

# Frequently Asked Questions

FAQs

## Frequently Asked Questions - FAQs

### 1. When do the new training requirements for staff come into effect?

Implementation of the new training requirements is a decision to be made at Hospital and Health Service level. The aim of the staff training resource repository is to provide Hospital and Health Services with a guide to staff training requirements which are in accordance with the *National Safety and Quality Healthcare Service Standards*.

Ensuring that all staff have completed all modules will assist with not only meeting requirements for accreditation, but will also contribute to a culture of responsibility for patient, staff and student safety.

### 2. Does local on-site orientation at the start of employment replace the online modules?

The aim of the staff training resource repository is to provide Hospital and Health Services with a guide to staff training requirements which are at an introductory level and in accordance with the *National Safety and Quality Healthcare Service Standards*. Modules previously available and used in mandatory training for staff have been incorporated into the list of requirements provided on the AHPOQ QHEPS site. If the modules are already covered in other training, and evidence of the training is recorded, the modules do not need to be repeated. Remember some modules will need to be completed annually as has always been the requirement for staff mandatory training.

Hospital and Health Services may have their own platforms and/or web pages for hosting the training modules, which can be used in place of those provided on the AHPOQ page.

### 3. How long will the training modules take to complete?

The total time commitment to complete all the modules is 7 to 8 hours. Some modules take 3 minutes to complete and others 40 minutes with the majority needing a time commitment of 10-15 minutes.

### 4. What is the timeline for completion of the training modules?

Section 3 of the *Allied health staff training: A guide for Staff* details the modules which need to be completed within a specified time from commencement of employment.

If the training modules which need to be completed within a short time of commencing employment are not available in a timely manner within the local staff orientation, then new staff would be encouraged to complete the online modules to ensure safe practice.

### 5. If new a staff member has completed the training as a student, do they need to repeat the training when commencing employment?

The new staff member can present the evidence record of training at the commencement of employment. The Hospital and Health Service can undertake a risk appraisal with respect to ensuring recency of the

training, and may choose to re-orientate the employee based on that risk review. Some modules do need to be completed annually as per the *Allied health staff training: A guide for Staff*.

## **6. Is there a plan for a review of the modules?**

Yes.

The resources will be reviewed according to an established review plan. Feedback regarding the modules can be sent to [AH\\_CETU@health.qld.gov.au](mailto:AH_CETU@health.qld.gov.au).

## **7. My question is not answered here. Where can I go for more information?**

Please contact the Allied Health professions' Office of Queensland at [AH\\_CETU@health.qld.gov.au](mailto:AH_CETU@health.qld.gov.au) or on 3328 9298.