

# Evidence record of allied health training – university staff

|                       |  |
|-----------------------|--|
| Staff name            |  |
| Course / Profession   |  |
| Educational institute |  |

Copies of this signed evidence record and associated documentation must be retained by the staff member and presented to the Hospital and Health Service if requested.

## Preparing to supervise allied health students within a Hospital and Health Service

You will not be able to commence supervision of allied health students within a Hospital and Health Service until your orientation is completed.

### Placement orientation – Student Deeds Website

You must complete all Queensland Health student placement orientation requirements as detailed on the Student Deed Website before commencing a placement within a Queensland Health facility. This includes the completion of the *Student orientation checklist*.

- Queensland Health clinical placements home page: <https://www.health.qld.gov.au/employment/clinical-placement>
- Information on required clinical placements: <https://www.health.qld.gov.au/employment/clinical-placement/students/australian/required>
- Organising and administering student placements: <https://www.health.qld.gov.au/employment/clinical-placement/education-providers/organising>
- Preparing for your clinical placement: <https://www.health.qld.gov.au/employment/clinical-placement/students/australian/prepare>
- Documents for your clinical placement (including the Student orientation checklist): <https://www.health.qld.gov.au/employment/clinical-placement/students/australian/documents>

### Accessing mandatory training modules through iLearn

When planning to complete the mandatory online training through iLearn, you must allow up to three (3) days for your iLearn log in details to be generated. It is recommended you sign up for iLearn access as soon as possible.

Mozilla Firefox is the recommended browser for accessing iLearn. If you should experience any errors during any of the online courses, you will need to refresh the page or restart the module. If you continue to experience technical errors, please contact the help desk on 1800 198 175.

## Placement orientation – allied health

The following training modules must be completed by all university staff supervising allied health students in addition to the Student Deed requirements described above.

These training modules are accessible externally to Queensland Health via the Allied Health Professions' Office of Queensland Website (<https://www.health.qld.gov.au/ahwac/html/ahst>).

**Please note:** a number of these training modules are PDFs or videos that can be viewed but do not produce a certificate of training. By signing the boxes below, you are certifying that you have completed these mandatory training components.

| Training module   | Signature | Date of completion       |
|---|-----------|--------------------------|
| Child abuse and neglect   |           | Initial completion date: |
|   |           | Annual refresher date:   |
| Clinical handover   |           |                          |
| Comprehensive care  |           |                          |
| Consumer engagement   |           |                          |
| Clinical documentation  |           |                          |
| Hand hygiene  |           |                          |
| Infection control   |           |                          |
| Informed consent  |           |                          |
| Patient identification and procedure matching                             |           |                          |
| Patient rights  |           |                          |
| Personal protective equipment (PPE)                                       |           |                          |
| Safe, secure and supportive workplaces – guide for allied health students |           |                          |

| Training module       | Signature | Date of completion |
|-----------------------|-----------|--------------------|
| The high risk patient |           |                    |