfront costs involved in meeting the vaccination and medical requirements for your course.

**OSHC Allianz** valid policy holders: The cost of any consultation with a doctor (GP) will be direct billed to OSHC Allianz provided your policy is valid at the time of the consultation.

**BUPA, NIB, MBP, AHM** (and other policy holders): The cost of any consultation with a doctor will be charged at the rebate fee and must be paid at the time of the consultation. This amount can be claimed back from your insurer.

**STEP 1.** Bring documents showing proof of all previous vaccinations including childhood and travel. The GP will then discuss which tests are required. If there is no supporting documentation this may result in additional vaccines at your cost.

**STEP 2.** Take your pathology request form to the pathology collection centre on site here at UQ Healthcare St Lucia to have your blood test. Often this cost is covered by your insurer but you must be able to provide proof of your valid insurance policy. You may have out-of-pocket expenses and the pathology provider may send you an invoice in the mail. If you have any questions regarding out-of-pocket expenses please call your insurance provider or the pathology provider.

UQ has also requested Tuberculosis (TB) testing. This is different from a TB chest x-ray you may have had as part of your Visa process. We DO NOT have access to the department of Immigration medical records. You have two options to complete the TB testing requirement:

1. **Metro South Clinical TB Service** offers a free Mantoux (TB) skin testing service to all students. To book an appointment:  
Telephone: 07-31764141 or Email: [msctb@health.qld.gov.au](mailto:msctb@health.qld.gov.au) *[If using email, request a skin test form]*  
**NOTE: there is often a 6 to 8 week waiting time for this free service. This is a 2 stage test, needing attendance on two occasions, two days apart.**
2. **QML, Sullivan Nicolaides** or **Mater Pathology** offer the Quantiferon Gold TB blood test which your GP will discuss. The cost for this test is approximately \$60 and not claimable from your insurer. There is no waiting time for this test and results are usually available at one week. You may also access the Mantoux test via these laboratories. An out-of-pocket cost of up to \$45 should be expected and please note the skin test is a 2 stage test, as mentioned above.

**STEP 3.** Book a follow up appointment with your GP to discuss your blood results. Depending on your levels of immunity and previous vaccinations you may require boosters or a course of vaccinations. This could include:

Measles, Mumps, Rubella (MMR)	-	maximum	2 injections – this vaccination is free
Varicella (Chickenpox)	-	maximum	2 injections @ \$ 60.00 per vaccine
Hepatitis B	-	normally	3 injections @ \$25.00 per vaccine
Polio	-	maximum	3 injections @ \$45 per vaccine
Diphtheria, Tetanus, Pertussis (Boostrix)	-	1 injection	@ \$40.00
Diphtheria and Tetanus [ADT]	-	maximum	2 @ \$20 per vaccine

**NOTE: Vaccines are private medications and may not be claimable from your insurance and prices are subject to change.**



## UQ Healthcare St Lucia

### UQ Domestic Students: Medicine, Pharmacy and Nursing

UQ has requested that you have an up to date immunisation record for your course and to access clinical placements. This is for your safety and that of patients. There are upfront costs involved in meeting the vaccination and medical requirements for your course.

**STEP 1.** Bring documents showing proof of all previous vaccinations including childhood and travel. The GP will then discuss which tests are required. If there is no supporting documentation this may result in additional vaccines at your cost.

**STEP 2.** Take your pathology request form to the pathology collection centre on site here at UQ Healthcare St Lucia to have your blood test. This may incur additional fees which your GP will discuss.

UQ has also requested Tuberculosis (TB) testing. You will be offered either a skin test or blood test.

1. **Metro South Clinical TB Service** offers a free Mantoux (TB) skin testing service to all students. To book an appointment:

Telephone: 07-31764141 or Email: [msctb@health.qld.gov.au](mailto:msctb@health.qld.gov.au) [If using email, request a skin test form]

**NOTE: there is often a 6 to 8 week waiting time for this free service. This is a 2 stage test, needing attendance on two occasions, two days apart.**

2. **QML, Sullivan Nicolaides or Mater Pathology** offer the Quantiferon Gold TB blood test which your doctor will discuss. The cost for this test is approximately \$60 and not covered by Medicare. There is no waiting time for this test and results are usually available at one week.

You may also access the Mantoux test via these pathology providers. An out-of-pocket cost of up to \$45 should be expected and please note the skin test is a 2 stage test, as mentioned above.

**STEP 3.** Book a follow up appointment with your GP to discuss your results. Depending on your levels of immunity, and previous immunisations, you may be required to undertake boosters or a course of vaccinations. This could include:

Measles, Mumps, Rubella (MMR)	-	maximum	2 injections – this vaccination is free
Varicella (Chickenpox)	-	maximum	2 injections @ \$ 60.00 per vaccine
Hepatitis B	-	normally	3 injections @ \$25.00 per vaccine
Polio	-	maximum	3 injections @ \$45 per vaccine
Diphtheria, Tetanus, Pertussis (Boostrix)	-	1 injection	@ \$40.00
Diphtheria and Tetanus [ADT]	-	maximum	2 @ \$20 per vaccine

**All consultations are bulk billed. Vaccine prices are subject to change.**

## School of Dentistry Attendance Guidelines & Procedures 2019 –BDS(c(Hons) and DClindent Students

The BDS(c(Hons) and DClindent programs at UQ are full-time programs and 100% attendance is expected. The School of Dentistry has a strict attendance policy and takes absence from preclinical and clinical learning activities very seriously. It is your responsibility to familiarize yourself with these guidelines and procedures for explaining an absence. These guidelines and procedures are summarised below and are clearly outlined in the Electronic Course Profiles for your DENT courses. These guidelines apply to both OHC and non-OHC sites and all years of the programs **including BDS(c(Hons) Year 5.**

**These guidelines do NOT apply to absences when assessment has been scheduled. In such cases, please refer to the [deferred examination guidelines](#) and/or to the relevant ECP for rules regarding extensions.**

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 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 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. 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 (specified in Section 6 of ECP) will be treated as non-attendance without a valid reason.

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## Attendance Requirements

- a) Students are expected to be punctual and to attend all Preclinical and Clinical Learning activities.
- b) 100% attendance is expected for all Preclinical and Clinical Learning activities.
- c) Students are expected to attend Clinical Learning activities even when patients are not booked into appointment times.
- d) All absences must be explained and approved on the criteria set out below.
- e) Students should arrive by 8.00 am for an **8.10 am** clinic start time.

### 1. Absence from Preclinical and Clinical Learning Activities

- a) When a student is absent from any **Preclinical** learning activity due to illness or exceptional circumstances they must notify SAS and the Course Coordinator via [absentee@dentistry.uq.edu.au](mailto:absentee@dentistry.uq.edu.au) by no later than **8.00 am**.
- b) When a student is absent from any **Clinical** learning activity due to illness or exceptional circumstances they **must notify** Metro North clinics via [OAlliance@health.qld.gov.au](mailto:OAlliance@health.qld.gov.au) immediately, **with a copy to SAS** via [absentee@dentistry.uq.edu.au](mailto:absentee@dentistry.uq.edu.au) and by no later than **7:30am**.
- c) When a **5<sup>th</sup> year student**, on placement at a **location other than the OHC**, is absent from any **Clinical** learning activity due to illness or exceptional circumstances they **must notify their placement supervisor** immediately, **with a copy to SAS** via [absentee@dentistry.uq.edu.au](mailto:absentee@dentistry.uq.edu.au) and by no later than **7:30am**.
- d) 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 it may not always be possible for patients to be reallocated at short notice.
- e) An absence is defined as an absence from a day, a session, or any part thereof. This includes arriving late or leaving early.



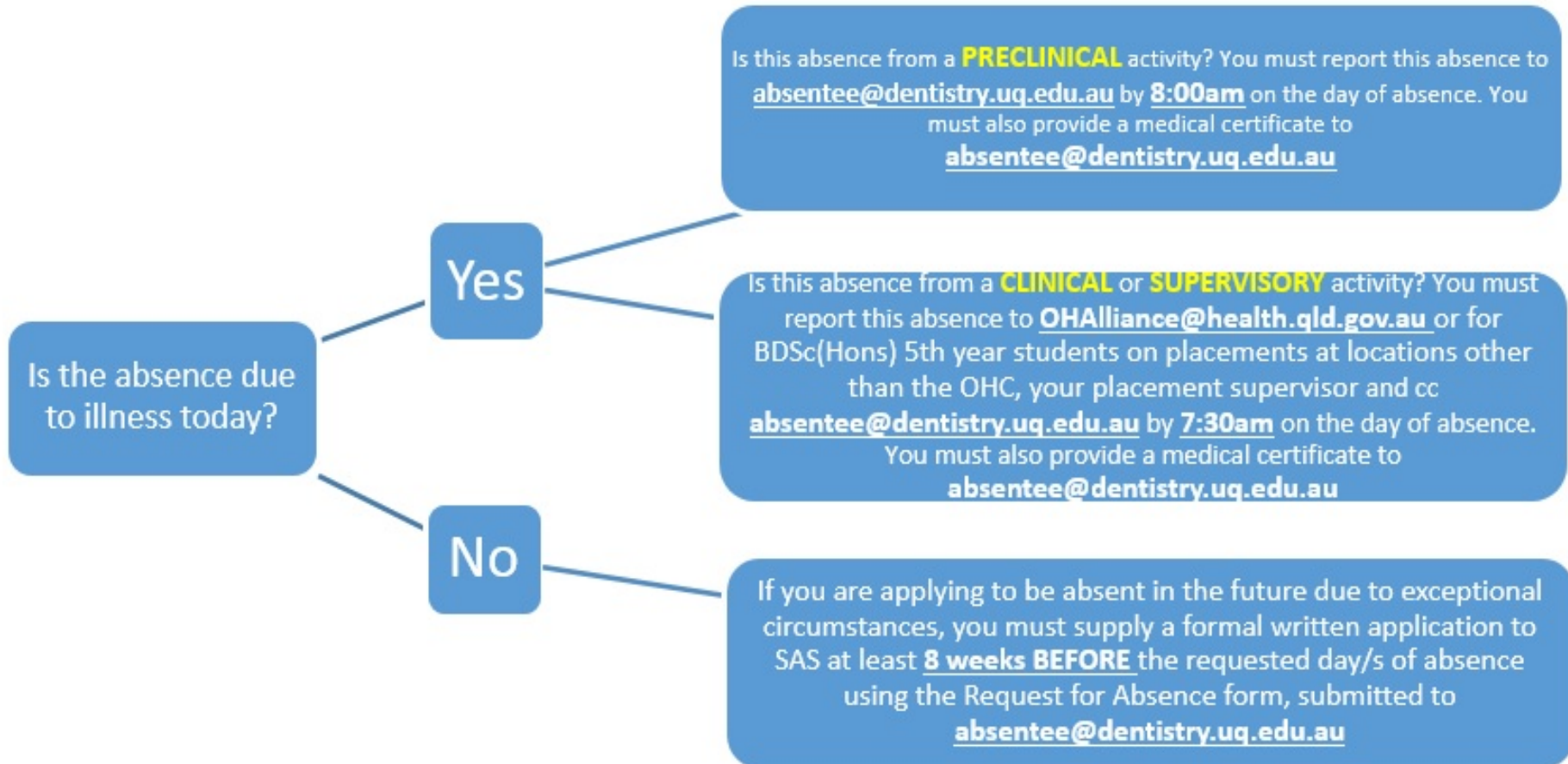
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- f) Appropriate evidence explaining the absence must be submitted to SAS via [email](#) within three (3) business days of the last day of leave. If evidence is not provided within this timeframe, the absence will be treated as a 'non-attendance without a valid reason' and dealt with under UQ Fitness to Practise Policy.
- g) Where a student is absent due to illness, they must provide a medical certificate and/or other appropriate supporting documentation. Medical certificates are randomly audited by UQ for authenticity. Medical certificates that are found to be fraudulent will result in a misconduct allegation process.
- h) It is the responsibility of the student to ensure that the provider of the medical certificate is a genuine medical practitioner. Ensuring this will be problematic if an online medical service is used, as many of these services are not genuine. Students will be held fully responsible for whatever they submit, even if they do so in apparent ignorance.
- i) Students who suffer from a chronic illness must provide evidence of the chronic nature of the condition. (For example, a letter from a medical practitioner stating that the student suffers from a recurring condition). If approved by the Phase Coordinator the requirement to submit daily medical certificates may be waived in some cases.
- j) A student applying to be absent for exceptional circumstances other than illness, 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. 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. Approval is not automatic - absence requests will be considered for approval on a case-by-case basis by the School of Dentistry.
- k) 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](#).

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## 2. Absence from supervisory activities – Postgraduate Students

- a) When a postgraduate student is absent from a scheduled supervisory activity (i.e. supervising undergraduate students in clinics) due to illness or exceptional circumstances they **must notify** Metro North clinics via [OHALliance@health.qld.gov.au](mailto:OHALliance@health.qld.gov.au) immediately, **with a copy to SAS** via [absentee@dentistry.uq.edu.au](mailto:absentee@dentistry.uq.edu.au) and by no later than **7:30am**.
- b) 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.
- c) Where a student is absent due to illness, they must provide a medical certificate and/or other appropriate supporting documentation. Medical certificates are randomly audited by UQ for authenticity. Medical certificates that are found to be fraudulent will result in a misconduct allegation process.
- d) It is the responsibility of the student to ensure that the provider of the medical certificate is a genuine medical practitioner. Ensuring this will be problematic if an online medical service is used, as many of these services are not genuine. Students will be held fully responsible for whatever they submit, even if they do so in apparent ignorance.
- e) Students who suffer from a chronic illness must provide evidence of the chronic nature of the condition. (For example, a letter from a medical practitioner stating that the student suffers from a recurring condition). If approved by the Discipline Lead or Course Coordinator the requirement to submit daily medical certificates may be waived in some cases.
- f) A student applying to be absent for exceptional circumstances other than illness, 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. 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. Approval is not automatic - absence requests will be considered for approval on a case-by-case basis by the School of Dentistry.
- g) 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](#).

Quick Guide: How do I request and/or report an absence?



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When reporting an absence, you MUST include the following information in your correspondence:

1. Full name
2. Student ID number
3. Current Year of BSc(Hons)/DClinDent program
4. Details of clinic/preclinic that you will miss

Please also remember to include your student name, number and clinic details for the absence in the subject line of the email.

**School of Dentistry Academic Calendar 2020**

Week commencing	Public Holidays/Other Dates	BDSc 1	BDSc 2	BDSc 3	BDSc 4	BDSc 5	DClinDent Year 1	DClinDent Year 2	DClinDent Year 3	Calendar Week
30-Dec-19	1 Jan - New Year's Day					1				1
06-Jan-20						2				2
13-Jan-20					1	3	Orientation			3
20-Jan-20					2	4	1	1	1	4
27-Jan-20	27 Jan - Australia Day Holiday				3	5	2	2	2	5
03-Feb-20					4	6	3	3	3	6
10-Feb-20					5	7	4	4	4	7
17-Feb-20		Orientation			6	8	5	5	5	8
24-Feb-20		1	1	1	7	9	6	6	6	9
02-Mar-20		2	2	2	8	10	7	7	7	10
09-Mar-20		3	3	3	9	11	8	8	8	11
16-Mar-20		4	4	4	10	Mid-Sem Break	9	9	9	12
23-Mar-20		5	5	5	11	12	10	10	10	13
30-Mar-20		6	6	6	12	13	11	11	11	14
06-Apr-20	10 Apr - Good Friday	7	7	7	13	14	12	12	12	15
13-Apr-20	13 Apr - Easter Monday	Mid-Sem Break	Mid-Sem Break	Mid-Sem Break	Mid-Sem Break	15	Mid-Sem Break	Mid-Sem Break	Mid-Sem Break	16
20-Apr-20		8	8	8	14	16	13	13	13	17
27-Apr-20		9	9	9	15	17	14	14	14	18
04-May-20	4 May - Labour Day	10	10	10	16	18	15	15	15	19
11-May-20		11	11	11	17	Workshop	16	16	16	20
18-May-20		12	12	12	18	Sem Break	17	17	17	21
25-May-20		13	13	13	19	Sem Break	18	18	18	22
01-Jun-20		Revision	Revision	Revision	Revision	1	19	19	19	23
08-Jun-20		Exams	Exams	Exams	Exams	2	Revision	Revision	Revision	24
15-Jun-20		Exams	Exams	Exams	Exams	3	Exams	Exams	Exams	25
22-Jun-20		Sem Break	Sem Break	Sem Break	Sem Break	4	Sem Break	Sem Break	Sem Break	26
29-Jun-20		Sem Break	Sem Break	Sem Break	Sem Break	5	1	1	1	27
06-Jul-20		Sem Break	Sem Break	1	1	6	2	2	2	28
13-Jul-20		Sem Break	Sem Break	2	2	7	3	3	3	29
20-Jul-20	*Tue 21 - Fri 24 July Sem 1 Deferred & Supplementary Exam Period	Sem Break	Sem Break	3	3	8	4	4	4	30
27-Jul-20		1	1	4	4	9	5	5	5	31
03-Aug-20		2	2	5	5	10	6	6	6	32
10-Aug-20	12 Aug - Ekka Holiday	3	3	6	6	11	7	7	7	33
17-Aug-20		4	4	7	7	12	8	8	8	34
24-Aug-20		5	5	8	8	13	9	9	9	35
31-Aug-20		6	6	9	9	14	10	10	10	36
07-Sep-20		7	7	10	10	15	11	11	11	37
14-Sep-20		8	8	11	11	Mid-Sem Break	12	12	12	38
21-Sep-20		9	9	12	12	16	13	13	13	39
28-Sep-20		Mid-Sem Break	Mid-Sem Break	Mid-Sem Break	Mid-Sem Break	17	Mid-Sem Break	Mid-Sem Break	Mid-Sem Break	40
05-Oct-20	5 Oct - Queen's Birthday	10	10	13	13	18	14	14	14	41
12-Oct-20		11	11	14	14	19	15	15	15	42
19-Oct-20		12	12	15	15	20	16	16	16	43
26-Oct-20		13	13	16	16	21	17	17	17	44
02-Nov-20		Revision	Revision	Revision	Revision	22	Revision	Revision	Revision	45
09-Nov-20		Exams	Exams	Exams	Exams	Workshop	Exams	Exams	Exams	46
16-Nov-20		Exams	Exams	Exams	Exams		18	18		47
23-Nov-20				17	17		19	19		48
30-Nov-20							20	20		49
07-Dec-20							21	21		50
14-Dec-20	*Tue 15 - Fri 18 December Sem 2 Deferred & Supplementary Exam Period						Summer Break	Summer Break		51
21-Dec-20	25 Dec - Christmas Day						Summer Break	Summer Break		52
28-Dec-20	28 Dec - Boxing Day Holiday						Summer Break	Summer Break		