

Provider Checklist – Part A (Placement Providers)

Provider Details

Organisation name:

ABN:

Head office address:

Contact person name and email address:

Corporate email address (for notices):

Please complete the below questions. If a question is not relevant to your organisation, please enter "N/A" in the response box.

Question	Response
1. Provider Capacity and placement history	
1.1 Which discipline/s are you interested in providing placements for?	
1.2 Can students with disabilities or additional needs be accommodated?	
1.3 Will you be able to take part in the student evaluation process (if required by UQ)? This may include formal/informal feedback and assessment items	
1.4 Are you able to provide the resources and facilities required for student placements? If no, outline additional resources required.	
1.5 Have you hosted students in the past? If yes, outline number and type of placements.	
2. Supervision models and training [Benefits and considerations of each model can be found here].	
Placement providers are responsible for making available suitably qualified supervisors. 2. 1 Describe the supervision model/s that will be used: • Direct/Traditional (1 student: 1 Supervisor) • Collaborative/Group (1 Supervisor: multiple students) - outline ratio • Multiple mentoring (2 or more Supervisors: 2 or more students) - outline ratio • Role-emerging/non-traditional (supervision by a staff member from another profession). Must include details of indirect/long-arm supervision by a qualified staff member. • Remote/tele (supervision completed remotely via video meeting platforms, Teams, Zoom, etc)	
3. Workplace Health & Safety	
3.1 Is a workplace health and safety induction provided at commencement? May include: code of conduct, risk assessment/management, emergency procedures, anti-	

discrimination policy, occupational violence procedure, home visit safety procedure.	
3.2 Will students undertake client interactions outside the facility without a supervisor? E.g. • Student accompanies client to public space or community activity • Home visits • Student transports clients by car/public transport If yes, outline the scenario and the safety measures that will mitigate risks.	
3.3 Is there any attendance required by students outside of standard business hours? If yes, outline safety measures to mitigate risks.	
3.4 Do you have any pre-placement compliance requirements that students must complete? If yes, please complete the compliance requirements survey	
3.5 Have you read the Student Safety and Wellbeing Statement?	
4. Insurance (<i>Not necessary for Government bodies, very large corporations, or accredited medical and dental practices</i>)	
4.1 Confirm the business' insurance coverage amounts and attach the business' Certificates of Currency UQ desired insurance requirements: • Public liability (min. AUD \$5 million) AND • Professional indemnity (min. AUD \$5 million)	
4.2 If the business does not have professional indemnity insurance, does the supervisor hold this? If no professional indemnity insurance is held by business OR supervisor, state why.	
5. Vehicle Use	
5.1 Are students expected to drive provider vehicles? If yes, confirm that students are covered by providers insurance • UQ does not cover damage to a provider vehicle	

5.2 Are students expected to transport clients in their own vehicle? Students are not covered by UQ motor vehicle insurance and will need their own comprehensive insurance	
6. Student personal information, privacy and system security	
6.1 How is student personal information stored and protected?	
6.2 How long is student personal information kept and how is it disposed of?	
6.3 Is UQ required to use the provider's placement management system? If yes, which system and what information is required?	
7. Travel and accommodation	
7.1 Will students need to travel between locations during the day? If yes, will they travel with supervisor or will they need to organise own transport?	
7.2 Is there safe and accessible parking?	
7.3 Is the location accessible via public transport?	
7.4 Is accommodation provided? If yes, give details (e.g. cost, location, shared facilities)	
8. Telehealth (when student is not on site)	
8.1 How will telehealth be supervised? Who will assist in managing risks or issues?	