# School of Dentistry

# PRE-COMMENCEMENT GUIDE
# 2024

# 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 prohibit you from attending clinical activities** and significantly impact your ability to complete your program.

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

# Pre-Commencement Checklist for School of Dentistry

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

There are a range of placement requirements that you must meet before you commence clinical placement in the DClinDent program. **Pre-placement documents must be completed and uploaded into** InPlace **(UQ's placement management system).** Please see the Faculty of Health and Behavioural Sciences (HaBS) Placement Ready website for full information and assistance. The Faculty Placement Ready Team (habs.placementready@uq.edu.au) monitors all student documentation and compliance.

Please note that failure to provide these documents will result in being prohibited from clinical activities and will significantly impact your ability to complete the program. Partially complete or incorrectly completed documents will not be accepted.

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

2. **COVID-19 Vaccination**
   - ☐ I have obtained the required COVID-19 vaccinations and have uploaded evidence as required.

3. **Dental Board Registration**
   - ☐ I have uploaded a copy of my AHPRA General or Limited Registration certificate for Year 1 enrolment.

4. **Radiation Licence* (required only for international students with limited AHPRA registration)**
   - ☐ I have obtained and uploaded a radiation licence from Queensland Radiation Health.

5. **National Police Certificate (NPC)**
   - ☐ I have obtained and uploaded a copy of my National Police certificate.

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

7. **QLD Health Student Orientation Checklist, iLearn@QHealth modules and Student Deed Poll**
   - ☐ I have read, signed and dated the Student Deed Poll and uploaded it into InPlace.
   - ☐ I have completed the relevant sections of the Qld Health Student Orientation Checklist, iLearn@QHealth training modules and have uploaded the orientation checklist with module completion certificates.

8. **Faculty HaBS Clinical Placement Safety Modules**
   - ☐ I have completed the Clinical Placement Safety and Managing Occupational Violence & Aggression online modules.

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

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


10. **Academic Integrity and Plagiarism**

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


11. **Student Dress Code**

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


12. **Applications for credit transfer for previous studies**

☐ If I am seeking credit transfer for previous studies, I have referred to the Credit for Previous Study page on the my.UQ website and have followed the process outlined.


13. **Enrolling in courses (enrolment opens 20 November 2023)**

☐ 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, 8 January 2024**. Activities have been planned for the full week which will involve general and discipline-specific sessions and students will be advised of the schedule closer to the time.

# Commencement Date

The academic year for **DClinDent** Year 1 students will commence on **Monday, 15 January 2024**. 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, 8 January 2024**. 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. Enrolment opens Monday, 20 November 2023.

## DClinDent Year 1 Course List (all Fields of Study)

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

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

**Students will be required to enrol each year in the relevant year level courses.** The full DClinDent Course List and information can be found on the UQ website (Programs & Courses).

# Course Information and Blackboard

Information about course requirements including assessment can be found in the [Electronic Course Profiles](#) (ECPs) (click on individual course codes under DClinDent Year 1 Courses). Please note that ECPs are published one week prior to the commencement of semester. A link to the ECP is also available on the Blackboard site for each course. Blackboard is the University's learning management system and similar to ECPs, Blackboard sites are published one week prior to the start of semester. Please note that it will not be possible to access Blackboard until you have enrolled in your courses (note that enrolment opens after the current Semester 2 examination period concludes in mid-November). In addition to individual course sites in Blackboard, you will also have access to other Blackboard sites such as 'DClinDent Community Site 2024' which can be found under 'Organizations'. This site contains general resource information for all DClinDent students, in addition to periodic announcements from the SAS Team and other School staff. When made available, the DClinDent Community site will be advised to students.

Information and guides regarding Blackboard can be found at: [https://elearning.uq.edu.au/guides/learnuq-welcome-page](https://elearning.uq.edu.au/guides/learnuq-welcome-page)

To access Blackboard, go to [learn.uq.edu.au](http://learn.uq.edu.au) and log in with your student username and password.

# Discipline Leads and Course Coordinators

**DClinDent Program Convenor: Professor Ove Peters**

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

**Discipline Leads:**

| | |
|---|---|
| Dentomaxillofacial Radiology | Dr Raahib Dudhia |
| Endodontics | Professor Ove Peters |
| Oral Medicine | Dr Maryam Jessri (Maternity Leave)/Dr Sarah Chaw |
| Orthodontics | Dr Elissa Freer |
| Periodontics | A/Prof Ryan Lee |
| Prosthodontics | A/Prof David Thomson |
| Special Needs Dentistry | Dr Claudia Lopez Silva (Maternity Leave) |

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

# Timetables

DClinDent students will be provided with their timetable for Semester 1 from their Discipline Leads in Orientation week. Timetables 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 an application and submit with all required documentation. As soon as all documentation can be provided, applications can be submitted up to two weeks before the start of semester, but it is recommended applying as soon as possible.

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

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

# Pre-Placement Requirements

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

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

Following your enrolment, you will receive an initial email from the Faculty of Health & Behavioural Sciences (HaBS) Placement Ready Team containing a link where your student immunisation record form can be submitted.

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

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

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

# Queensland Health Credentialing

DClinDent students who are required to clinically supervise undergraduate dental students as part of their postgraduate program within Metro North Oral Health Service (MNOHS) clinics must be credentialed (hold Scope of Clinical Practice) as an independent practitioner. Such students must hold AHPRA general practice registration with the Dental Board of Australia and undertake Queensland Health credentialing. Students with limited registration from the Dental Board for postgraduate study purposes only may be required to provide non-clinical teaching activities (i.e. seminars, tutorials, preclinical lab) and therefore it will not be necessary for them to obtain MNOHS credentialing.

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

# Metro North Mandatory Training

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

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

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

Students also attend/view seminars for mandatory training on the following topics:
- Correct Patient, Correct Site and Side, Correct Procedure (3Cs)
- Infection control
- Radiation Safety
- Safety and Quality (Patient centred care)
- Smoking Cessation and Record Keeping

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

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

# Responsible Use of Patient Information for Learning and Assessment

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

MNOHS and the UQ School of Dentistry have developed guidelines for the responsible use of patient information, which are located in the DClinDent Blackboard Community site for 2024. All students must follow the instructions posted on the Community site when made available, and complete the Responsible Use of Patient Information Quiz, which includes accepting the student responsibility statement as Question 6.

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

# DClinDent Student Dress Code

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

Wearing clinical scrubs (trouser and top) in a standardized and prescribed UQ design and colour is compulsory for preclinical and clinical areas, at both the OHC and external clinics, for all students entering the Bachelor of Dental Science (Honours) [BDSc(Hons)] and Doctor of Clinical Dentistry (DClinDent) programs (from 2022).

Students will be able to order and purchase appropriate UQ scrubs (grey for DClinDent students) at the OHC next year. A web link will be advised when supplies are obtained.

# 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. Updated due dates will be indicated on the website when known.

# Occupational Health and Safety

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

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

# Insurance

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

UQ information regarding insurance for course placements can be found at: https://my.uq.edu.au/information-and-services/manage-my-program/fees-payments-and-refunds/university-insurance

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

# Disability Action Plan

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

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

# Student ID Cards

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

# Parking

Please note that there is no parking designated specifically for undergraduate nor postgraduate students at Herston campus. However, casual parking with daily charges is available for a number of limited spaces next to the School of Public Health. Information including Herston campus map can be found at: https://campuses.uq.edu.au/information-and-services/parking-transport/parking/casual/herston

# my.UQ website

The my.UQ website (https://my.uq.edu.au/information-and-services/manage-my-program) contains very helpful information including how to manage your program, manage your details, student support, and IT. my.UQ should be your first reference point when searching for information about fees, policies, rules and other program related information.

# UQ Library

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

# 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. An absence is defined as non-attendance from a day, a session, or any part thereof, even when you are assisting. This includes arriving late or leaving early.

**These guidelines do NOT apply to absences when assessment has been scheduled, e.g. Exams. In such cases, please refer to section 5.3 of the relevant ECP for rules regarding extensions and deferred exams.**

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, even with a valid reason, 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 in years 1-4 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.

Students in year 5 who are absent for 5% or greater Preclinical/Clinical Learning activities will be automatically referred to the Phase Coordinator and may 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.

**How to report absence from all Preclinical and Clinical Learning Activities, including supervisory activities undertaken by Postgraduate Students, <u>at all locations</u>.**

- Students must report **all absences** by no later than **7:30 am on the day they will be absent** by completing the Absentee Form - https://survey.app.uq.edu.au/Student-Absence



- If the absence from clinic is for more than one day, students will be removed from clinic rosters for the period covered by their medical certificate. If a student becomes fit to attend clinics before the end date of their medical certificate, they must provide an updated medical certificate stating they are fit to commence clinical practice again. Please note it may not always be possible for patients to be reallocated at short notice.
- Appropriate evidence explaining the absence must be submitted to SAS via email within three (3) business days of the last day of leave. If evidence is not provided within this timeframe, the absence will be treated as a 'non-attendance without a valid reason' and dealt with under UQ Fitness to Practise Policy. Where a student is absent due to illness, they must provide a medical certificate and/or other appropriate supporting documentation.
- Requests for Pre-Approved Absence should be submitted to SAS at least **8 weeks in advance** of the absence, unless extenuating circumstances (such as a death in the family or medical emergency) apply. A student applying for a pre-approved absence due to exceptional circumstances, must submit a formal, written application to SAS on the Request for Pre-Approved Absence Form. The appropriate form can be found on the DClinDent Blackboard Community site under 'Forms'. Approval is not automatic - absence requests will be considered for approval on a case-by-case basis by the School of Dentistry.
- To be clear, students who are approved for their absence will not be exempt from mandatory course requirements including assessment. Students who are **not** approved for their absence and do not attend the Preclinical/Clinical Learning activity will be dealt with under UQ Fitness to Practise Policy.