THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

School of Dentistry
PRE-COMMENCEMENT GUIDE
2021

Doctor of Clinical Dentistry

For Information Contact

School of Dentistry Student and Academic Services (SAS)

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Introduction

Welcome to the School of Dentistry.

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

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

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

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THERE IS A LOT TO DO, SO START IMMEDIATELY!

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

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

Pre-Commencement Checklist for School of Dentistry

Below is a checklist to assist you to complete your pre-commencement requirements. **The following documents (with the exception of the Student Immunisation Record Form) must be completed and uploaded into InPlace by the end of Orientation Week i.e. Friday, 15 January 2021.** Failure to provide these documents will result in students being prohibited from clinical activities and will significantly impact their ability to complete the program. The 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 form must be uploaded no later than Monday, 14 December 2020 for review by UQ Immunisation Response Team)**

   ☐ I have obtained my past immunisation record and 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 UQ Student Immunisation Record Form B including signature and date and I have uploaded the completed student immunisation record to InPlace

2. **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 certificate/s to InPlace.

3. **Dental Board Registration**

   ☐ I have submitted a copy of my current Dental Board registration certificate for Year 1 enrolment to SAS

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

   ☐ I have signed the Group A Student Deed Poll (domestic students) or Overseas Student Deed Poll (international students) and have uploaded to InPlace

   ☐ I have completed the relevant sections of the Qld Health Student Orientation Checklist, completed iLearn@QHealth training modules and have uploaded the orientation checklist with module completion certificates to InPlace

5. **Metro North Hospital and Health Service Mandatory Training**

   ☐ I have completed the online training modules which is required by MNHHS for its facilities.

6. **Responsible Use of Patient Information for Learning & Assessment**

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

7. **Academic Integrity and Plagiarism**
☐   I have read and completed the online modules on academic integrity and plagiarism

8. **Applications for credit and exemption 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 on my.UQ website and have followed the process outlined (https://my.uq.edu.au/starting-at-uq/plan/apply-for-credit).

9. **Occupational Health and Safety**
☐   I have completed the OHS tutorial/training module as required for laboratory work as part of my program and completed the appropriate OHS checklists

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

DClinDent Orientation Information

Orientation for **DClinDent** first year students will be held at the UQ Oral Health Centre, 288 Herston Road, Herston in **the week commencing Monday, 11 January 2021**. Activities have been planned for the week which will involve general and discipline-specific sessions and students will be advised of the schedule closer to the time.

Commencement Date

The academic year for **DClinDent** Year 1 students will commence on **Monday, 18 January 2021**. New first year students must commence the program on this date unless prior approval by the Head of School is obtained.

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

Enrolment

The due date for enrolment for all **DClinDent** students is **Monday, 4 January 2021**. Students should ensure that they are enrolled by this date through *mySI-net.* A Student Guide to mySI-net can be found at: https://my.uq.edu.au/information-and-services/information-technology/it-training/mysi-net-student-guide.

Late fees may apply for enrolment submitted after the University's due dates.

The course list for Year 1 is provided below for the DClinDent program.

DClinDent Year 1 Course List (all Fields of Study)

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

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

Students will be required to enrol each year in the relevant year level courses. The full DClinDent Course List can be found on the UQ website (Programs & Courses). Further course details will be provided in the Blackboard course sites.

Course Information & Blackboard

Information about course requirements including assessment and textbook lists can be found in the Electronic Course Profiles (ECPs) (click on individual course codes). ECPs are published one week prior to the commencement of semester. A link to the ECP is also available on the Blackboard site for each course. Blackboard is the University's learning management system and similar to ECPs, Blackboard sites are published one week prior to the start of semester. Please note that it will not be possible to access Blackboard until you have enrolled in your courses. In addition to individual course sites in Blackboard, you will also have access to other Blackboard sites. On the 'Welcome' page under "My Organisations", you will see "DClinDent Students, 2021" or similar. This site (often referred to as the DClinDent Blackboard community site) contains general resource information for all DClinDent students, in addition to periodic announcements from the SAS team and other School staff. When made available, the DClinDent community site will be advised to students.

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

Timetables

DClinDent students will be provided with their timetable for Semester 1 from their Program Coordinators/Discipline Leads in orientation week. Timetables will also be posted in the DClinDent Blackboard community site.

Application for Credit for Previous Studies

Students who wish to apply for credit for previous studies must complete and submit the online application form (see **Applying for credit or exemptions** - TAFE or study at another university) with all required documentation. Domestic student applications should be submitted as soon as all relevant documentation can be provided and by the enrolment closing date for the semester in which the award of credit may affect your program of study. International students must submit the application no later than the first week of the semester in which the award of credit may affect your program of study.

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

Please note that processing of all credit applications is undertaken by the Faculty of Health and Behavioural Sciences and 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 (31 March).

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 can also arrange appropriate advice and assistance on personal and public health issues.

UQ Placements System (InPlace)

UQ has implemented a placements system which enables students to upload their pre-commencement documentation (student immunisation record, First Aid and CPR certificate/s, Qld Health Orientation checklist and Student Deed Poll). The system is called InPlace and students will be able to be access it after their enrolment in Year 1 courses. However, even if students are not able to enrol yet, they should still commence the process of gathering the necessary documentation, and upload it once they are enrolled.

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.

All dental students have a duty of care towards their patients. Under DClinDent Program Rules (4.4 & 4.5) prior to commencing the DClinDent program, all students must complete a schedule of immunisation 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. Students who are unable to provide confirmed evidence of serological immunity in regard to Hepatitis B, will be required to have had at least two vaccinations before commencement of Semester 1 with the third vaccination to be completed as soon as possible thereafter. The UQ Student Immunisation Record (Form B) is required to be completed by a registered medical practitioner as evidence of a student's immunity. Please note that the medical practitioner should not be an immediate family member or close relative.

Students who do not provide a complete immunisation record will <u>NOT</u> be permitted to enter clinical facilities which will have a serious impact on their ability to pass their courses.

International students offshore must undertake screenings and complete the schedule of immunisations prior to the commencement of their program. Completion of the UQ Student Immunisation Record (Form B) 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.

Please note that students who are positive for blood-borne viruses are advised not to enter the DClinDent program as they cannot undertake clinical work in Queensland Health facilities.

The completed UQ Student Immunisation Record **(Form B) must be uploaded to** InPlace **no later than Monday, 14 December 2020 for review by the UQ Immunisation Response Team (IRT).**

Please note that 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. Consequently, all School of Dentistry students (undergraduate and postgraduate) will also be required to provide an **Exposure-prone Procedures Statement** (valid two years) from their doctor confirming their infectious status prior to Year 1 enrolment and clinical placements. A relevant section is included in the student immunisation record to be verified by a medical practitioner.

First Aid and CPR Certificate

Under DClinDent Program Rules (4.2), students are required to hold a First Aid and CPR certificate(s) for the duration of the program. As such, students are required to obtain a First Aid and CPR certificate for the commencement of Year 1 and complete annual CPR recertification before commencement of Years 2 and 3. 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 within the Faculty of Health and Behavioural Sciences which includes School of Dentistry students. First Aid and CPR may be separate certificates or a combined certificate.

Please note that no particular organisation is specified to deliver the First Aid/CPR training for the DClinDent program. Provided the organisation is a registered training organisation in Australia, it will be acceptable. Such organisations will have a Recognised Training Organisation (RTO) number and will display the symbol for nationally recognised training on its completion certificates. The symbol is indicated below:

NATIONALLY RECOGNISED TRAINING

Training courses are coded as follows:
HLTAID003 Provide First Aid
HLTAID001 Provide Cardiopulmonary Resuscitation

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.

The First Aid and CPR Certificate/s must be uploaded to InPlace **by the end of orientation week (Friday, 15 January 2021).**

Dental Board Registration

Under DClinDent Program Rules (4.3), all DClinDent students must be registered with the Dental Board of Australia for the duration of their program. Students are therefore required each year to provide a certified copy of their Dental Board registration for the current year of enrolment. DClinDent Year 1 students are required to submit a certified copy of their current registration to the School's Student and Academic Services (SAS) by **Friday, 15 January 2021.**

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 students will be entering these facilities from the commencement of Year 1, they are required to complete additional Queensland Health placement requirements. These consist of:

- 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).*

- Student Orientation Checklist

- Four mandatory Work Health and Safety online courses (Clinical Student Placement course/s) (iLearn@QHealth online modules):
    - Work Health and Safety Induction
    - First-Response Evacuation Instructions
    - Occupational Violence Prevention Fundamentals
    - 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. Insert the Discipline Lead as your supervisor and their UQ phone number to complete the registration.)

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

The School of Dentistry currently has an agreement with Queensland Health to collect completed online module certificates. Please upload these certificates with your Orientation Checklist as well as the Student Deed Poll to InPlace.

Metro North Oral Health Service (MNOHS) has advised that it may accept completion of credentialing/mandatory training modules in lieu of Queensland Health checklist modules i.e.
- o Fire and evacuation instructions
- o Occupational violence prevention orientation (OVP)
- o Health and safety orientation
- o Healthcare ergonomics theory - including Musculoskeletal Disorders (MSDs)

The Student Deed Poll and Student Orientation Checklist with online module certificates must be uploaded to InPlace by the end of orientation week (Friday, 15 January 2021).

Queensland Health Credentialing

As part of their program, DClinDent students may be required to provide clinical supervision to undergraduate dental students. Such students must hold general practice registration with the Dental Board of Australia as required by Metro North Hospital and Health Service (MNHHS) and consequently Queensland Health credentialing will be necessary. Students with limited registration from the Dental Board for postgraduate study purposes only may be required to provide teaching in other undergraduate learning activities (i.e. seminars, tutorials, preclinical lab) and therefore it will not be necessary for them to obtain MNHHS credentialing.

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

Metro North Mandatory Training

Metro North Hospital and Health Service (MNHHS) require all staff and students to undertake annual training requirements which includes fire safety and Infection control.

All Metro North Hospital and Health Service (MNHHS) staff and students must complete the mandatory training as per the Metro North Mandatory and Legislative Training Policy.

To enrol in the online program, click the blue enrol button on the right (make sure you are logged in): https://ilearncatalogue.health.qld.gov.au/program/36/metro-north-all-staff-mandatory-training

Courses include:
- Fire and evacuation instructions
- Infection control awareness
- Ethics, integrity and accountability - Code of conduct

- Occupational violence prevention orientation (OVP)
- Health and safety orientation
- Healthcare ergonomics theory - including Musculoskeletal Disorders (MSDs)
- Australian charter of healthcare rights awareness

Students should print the certificates available on the MNHHS website and retain these if required to present evidence of completion.

Students may use the 'Fire and evacuation instructions', 'Occupation violence prevention orientation (OVP)', 'Health and safety orientation' and 'Healthcare ergonomics theory – including Musculoskeletal Disorders (MSDs) to replace the four Student Work Health and Safety modules – you must upload evidence of completing these to InPlace instead of the other module certificates.

School of Dentistry Attendance Guidelines & Procedures

The BDSc(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 both programs **including BDSc(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.

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 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 OHAlliance@health.qld.gov.au immediately, **with a copy to SAS** via absentee@dentistry.uq.edu.au and by no later than **7:30 am**.

c) When a **5th 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 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.

f) Appropriate evidence explaining the absence must be submitted to SAS via email (absentee@dentistry.uq.edu.au) 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.
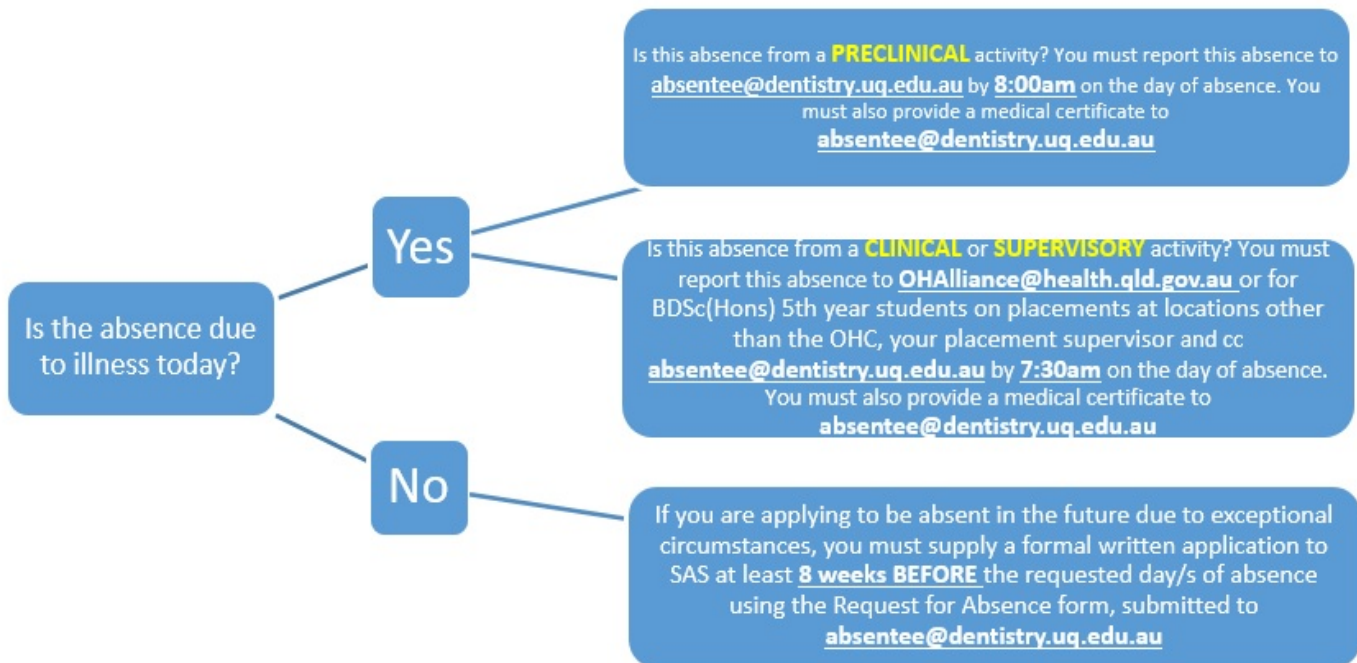
i) Students who suffer from a chronic illness must provide evidence of the chronic nature of the condition. (For example, a letter from a medical practitioner stating that the student suffers from a recurring condition). If approved by the Phase Coordinator the requirement to submit daily medical certificates 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.

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 immediately, **with a copy to SAS** via absentee@dentistry.uq.edu.au and by no later than **7:30 am**.

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?

Is the absence due to illness today?

Yes

Is this absence from a **PRECLINICAL** activity? You must report this absence to absentee@dentistry.uq.edu.au by **8:00am** on the day of absence. You must also provide a medical certificate to absentee@dentistry.uq.edu.au

Is this absence from a **CLINICAL** or **SUPERVISORY** activity? You must report this absence to **OHAlliance@health.qld.gov.au** or for BDSc(Hons) 5th year students on placements at locations other than the OHC, your placement supervisor and cc absentee@dentistry.uq.edu.au by **7:30am** on the day of absence. You must also provide a medical certificate to absentee@dentistry.uq.edu.au

No

If you are applying to be absent in the future due to exceptional circumstances, you must supply a formal written application to SAS at least **8 weeks BEFORE** the requested day/s of absence using the Request for Absence form, submitted to absentee@dentistry.uq.edu.au

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

1. Full name
2. Student ID number
3. Current year of DClinDent program
4. Details of clinic/pre-clinic 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.

Responsible Use of Patient Information for Learning and Assessment

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

MNHHS and the UQ School of Dentistry have developed Guidelines for the responsible use of patient information, which will be found on the DClinDent Blackboard Community site for 2021. All students must follow the instructions posted on the Community site when made available, and complete the Responsible Use of Patient Information Quiz, which includes accepting the student responsibility statement as Question 6.

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

Occupational Health and Safety

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

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

Further information will be provided at orientation.

Academic Integrity and Plagiarism

Academic integrity is a core value of UQ and for this reason UQ has developed compulsory online modules to explain the University's expectations in relation to academic integrity, to ensure that students do not engage in practices that involve plagiarism and academic misconduct (UQ PPL 3.60.04 Student Integrity and Misconduct).

Academic Integrity modules are available on the edX (Edge) platform for completion by students. Students are required to complete Part A by Semester 1 census date (31 March) and Part B by the end of Week 13 of teaching semester.

my.UQ website

The [my.UQ](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 currently online only until further notice.