

Master of Dietetics Studies Orientation Package



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Welcome

Dear Students,

Welcome to the Master of Dietetics Studies Program at The University of Queensland and congratulations on your place in the program. The University of Queensland is one of the most highly ranked universities in Australia, is in the top 50 in the World, is a knowledge leader, and is the highest ranked university in Queensland in terms of teaching, learning and research. The University aims to prepare graduates who will Create Change. We aim to assist you in your learning so that you are prepared to create change in nutrition and dietetics across Australia and the world. UQ is research intensive, and we are using a research led curriculum, with our teaching staff leading research in the nutrition and dietetics field. You will be assisted to understand what you are learning and why, and how our skills-based program will help you create the future that you want. The Master of Dietetics Studies program employs a collaborative, integrated case-based learning approach, which encourages and focuses on adult learning, skills and competence development.

This program is a full-time commitment with students completing both theory and placement blocks over the 18-month program. With more than 100 days of professional practice in a variety of settings across Brisbane, Darling Downs and other locations, our students can experience a wide range of environments and explore many of the diverse career opportunities that are available to dietitians. Placements are organised for you by our Placements Team and you will be informed of your placement site and dates of the placement blocks as you progress through the program. Students cannot organise their own placements. Practice placements occur in courses DIET7101, DIET7105, DIET7106, DIET7202, DIET7205, and DIET7304. Our professional practice sites for Medical Nutrition Therapy and acute care Food Service Management are listed below. We also utilise student-led clinics. We use a variety of other sites for professional practice in other contexts, including community and public health nutrition, food service management in acute care and in aged care, food industry, sports nutrition, private practice, rural health and aged care. We are sending you this information to help with your planning. You will have the benefits of personalised classes, with e-learning support.

Staff

We will be introducing our team which includes Dr Veronique Chachay, Cheryl Collins, Dr Brooke Devlin, Zara Nance, Prof Helen Truby, Dr Jacki Walker, A/Prof Shelley Wilkinson, Dr Olivia Wright, when we meet at Orientation in the meantime, if you wish, you can check out our profiles here <https://hmns.uq.edu.au/our-people>

You can contact us via email at Nutrition.Dietetics@uq.edu.au and our Placement team at Dietetics.Placements@uq.edu.au

Honorary Staff

We are in partnership with the Directors of Nutrition at the facilities that take our students. We have a number of professionals who hold clinical titles with us, in recognition of their involvement with the program. See the School website: <https://hmns.uq.edu.au/team/adjunct-honorary-and-affiliate>.

Uniforms

You will be provided with two (2) uniform polo shirts which are compulsory for placement. You will be able to purchase additional shirts if you would like more than two (2).

These can be purchased from the School of Human Movement and Nutrition Sciences Reception Desk, Level 2, Building 26, St Lucia campus. Payment is required (via EFTPOS) at the time of order.

Semester 1 Enrolment and Timetable:

How to enrol:

You will have received your student username and password within the last few days of when you accepted your offer. If you did not receive this information, please contact the ITS Helpdesk on 07 3365 6000 or 1300 738 082 (Australia-Wide), or by email: help@its.uq.edu.au.

New students:

Detailed information about enrolling can be found on the [Starting at UQ website](#).

Continuing students:

Get started by logging in to the [my.UQ Dashboard](#) and then select 'mySI-net' from the side menu.

From the mySI-net home page:

- Go to 'Enrolments' > 'Enrolment Summary' > 'Add Course'.
- Type in a course code and check details (campus, location, semester etc.)
- Go to 'Add Course'.

Please refer to this link for [Important enrolment dates](#) to avoid financial and academic penalties.

Class allocation

After you enrol, you'll need to select your preferred class times. You'll then be allocated to classes based on these preferences. For courses that offer multiple class times, you'll need to register your preferred times through

My Timetable – our class allocation system.

You can access My Timetable through your [my.UQ Dashboard \(student login required\)](#). A video tutorial is available for you to view: [My Timetable](#)

Class allocation has 2 stages:

1. Class preferencing: The class preferencing window opens about 4 weeks before the semester begins and closes about a week later – check the [Academic Calendar](#) for the exact dates. During this time, you'll need to select your preferred class times for each of your courses.

2. **Class adjustment:** Once the system has created your timetable, class adjustment begins! Check the [Academic Calendar](#) for the exact date and time.

During the class adjustment stage you can:

- review your allocated timetable
- swap class times if there's a space available
- add your name to a waitlist to swap
- allocate yourself to classes you missed during the class preferencing stage.

Once you've been allocated to all your required classes, select the 'Timetable' tab in My Timetable to see your finalised timetable for the semester.

If your timetable changes slightly from Week 1 to Week 2, don't worry – some courses don't schedule tutorials for Week 1, or every week. Check this timetable regularly before semester starts: depending on how many students enrol in your course, there might be changes to room venues or class times.

Please find the enrolment plan below and a link to the Master of Dietetics Studies [course list \(*You will be advised of your allocation to DIET7105 or DIET7106\)](#):

Semester 1 2023

Course Code	Units	Title
DIET7101	2	Medical Nutrition Therapy and Professional Practice 1
DIET7103	2	Interviewing and Counselling for Dietetics Practice
DIET7203	2	Management, Entrepreneurship Skills and Leadership for Dietetics Professionals
DIET7105*	2	Principles and Practice 1 - <i>Community and Public Health Nutrition</i>
OR		
DIET7106*	2	Principles and Practice 2 – <i>Food Service Management</i>

Semester 2 2023

Course Code	Units	Title
DIET7205	4	Medical Nutrition Therapy and Professional Practice 2 & 3
DIET7107	2	Food from Science to Systems
DIET7105*	2	Principles and Practice 1 - <i>Community and Public Health Nutrition</i>
OR		
DIET7106*	2	Principles and Practice 2 – <i>Food Service Management</i>

Semester 1 2024

Course Code	Units	Title
DIET7202	2	Professional Practice 4
DIET7301	2	Evidence Based Practice
DIET7109	2	Research Project
OR		
DIET7304	2	Professional Practice 5
Elective	2	<i>Various choices</i>

Indicative Timetable Semester 1 (Subject to change)

Weeks 1-7					
	Mon	Tues	Wed	Thurs	Fri
9:00am – 12:00pm	DIET7101 Workshop 1 (face to face)	DIET7101 Workshop 2 (face to face)	DIET7105 workshop 9-12pm OR DIET7106 workshop 9-12pm (Both weeks 1-6 only, face to face)	DIET7103 Workshop 2 10-1pm (face to face)	DIET7101- Clinic (Rotating placement, face to face)
Break					
1:00pm - 4:00pm	DIET7101- Clinic (Rotating placement, face to face)	DIET7103 Workshop 1 (face to face)	DIET7203 workshop 1-4pm Weeks 1-6 (face to face) Week 7 – full day 9-4pm (face to face)		DIET7101- Clinic (Rotating placement, face to face)
<i>Mid semester break 7th April – 14th April</i>					
Weeks 8-12	Fulltime placements throughout the week (either Monday-Thurs OR Tuesday-Friday), standard working hours 8-4pm (5 weeks duration)				

Placements

You will be allocated a placement site for:

- Medical Nutrition Therapy and Professional Practice 1 (DIET7101)
- Medical Nutrition Therapy and Professional Practice 2 & 3 (DIET7205)
- Principles and Practice 1 (DIET7105)
- Principles and Practice 2 (DIET7106)
- Professional Practice 4 (DIET7202)
- Professional Practice 5 (DIET7304)*

*This course is an elective option

Placement sites for Medical Nutrition Therapy and Professional Practice 1, 2 & 3, and Professional Practice 4 will include UQ simulation clinic, UQ student led clinics and a mix of acute and ambulatory care. Placement sites for acute and ambulatory care and Food Service Management include:

- The Princess Alexandra Hospital, Woolloongabba
- The Royal Brisbane and Women's Hospital, Herston
- St Vincent's Hospital, Toowoomba
- QEII Hospital, Coopers Plains
- The Prince Charles Hospital, Chermside
- The Wesley Hospital, Auchenflower

- The Queensland Children's Hospital, South Brisbane
- Mackay Hospital and Health Services, Mackay Base Hospital
- Darling Downs Hospital and Health Service (Toowoomba and surrounds (Kingaroy, Dalby, Warwick, Chinchilla)
- South West Hospital and Health Service (St George)
- St Andrews War Memorial Hospital, Brisbane
- STARS, Herston

It is recognised that some students may have extenuating circumstances that may limit their ability to undertake a placement at one or more locations that require extensive travel. A rural placement that is defined as one that is located more than a 2-hour drive by car. To apply for an exemption for allocation to documentation a rural placement location, students are required to submit a form along with a statement outlining grounds for exemption along with relevant supporting, which will be provided to you at the beginning of semester.

The only grounds for exemption that are considered are one of the following:

- Medical grounds – a current SAPD must be in place
- or
- Carers responsibilities
- or
- Elite athletes who are recognised as such by UQ

Students with a special interest in Paediatrics, Indigenous or Mental Health, please contact Cheryl Collins at Dietetics.Placements@uq.edu.au by 27th January 2023

Orientation and requirements of the placement program will be covered during ORIENTATION WEEK. You will need to attend the School of Human Movement and Nutrition Sciences Orientation sessions related to the Master of Dietetics Studies on Tuesday 14th February 2023 from 9am-3pm.

The Medical Nutrition Therapy and Professional Practice 1 Course manual and individual placement site manuals required for semester 1 will be made available on Blackboard. Other placement manuals will be made available in time for planning the following semester.

Students **must** disclose whether they are employed at a placement site PRIOR to **27th January 2023**.

Important – If you have an issue with any of the placement sites in terms of access or other legitimate reasons for consideration, please email us at Dietetics.Placements@uq.edu.au by **27th January 2023**. Please note, your request must be accompanied by appropriate documentation. However, be aware that clinics are not at the primary sites, and you will be rostered to these, regardless of the location of the primary site.

Pre-Placements Requirements

You should be aware that this program has mandatory requirements that that you must complete prior to undertaking the work integrated learning placement components of your program. You can familiarise yourself with these

requirements and their due dates for submission on this website: **Prepare for your Dietetics placement - Faculty of Health and Behavioural Sciences - University of Queensland (uq.edu.au)**

Please be advised that vaccination against COVID-19 is currently a **recommended requirement** for all students enrolled in the Master of Dietetics Studies program. There is a level of (fluctuating) risk, Queensland Health has introduced a [traffic light system](#) to help guide local risk management, and we need to follow this advice from Qld Health as your program progression is dependent upon successful completion of work integrated learning placements that occur in facilities and locations where the placement provider decides on the vaccine requirements for students, this is for Covid-19 and for Influenza.

Failure to complete pre-placement requirements will mean that you won't be able to attend your placement. It is not possible for you to progress through your program without completing these placements and it is not possible for UQ to provide you with alternative placement options if you choose not to meet the requirements of your placement provider.

It is important that you understand this when making decisions about your enrolment in this program.

Additional pre-placement checks that are mandatory and without which you **CANNOT** commence placement. The Queensland Government has determined the conditions under which students can attend their facilities, and most private providers follow the same rules. Aged Care providers require a National Police Certificate. You should commence completing these requirements as soon as possible, as it can take up to 6 weeks to process documentation. Under the deed that UQ signs with placement providers, we guarantee that you meet these and hold evidence to that effect. **You will not be able to proceed on placement if they are not completed.**

These requirements are outlined on the following pages and comprise:

- Queensland Health Orientation Requirements (Student Evidence Record, Orientation check list and Student Deed)
- Valid Blue Card
- **Yellow card exemption – dependent on allocated practicum requirement*
- Vaccinations and Immunisations requirements
- Tuberculosis Self-Assessment
- National Police Certificate
- Valid Cardiopulmonary Resuscitation (CPR) and First Aid Certificate

Students are reminded that placements or activities in risk environments identified in UQ PPL (2.60.08) will not be permitted unless all documentation has been completed and verified.

Queensland Health Orientation Requirements

To assist with ensuring patient, student and staff safety, specific training must be completed by **ALL** students. It is essential that accurate records of this training are maintained by each Queensland Government Hospital and Health Service.

The training modules that must be completed prior to placement are available via the link.

<http://www.health.qld.gov.au/ahwac/html/ahst.asp>

Allied health students are requested to:

- Complete all off-site training, including annual training requirements indicated on the [Allied Health student training: A guide for students](#) (PDF 86KB) document, prior to attending any Queensland Government Hospital and Health Service placement.
- Maintain the [Evidence record for allied health student training](#) (PDF 90KB) with signature and date against completed training modules. Students must provide a copy of this document to Queensland Government Hospital and Health Service clinical educators at the commencement of each placement.
- Students must also complete the [Student Orientation Requirements](#). There is a separate [Student orientation checklist](#) for completion and this requirement is reflected as a module within the 'Allied health student training: A guide for Students' document and on the 'Evidence record for allied health student training' document.

The [training modules](#) that must be completed prior to placement are listed on the 'Allied health student training: A guide for Students' document. Log in instructions can be accessed via the link.

<https://www.health.qld.gov.au/ahwac/html/training-modules>

All students must complete orientation before commencement in a placement within a Hospital and Health Service (HHS) Once this is done the [Student orientation checklist](#) must be signed and it is a UQ requirement that students upload a copy into Inplace. Students must also provide a copy to their Queensland Health Supervisor. In addition students must complete and sign the [Group A Student Deed Poll](#) and provide a copy of the document (8 pages) to their Queensland Health Supervisor on the first day of placement. If you are an international student, you must sign the [Overseas Student Deed Poll](#).

Blue Card "Working with children check"

All students are required to complete an application for a suitability card ([Blue Card](#)) from the Public Safety Business Agency (PBSA). Please note that it is an offence for a disqualified person to apply for a Blue Card. The Professional Practice Coordinator is legally obliged to warn students that it is an offence for a disqualified person to sign a Blue Card application form. A person is disqualified if they:

- Have been convicted of a disqualifying offence;

- Are a reportable offender with current reporting obligations;
- Are subject to a child protection prohibition order; or
- Are subject to a disqualification order from a court prohibiting them from applying for, or holding a Blue Card.

How to apply for a blue card.

If you are already a holder of a blue card, upload a copy of your blue card to the [Placements \(InPlace\) website](#).

OR

If you are **not** the holder of a blue card, complete an application form and either:

- Application time: At least 5 days plus internal processing time at UQ. Can take longer if further investigation is needed.
- Cost: \$0 (Students are classed as volunteers)
- Applications should be completed online
- Please see the [QLD government website](#) for videos on how to navigate the Blue Card system to complete your application as detailed in the steps below.



Further instructions are available online: [Working with children check \(Blue Card\) - Faculty of Health and Behavioural Sciences - University of Queensland \(uq.edu.au\)](#)

#Note –

If you are coming from interstate or overseas, the fastest and easiest way to get a CRN is to visit a [TMR Service Centre](#) when you arrive in Queensland. If you have the necessary ID documentation, TMR can take your photo and issue your CRN while you wait.

Alternatively, you can apply for CRN by completing a [remote pack](#) if you either live interstate, live in a remote area of Queensland and cannot get to a TMR service centre or if it genuinely unreasonable or difficult for you to attend a TMR service Centre.

Further information regarding Blue Cards can be found on the Queensland Government [website](#)

**Students may be required to apply for a yellow card exemption – this will be based on whether you are attending a placement where it is mandatory to have it. The Practicum Coordinator will notify students affected, once placements have been finalised.*

Immunisation Guidelines

All healthcare students are required to be appropriately immunised and/ or screened prior to commencing coursework that involves increased potential exposure to vaccine preventable disease (VPD). Specifically -

- COVID19**
- Pertussis*, Diphtheria & Tetanus
- Measles*, Mumps* & Rubella*
- Varicella* (Chickenpox)
- Influenza**
- Hepatitis B*

* Mandatory

** Strongly Recommended

Evidence is in the form of a completed [Student Immunisation Record – Form A](#). The immunisation record is to be completed by a Registered Medical Practitioner.

Students will receive an email to their student email address regarding the submission of their immunisation evidence. Once a student has following the steps to obtain their immunisation/screening evidence, the **Complete and Action Button** listed in the email will redirect the student to the **Student Immunisation Evidence Request** task in my.UQ, where they will prompted to upload their evidence. *Students should commence obtaining evidence of their immunisation even if they are yet to have received the email with submission instructions.*

For further information regarding Vaccinations and Immunisations, please refer to the UQ PPL ([2.60.08](#)) or the Faculty of Health and Behavioural Sciences (HABS) [Placement website](#).

Tuberculosis Self-Assessment

All healthcare students are required to complete and submit the [Queensland Health Tuberculosis Risk Assessment Form](#) for Students. This is a self-assessment form to be completed by the student.

Students will receive an email to their student email address regarding the submission of their immunisation evidence. Once a student has following the steps to obtain their immunisation/screening evidence, the **Complete and Action Button** listed in the email will redirect the student to the **Student Immunisation Evidence Request** task in my.UQ, where they will prompted to upload their evidence. *Students should complete their self-assessment even if they are yet to have received the email with submission instructions.*

For further information regarding Vaccinations and Immunisations, please refer to the UQ PPL ([2.60.08](#)) or the Faculty of Health and Behavioural Sciences (HABS) [Placement website](#).

UQ Health Service

You are not required to get your immunisations from the University health service – your GP can provide it as well, BUT if you **have not** been immunised you need to commence the accelerated program immediately.

Costs of these immunisations are less at UQ Health Service than from other medical service providers. Immunisations at UQ Health Service must be ordered by a doctor so you must first make an appointment with one of the Health Service Medical Officers. Appointments can be made by telephoning 07 3365 6210 or visiting the Health Service, located at Level 1, Gordon Greenwood Building (#32)

The University Health Service bulk-bills Medicare so there is no cost to students for a visit to one of the doctors. The Medicare Card must be brought to the Health Service when seeing a doctor. Once ordered by a doctor, the immunisations are usually given by one of the Health Service nursing staff. One immunisation can usually be given immediately following the visit to the doctor with additional ones scheduled as appropriate. Students are responsible for the cost of the vaccine used for immunisations. This must be paid for at the time of immunisation. Payment via cash, cheque or credit cards is accepted for immunisations.

When attending the UQ Health Service to discuss Immunisation requirements please bring any existing immunisation records e.g. childhood or school records.

National Police Certificates

All students will have some contact with residential aged care facilities throughout the program. To follow regulations, you must apply for a National Police Certificate. Please apply for an Australian Federal Police (AFP) Aged Care Staff/Volunteers Check. This is the preferred check for providers in Aged Care setting and will allow the most flexibility with placement allocation. If you have already completed a criminal history check as part of your previous degree or for any other reason, please provide the original to the Administrative Officer, Student Administration, School of Human Movement and Nutrition Sciences and it will be returned to you after we have taken a copy.

To apply for a National Police Certificate, you must complete an Application for a Police Check 'Name only' you can apply on line or in person. On line applications include on line payment, ID verification and delivery, and are to be submitted via the Application for a National Police Certificate link. Applications that do not require further investigation can be completed in an hour. Alternatively to apply in person, complete and download your online application form, and attend a participating Australia Post outlet with sufficient proof of identity and payment. The turnaround time is 3 - 5 weeks, therefore you are encouraged to start the application process early.

If you have **lived overseas**, you are required to submit a Police Certificate (with English translation) for any country you have lived in during the past 10 years, and this must show any charges or convictions. If you are unable to obtain this type of certificate, you will need to fill out a statutory declaration that:

- Lists any charges or convictions or
- Confirms there are no charges or convictions

International Students or Students residing overseas:

Contact the Australian Federal Police (AFP)

(Information on applying for a National Police Check is available via the [AFP](#).)

Statutory Declaration:

All criminal history checks must be accompanied by a [Statutory declarations](#) form.

COVID19 Disclaimer

UQ will make every effort to teach and assess as outlined in the relevant Electronic Course Profile. However, the ongoing impacts of COVID-19, including changes to Government health restrictions that may be implemented during the Semester, could result in changes to teaching and assessment. We continue to strive to ensure the learning activities for courses remain accessible to students as far as is practicable, so that the learning objectives can be met. For further information and ongoing updates refer to <https://about.uq.edu.au/coronavirus/students>.

Contact details

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