

Nursing/Midwifery Education and Research Unit  
Entry to Practice

# Nursing Student Placement Pre-brief Booklet

2024



# Contents

<b>Essential information for all placements at Gold Coast Health .....</b>	<b>3</b>
Mandatory requirements.....	3
Student deed polls .....	4
COVID-19 considerations and masking fitting.....	4
Absenteeism .....	5
Dress standard .....	5
Facility access .....	5
Transport and parking.....	6
Meals.....	7
Clinical placement support .....	7
Clinical placement feedback .....	7
<b>Orientation and Shift Times.....</b>	<b>8</b>
Gold Coast University Hospital .....	8
Robina Hospital.....	10
Southport Health Precinct.....	11
Robina Health Precinct.....	12
Non Hospital Placements .....	12
Palm Beach Mental Health Placements .....	12
Community Child Health Placements .....	13
<b>Appendix A: Nursing Student Orientation 2024 .....</b>	<b>30</b>

## Essential information for all placements at Gold Coast Health

This booklet has been created to provide you with relevant information in preparation for the first day of your clinical placement with Gold Coast Health.

If you have any questions about your placement with Gold Coast Health, please contact our Clinical Placements Officer using the following contact details:

**E.** [gcnursingclinicalplacements@health.qld.gov.au](mailto:gcnursingclinicalplacements@health.qld.gov.au)

**P.** 07 5687 3268 | 7 am to 4 pm, Monday to Friday (excluding Public Holidays)



### Mandatory requirements

It is a **requirement** for all students attending a clinical placement at facilities located across Gold Coast Health watch the student orientation video prior to your first day. To access this video please click on the following image or link below:



Video link for Student Orientation: <https://vimeo.com/682651509/cdb3ec5eb1>

If you are attending a community placement, your Entry to Practice (E2P) Clinical Facilitator will touch base with you on the first or second day of your placement once commenced in your area, to ensure you understand all the orientation information.



As per mandatory requirements, you must complete the following units listed on [iLearn](#) prior to placement once per calendar year (1 January – 31 December). You may be required to present evidence of completion at orientation.

**Please see APPENDIX A for information on how to access iLearn and the Gold Coast HHS Student Clinical Placement Orientation program.**

**Please search for the exact name of the courses below in the Course Catalogue:**


- Building Emergency Procedures/First-Response Evacuation Instructions (FREI)
- Code of Conduct
- Prevention and Management of Musculoskeletal Disorders (MSD)
- Work Health, Safety and Wellbeing Induction
- Cyber Security Essentials
- Infection Control Awareness
- eHealth ieMR Nursing Student Training
- MAYBO Postitive Approaches

## Student deed polls

As per Queensland Health requirements, students must provide a full copy of their signed 2022-2025 Queensland Health Student Deed Poll to GCH prior to commencement date of their placement.

Please email your signed deed 1 week prior to your commencement to the following with the subject line as below:

- Email: GCNursingstudentdeeds@health.qld.gov.au
- Subject: Placement Date; Education Provider; Name
- Example: 11.08.2024; Griffith University; Jane Smith

 Clinical placement will not be able to commence unless this document has been received. Please include a PDF document of your deed poll in your email and ensure the correct Education Provider, Facility and ABN is clearly documented. Please ensure that your document is signed, witnessed and dated correctly and all pages are emailed to the provided email address.

## COVID-19 considerations and mask fit testing

In addition to the orientation video, students are also to watch the 'correct use of masks for staff'. This is for situations when staff are asked to wear a mask at all times, upon entering the hospital as part of the COVID-19 response. Within the orientation video, you will see how to apply and remove a mask when required in a clinical situation.



## Click on the image to view the video on when and how to fit a mask

### Further important information

- You may be expected to wear masks that are supplied by the health service when on clinical placement. You should not be wearing personally supplied masks when on placement. Depending on Queensland Health facility restrictions, you may be expected to wear a N95 mask and therefore must be fit tested with an appropriate mask prior to commencing placement.
- You may be expected to show evidence of your fit test on your first day of placement.
- The message remains, if you have any signs or symptoms of being unwell, please stay at home until symptoms have gone. Refer to absenteeism section of this document for COVID-19 related absence.

## Absenteeism

On your first day of placement, you may be required to provide next of kin contact details for use in case of emergency. Please follow the steps below if you are unable to attend clinical placement.

1. Contact E2P team at [EntrytoPracticeTeam@health.qld.gov.au](mailto:EntrytoPracticeTeam@health.qld.gov.au) stating the following:
  - First and last name
  - Name of Education Provider, i.e. TAFE/Griffith. etc
  - Cluster you are assigned to (i.e. Cluster 1) **This will be assigned to you on day one.**
  - Allocated placement unit including the hospital/location of your placement e.g. Aged Response Team, Robina
  - When you plan to return to placement
2. Contact your Education Provider as per their policies
3. Contact your clinical unit prior to the commencement of your shift to let them know you will be absent

### COVID-19 related absence - COVID-19 positive or close contact?

- If you are unwell with COVID-19 symptoms please test yourself
- Contact E2P team & your Education Provider as per their policies
- Contact E2P team to seek further information regarding current guidelines to return to placement as these are subject to change.



You must email a medical certificate or statutory declaration to your Clinical Facilitator for any hours that you are absent from clinical placement prior to returning to placement. Your facilitator will advise you which document is required



## Dress standard



You are required to follow the University/TAFE uniform information as per Clinical Practicum Policy as well as the Gold Coast Health Uniform Procedure. If you fail to attend in correct attire, you will be at risk of being sent home.

Some key points to remember regarding the Gold Coast Health Uniform Procedure

- Clean and tidy- well groomed
- Enclosed shoes made of non-permeable materials
- Trimmed nails, no nail varnish, extensions, nail art or jewellery
- Discrete body piercings and covered tattoos (if pornographic or violent in nature)
- Bare below the elbows



## Facility access

### Gold Coast University Hospital and Robina Hospital based placements

- Security swipe cards are only to be worn while on hospital premises.
- Failure to return your swipe card to your Clinical Facilitators on your last day of placement may result in a delay in receiving an assessment outcome from placement.
- Notify your Clinical Facilitator immediately if you lose your swipe card as it will need to be deactivated for security reasons. Lost security swipe cards may include a replacement charge.
- Do not bring large bags or valuables as storage is limited.

## Non-hospital based community placements

No access cards at Southport Health Precinct (SHP)

### Numinbah Correctional Centre – Health Clinic placements

- Please contact your education providers, clinical placement team as soon as possible to ensure all your [pre-placement paperwork](#) is complete.
- You may be subjected a random bag search at any time during placement. Please do not bring any personal items such as electronics, USBs, tablets, computers etc.
- Your mobile phone is not to be brought into the facility under any circumstance.
- Please see below information regarding meal arrangements.

---

## **P** Transport and parking

 We strongly advise when parking off-site after hours to please walk with a friend/group.

### Gold Coast University Hospital

- Paid parking is available at GCUH car park located on Hospital Boulevard – there are no student discounts. Please refer the Appendix A – GCUH Map for parking area and check [Gold Coast Health's website](#) for more info.
- You may also choose to park at the Southport Sharks. More information can be found on the [website](#).
- Buses stop directly outside Gold Coast University Hospital.
- Gold Coast Light Rail stops directly outside Gold Coast University Hospital. [Click here](#) to view timetables and ticket prices. 'Park and ride' is available from Helensvale and Parkwood. Parking at the light rail stations is free.

### Robina Hospital and Robina Health Precinct

- Students can park in the staff multistorey car park, which comes at a cost.
- You may park at Cbus Stadium or Laver Drive (short 5 minute walk to the hospital) at a cost.
- Buses stop directly outside Robina Hospital.
- Robina Train Station is conveniently located directly opposite Robina Hospital and is walking distance to the Robina Health Precinct.

### Southport Health Precinct

- Light rails stop outside this location

## Non-hospital based community placements

- Parking varies at different sites. Please ensure you arrive early on your first day to find appropriate and safe parking.

### Numinbah Correctional Centre – Health Clinic placements

- On-site parking is available. Drive to the boom gate, press the buzzer and state name and “student nurse from (*specify your university name*) University/TAFE”. When the boom gate opens, drive slowly until you see the ‘P’ parking sign.





### Gold Coast University Hospital

- GCUH – shop times vary, please check with individual retailers for more details.
- Griffith University Food Court – located across from the tram station on Griffith Uni campus.
- Fridges and microwaves are available in most clinical areas

### Robina Hospital

- Bayberry Café – please check with vendor for current opening times.
- There is a staff tearoom on the Ground floor behind Bayberry Café with microwaves and tea/coffee facilities.
- Fridges and microwaves are available in most clinical areas.
- Vending machines with meals available in staff kitchen.

### Non-hospital based community placements

Fridges and microwaves vary between facilities. We recommend that you pack a lunch that does not require refrigeration or heating for your first day to ensure you do not go hungry.

### Numinbah Correctional Centre – Health Clinic placements

- There are no food vending facilities. Please bring a packed lunch each day. Fridge and microwaves are available at Numinbah as per email to facility.



### Support while on clinical placement

You are encouraged to reach out to your Clinical Facilitator team to seek support during your placement. Please feel free to also contact the E2P Educator with any queries on the following email: [E2P\\_Educator@health.qld.gov.au](mailto:E2P_Educator@health.qld.gov.au). You can also refer to your Education Provider for counselling and support services.



### Clinical placement feedback

We value your feedback about your clinical placement experience. You will be provided with an opportunity to provide feedback at the end of your placement. If you wish to provide specific feedback about any aspect of your placement, please email: [E2P\\_Educator@health.qld.gov.au](mailto:E2P_Educator@health.qld.gov.au)



## Orientation and Shift Times

**!** Please allow enough time for parking and finding your meeting location to arrive 10 minutes early for your orientation.

The following tables will provide you with important information relating to your orientation and shift times for your placement with Gold Coast Health. Please find the location for your upcoming clinical placement in the tables below.

**\*Ensure that you read carefully through the information and locate your ward allocation accurately, for example; Renal Dialysis Day Unit is not the same as the Renal Inpatient Unit and Cancer Oncology Inpatient Unit is not the same as Cancer and Oncology Day Unit.**

### Gold Coast University Hospital (GCUH)

Please [see the link to the GCUH map](#) and watch the [finding your way at GCUH video](#) to familiarise yourself with the hospital you are attending.

- AM shift - 7:00am till 3:30pm
- PM shift - 1:00pm till 9:30pm

#### Location:

- GCUH - Pathology and Education Building, E Block, Ground Floor, 1 Hospital Boulevard Southport

#### Shift Times:

- Most in-patient clinical units alternate between a week block of AM shifts and week block of PM shifts. If you are starting your placement on AM shifts in week one, your second week will be on PM shifts and vice versa.

BLG - Medical Decision Unit	C2W - Surgical Inpatient Unit GCUH	DLG - Emergency Department
BGS - Paediatric Inpatient Unit	C3E - Vascular and Medical Unit	D3 - Special Care Nursery
B4S - Cardiology Inpatient Unit	C3W - Renal Inpatient Unit	D4 - Intensive Care Unit
B4N - Coronary Care Unit and Cardiology Inpatient Unit	C4E - Surgical Specialities Unit	D5N - Immunology and Blood Disorders
B5S - General Medical Unit	C4W - Neurosurgical Inpatient Unit	FG - Pandanus   Acute Adult Mental Health
B5N - Medical Respiratory Unit	C5E - Neuroscience Rehabilitation	FG - Melaleuca   Acute Adult Mental Health
C1E - Cancer and Oncology Inpatient Unit	C5W - Stroke and Neurology Inpatient Unit	FG - Orchid Acute Older Person Mental Health
C1W - Specialist Medical Unit	C6E - Trauma and Cardiothoracic	FG - Lavender   Mother/Baby Mental Health
C2E - Gastrointestinal Inpatient Unit	C6W - General and Orthopaedic Trauma	



**Table 2****Orientation start times:**

- AM shift - 7.00am till 3.30pm
- PM shift - 1.00pm till 9.30pm

**Location:**

- GCUH - Pathology and Education Building, E Block, Ground Floor, 1 Hospital Boulevard Southport

Service Name	Orientation Time	Shift Times (excluding orientation day)
ALG - Acute Care Team, ED GCUH - Mental Health	<b>AM</b> - 7.00am - 3.30pm <b>PM</b> - 1.00pm - 9.30pm	<b>AM</b> - 7.30am - 4.00pm <b>PM</b> - 1.00pm - 9.30pm

**Table 3****Orientation start times:**

- All students start at 7.00am - 3.30pm **regardless** of the shift times the remainder of the week.

**Location:**

- GCUH - Pathology and Education Building, E Block, Ground Floor, 1 Hospital Boulevard Southport

**Shift Times:**

- Vary for individual services, please view last column in table 3 below for information specific to your location.

Service Name	Orientation Time	Shift Times (excluding orientation day)
ALG - Geriatric Evaluation Management & Hospital in the Home	7.00am - 3.30pm	7.30am - 4.00pm
ALG - RASS & Geriatric Emergency Department Intervention	7.00am - 3.30pm	7.30am - 4.00pm
ALG - Childrens Hospital in the Home	7.00am - 3.30pm	7.00am - 3.30pm
A3 - Renal Dialysis Day Unit GCUH	7.00am - 3.30pm	<b>AM shift</b> - 6.30am - 3.00pm <b>PM shift</b> - 12pm - 8.30pm <b>OR</b> 1pm - 9.30pm (depending on the day)
B1 - Gynaecology/Early Pregnancy and Management Services	7.00am - 3.30pm	8.00am - 4.30pm
BLG - CYMHS Paediatric Consultation Liaison	7.00am - 3.30pm	8.00am - 4.30pm
CLG - Transfer Unit	7.00am - 3.30pm	<b>AM shift</b> - 7.00am - 3.30pm <b>PM shift</b> - 9.00am - 5.30pm
CG - Cancer and Oncology Day Unit	7.00am - 3.30pm	7.00am - 4.00pm (shifts can vary between these hours)
DLG - Medical Imaging GCUH	7.00am - 3.30pm	8.30am - 5.00pm
DLG - Infusion Therapy	7.00am - 3.30pm	8.30am - 5.00pm
DG - Childrens Ambulatory Services	7.00am - 3.30pm	7.00am - 3.30pm
D1 - Day Medical Unit	7.00am - 3.30pm	7.30am - 4.00pm
D1 - Specialist Outpatient Services GCUH	7.00am - 3.30pm	7.30am - 4.00pm
D2 - Perioperative	7.00am - 3.30pm	7.30am - 4.00pm
D2 - Endoscopy	7.00am - 3.30pm	7.30am - 4.00pm
FL2 - Consultation and Liaison	7.00am - 3.30pm	8.00am - 4.30pm
FL2 - Mental Health Nurse Navigator	7.00am - 4.00pm	8.00am - 4.30pm

## Robina Hospital

Please [see link to the Robina map](#) and watch the [finding your way at Robina video](#) to familiarise yourself with the hospital you are attending.

### Table 4

#### Orientation start times:

- AM shift - 7:00am till 3:30pm
- PM shift - 1:00pm till 9:30pm

#### Location:

- Main Foyer, Robina Hospital, 2 Bayberry Lane, Robina

#### Shift Times:

- Most in-patient clinical unit alternate between a week block of AM shifts and week block of PM shifts. If you are starting your placement on AM shifts in week one, your second week will be on PM shifts and vice versa.

AG - Emergency Department Robina	E - Cordyline   Residential Recovery Service Mental Health	H1S - Palliative Care Inpatient Unit
A1 - Intensive Care Unit Robina	F - Waratah   Extended Treatment Mental Health	H2E - Complex Management Unit
B1 - Acute Care of Elderly	F - Jasmine   Acute Adult Mental Health	H2S - Medical Rehabilitation Unit
CG - Medical Decisions Unit Robina	G - Acacia   Acute Young Adult	H3E - Orthopaedic Inpatient Unit
C1 - Acute Medical Unit	G - Wattle   Child Youth Inpatient Mental Health	H3S - Surgical Inpatient Unit Robina
Crisis Stabilisation Unit	H1E - Specialist Medical Unit Robina	

**Table 5****Orientation start times:**

- All students start at 7.00am - 3.30pm **regardless** of the shift times the remainder of the week.

**Location:**

- Robina Hospital, 2 Bayberry Lane, Robina. Please meet at 7am in the main foyer.

**Shift Times:**

- Vary for individual services, please view last column in table 3 below for information specific to your location.

Service Name	Orientation Time	Shift Times (excluding orientation day)
AG - Acute Care Team – Robina Hospital	7.00am - 3.30pm	7.30am - 4.00pm
A - Older Persons Community Mental Health	7.00am - 3.30pm	8.30am - 5.00pm
AG - Medical Imaging Robina	7.00am - 3.30pm	8.00am - 4.30pm
A1 - Perioperative Robina	7.00am - 3.30pm	7.30am - 4.00pm
A1 - Renal Dialysis Day Unit	7.00am - 3.30pm	<b>AM Shift</b> - 6.30am - 3.00pm <b>PM Shift</b> - 12.00pm - 8.30pm
E - Child and Youth Early Psychosis/Project Air	7.00am - 3.30pm	8.30am - 5.00pm
F - Child and Youth Adolescent Day Program	7.00am - 3.30pm	8.30am - 5.00pm
JG - Outpatient Department Robina	7.00am - 3.30pm	8.00am - 4.30pm
JG - Transfer Unit	7.00am - 3.30pm	<b>AM Shift</b> - 7.00am - 3.30pm <b>Mid Shift</b> - 9.00am - 5.30pm

**Southport Health Precinct ([please see information relating to SHP](#))****Table 6****Orientation start times:**

- Time may vary depending on each individual service and will align with your shift time for the remainder of placement unless indicated otherwise below.

**Location:**

- Southport Health Precinct, 16-30 High Street, Southport. Please see location below indicating floor each service is located on.

Service Name	Location	Orientation/Shift Times
Alcohol and Other Drugs (AODS)	Level 4, Southport Health Precinct <b>P: 07 5687 9119</b>	8.00am - 4.30pm
Transition Care Program	Level 6, Southport Health Precinct <b>P: 07 5687 9250</b>	7.30am - 4.00pm Ask for Megan Henry
Child and Youth Mental Health Services	Level 7, Southport Health Precinct <b>P: 07 5687 9600</b>	8.30am - 5.00pm
Continuing Care Team	Level 7, Southport Health Precinct <b>P: 07 5687 9600</b>	8.30am - 5.00pm
Homeless Health Outreach Team (HHOT)	Level 7, Southport Health Precinct <b>P: 07 5687 9600</b>	7.30am - 4.00pm
Mobile Intensive Rehabilitation Team (MIRT)	Level 7, Southport Health Precinct <b>P: 07 5687 9600</b>	8.30am - 5.00pm
Acute Care Treatment Team (ACT)	Level 7, Southport Health Precinct <b>P: 07 5687 9600</b>	7.30am - 4.00pm

## Robina Health Precinct (please see information relating to RHP)

**Table 7**

**Location and start times:**

- Location and start times vary for individual services as per below services. Please read carefully through the table below for information.

Service Name	Orientation Location	Orientation Time	Shift Times for remainder of placement
<b>Child and Youth Mental Health Services Continuing Care Team - Robina Health Precinct</b>	Robina Hospital, 2 Bayberry Lane Main Foyer <b>P: 07 5635 6392</b>	7.00am - 3.30pm	8.30am - 5.00pm at Robina Health Precinct.
<b>Child and Youth Mental Health Services Access Team - Robina Health Precinct</b>	Robina Hospital, 2 Bayberry Lane Main Foyer <b>P: 07 5635 6392</b>	7.00am - 3.30pm	8.30am - 5.00pm at Robina Health Precinct
<b>Adult Community Health – Robina</b>	Robina Health Precinct, Level 2, 2 Campus Crescent <b>P: 5635 6290</b>	8.00am - 4.30pm Ask for Karen-Ann Ward	8.00am - 4.30pm

## Non-Hospital Based Placements (previously not listed in tables 1-7)

**Location and start times:**

- Location and start times vary for individual services as per below services. Please read carefully through the table below for information.

Service Name	Orientation Location	Orientation Time	Shift Times (excluding orientation day)
<b>Transition Recovery Services House</b>	3 Silvermaple Street Robina <b>*Please Note: this is a house</b>	8.00am - 4.30pm	8.00am - 4.30pm
<b>Numinbah Correctional Centre – Health Clinical</b>	2458, Nerang-Murwillumbah Road, Numinbah Valley, QLD (sign in at Duty Office) <b>P: 07 5533 4819</b>	7am - 3.30pm Ask for Alison Costello	You may be given the choice of 8 or 10hr shifts. Please negotiate this with the health clinic nurse. All shifts commence at 7.00am

## Palm Beach Mental Health Placements

**Location and start times:**

- Location and start times vary for individual services as per below services. Please read carefully through the table below for information.

Service Name	Orientation Location	Shift Times (excluding orientation day)
<b>Alcohol and Other Drugs Service (AODS)</b>	Palm Beach Community Health Centre, Level 1, 9 Fifth Avenue, Palm Beach QLD	8.00am - 4.30pm
<b>Week 1 - Palm Beach Health Precinct</b>	<b>P: 07 5525 5661</b>	exact shift times may vary
<b>Week 2 - Robina Hospital</b>	<b>Present to the reception area and advise the receptionist that you are here to complete placement.</b>  It is expected that students will travel between clinics during their placement.	<b>2nd week:</b> 7.30am - 4.00pm meet in the front entrance at Robina Hospital.

<b>Continuing Care Team (CCT), Palm Beach Health Precinct</b>	Palm Beach Community Health Centre, Level 2, 9 Fifth Avenue, Palm Beach QLD  <b>P: 07 5525 5661</b>  <b>Present to the reception area of clinic and advise the receptionist that you are here to complete placement with CCT.</b>	8.30am - 5.00pm
<b>Mobile Intensive Rehabilitation Team (MIRT) Palm Beach Health Precinct</b>	Palm Beach Community Health Centre, Level 2, 9 Fifth Avenue, Palm Beach QLD  <b>P: 07 5525 5661</b>  <b>Present to the reception area of clinic and advise the receptionist that you are here to complete placement with MIRT.</b>	8.00am - 4.30pm

### Community Child Health Placement times and locations ([please see Community Health Locations](#))

Your education provider will notify you of which clinic you are attending. Please arrive at 8.00am sharp at the locations below. In addition, it is expected that the student will travel independently to the facility.

An email will be sent to you directly from Child and Family Health on the Friday prior to your clinical placement, notifying you of which community centre to attend. Please keep an eye out for this important communication.

Service Name	Location	Orientation/Shift Times
<b>Community Child Health</b>	Southport Health Precinct, Level 3, 16-30 High Street Southport <b>P: 07 5687 9183</b>	8.00am - 4.30pm
<b>Palm Beach Child Health</b>	Palm Beach Community Health Centre, Ground Floor, 9 Fifth Avenue, Palm Beach <b>P: 07 5687 9137 or 5687 9183</b>	8.00am - 4.30pm
<b>Upper Coomera Child Health</b>	Upper Coomera Community Health Centre, 1 Brygon Creek Road, Coomera <b>P: 07 5687 9137 or 5687 9183</b>	8.00am - 4.30pm
<b>Labrador Child Health</b>	Labrador Community Health Centre, 130 Gold Coast Highway (cnr Frank Street) Labrador <b>P: 07 5687 9137 or 5687 9183</b>	8.00am - 4.30pm
<b>Helensvale Child Health</b>	Helensvale Community Health Centre, 150 Lindfield Road, Helensvale <b>P: 07 5687 9137 or 5687 9183</b>	8.00am - 4.30pm
<b>Nerang Child Health</b>	Nerang Community Health Centre, 40 Martin Street, Nerang <b>P: 07 5687 9137 or 5687 9183</b>	8.00am - 4.30pm
<b>Coomera Springs Child Health</b>	Coomera Springs State School Campus, Old Coach Road, Coomera Springs <b>P: 07 5687 9137 or 5687 9183</b>	8.00am - 4.30pm
<b>Robina Child Health</b>	Robina Health Precinct, Level 3, 2 Campus Crescent, Robina <b>P: 07 5687 9137 or 5687 9183</b>	8.00am - 4.30pm

# APPENDIX A

## Nursing Student Orientation 2024

Students undertaking clinical placement within a GCHHS facility must complete Queensland Health orientation requirements annually.

These orientation requirements must be current for the duration of the placement period.

The orientation requirements are outlined below:

1. Login to iLearn via <https://ilearn.health.qld.gov.au>. Please note that iLearn cannot be accessed via Internet Explorer. Please use an alternative browser.
2. Click the blue-green tile labelled 'Course Catalogue' (fig 1)



Course Catalogue

figure. 1

**!** Please note that it can take up to 48 hours to generate an iLearn account. Ensure you apply early to give yourself time to complete mandatory training prior to placement.

3. In the search bar, type 'Student Clinical Placement' and select the 'Gold Coast HHS Student Clinical Placement Orientation' program (fig. 2)
4. Click on each of the course links (green box fig. 3) to find each course in a new tab. Ignore the enrolment statement (orange box fig. 3) which is an iLearn standard that cannot be changed.
5. Select the course with the same title and complete the course. Do this for each of the courses listed in the program. Figure 4 shows the Building Emergency Procedures/First-response evacuation instructions as an example.



figure. 2

### Gold Coast HHS Student Clinical Placement Orientation

This program covers the required courses for nursing students undertaking clinical placement at Gold Coast Hospital and Health Service.

#### Program Overview

**Please click on the course titles listed below. A new tab will open where you will need to enrol in the course before you can complete it.**

- Building Emergency Procedures / First Response Evacuation Instructions (FREI)
- Code of Conduct
- Prevention and Management of Musculoskeletal Disorders (MSD)
- Health Safety and Wellbeing Induction
- Cyber Security Essentials
- Infection Control Awareness
- [eHealth ieMR Student Nursing Training](#)
- MAYBO Positive Approaches

Enrol into each course individually by clicking on the above links. You must complete the content in each of the modules listed above.

The minimum training requirements for your clinical placement were updated in June 2021. Please review the Queensland Health website on "Preparing for your clinical placement" for further information.

#### Certificates

Please present your certificates from each of the above courses to your education provider *prior to placement*.

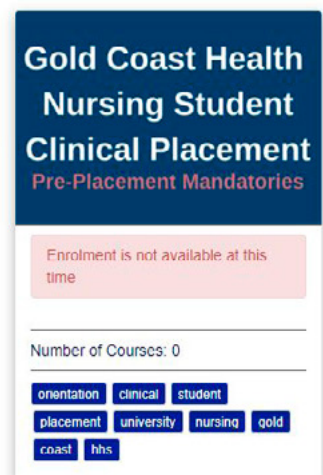


figure. 3

**Browse Courses**

building emergency procedures


Sort by  
Title

Listing Type  
All

Instruction Format  
All

Categories

- All
- Aboriginal and Torres Strait Islander Cul...
- AHPOQ
- Allied Health Professions
- Biomedical Technology Services
- Cairns Digital Hospital Program




**Building Emergency Procedures**  
Mandatory Training

**Building Emergency Procedures / First-response evacuation instructions**

The Building Emergency Procedure (First response evacuation instructions) course is part of the Department of Health HR Policy, G6, Orientation, induction and mandatory training.

---

Ongoing



**Gold Coast Health Nursing Student Clinical Placement**  
Pre-Placement Mandatories  
0 Courses

**Gold Coast HHS Nursing Student Clinical Placement Orientation**

This program covers the required courses for nursing students undertaking clinical placement at Gold Coast Hospital and Health Service.

---

Ongoing

figure. 4



Each course listed as a part of the Gold Coast HHS Nursing Student Clinical Placement Orientation will need to be enrolled in individually.



## How to register onto iLearn

The following instructions provide an overview on how to register yourself on iLearn.

**Step 1:** From the login screen click on the link *Register here for an iLearn account*



### Welcome to iLearn

iLearn hosts educational material for Queensland Health staff, external health professionals, contractors, students and members of the public.

First time here?

[Register here for an iLearn account](#)

Click

Support and Assistance

[System Check](#) | [Reset your Password](#) | [iLearn Help](#)

For technical issues please contact the **Help Desk** on **1800 198 175**.

Username \*

Password \*

[Log In](#)

[Forgot your password?](#)



**Note:** The Frequently Asked Questions window opens.

**Step 2:** From the FAQs locate 'I am a STUDENT on clinical placement' and click *Go here*

**Note:** iLearn does not have an option for ADF – use the student account creation as per this guide

## Frequently Asked Questions

**Categories**

- How can I Access iLearn@QHealth?
- System Support
- Password FAQs
- Trouble Shooting Technical Issues
- Returning student, trades person or employee
- I am relocating to another area of Qld Health
- Student Help

Category

View All Categories ▼

How can I Access iLearn@QHealth?

**REGISTRATION PROCESS**

You will need to complete our registration form to create your own user account.

**Note:** A Registered Email Address can only be used once (you cannot use one email address for multiple user accounts).

**About System Emails:** Some email providers may consider a system generated email as SPAM or Junk (Hotmail & Gmail are problematic). Please check these folders if you haven't received a registration confirmation email. If you experience issues with registration please contact **1800 198 175 for support.**

Select the most suitable category you belong to to get started:

**IMPORTANT:** Users are only entitled to one iLearn account.

If you have previously registered or have an existing account any new registration will not be processed. If you experience issues with registration please contact **1800 198 175 for support.**

I am a STUDENT on clinical placement

Click

→

**Go here** (launches in new window) to complete our registration form to create a new user account.

Select 'Non Queensland Health Learner'

**Step 3:** Select I do not have an iLearn@Health username and password then select Submit

**Registration Form**

Select one of the following options:

I have an existing iLearn@QHealth username and password

I do not have an iLearn@QHealth username and password

A. Click

B. Click

Back

Submit

**Step 4:** Click on the link Non Queensland health learner (e.g. student, trades, contractor, volunteer)

Self Registering Course Offerings		
Course Offering Code ▲	Course Offering Name	Course Offering Cost
CP_Self Reg External	<a href="#">Non Queensland Health learner (eg student, trades, contractor, volunteer)</a>	
CP_Self Reg Internal	<a href="#">Queensland Health employee (eg staff, contracted employee)</a>	
CP_Self Reg MHA General Access	<a href="#">Mental Health Act (Non Queensland Health employee)</a>	

**Step 5:** Select the *Register* button

**Description**

[Course Offering List](#) > **Course Offering Description**

**Step 1: View Course Offering Information**

**Course Offering Name:** Non Queensland Health learner (eg student, trades, contractor, volunteer)

**Course Offering Code:** CP\_Self Reg External

**Non Queensland Health iLearn@QHealth learner registration**

Please complete this form to register for your new iLearn@QHealth account.

**Description:** You should only use this form if:

- you are a health professional or student and
- are not a Queensland Health employee or contractor.

Click

Cancel

Register

**Step 6:** Complete the form with the following information:

First Name

Last Name

Email - Use your University email address (preferred) or personal email if you do not have a tertiary email account.

- List your phone number as your Business Phone
- List 'Student' as your Position
- List your University (Tertiary Institution) as Employer
- List Student Placement coordinator details within Supervisor 'Name & Contact'.
- List your City, State, Post Code and Country

**Step 7:** You will receive an email notification once your registration application has been checked and processed.

Note: Registrations are processed daily Mon-Fri.

**TIP:** We recommend you check your email junk and spam folders for your registration confirmation email. If you do not receive email notification within 4 working days call the InfoService Centre on 1800 198 175

## Connect with us

Keep up to date with all your community health news.

For information on our services and facilities visit our website:

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

For general and service enquiries, please call:

**1300 744 284**

Join us on social media as we create a more connected health community.

Search 'Gold Coast Health' in your social media account and look for our logo.

