

Core and Specialist Skills Assessment

AREA 1: All MHAOD practice areas

Scope and Objectives of Core and Specialist Skills Assessment

This CSAt will enable the allied health professional to:

- Develop a sound understanding of the mental health alcohol and other drug (MHAOD) services, treatment and support that is provided within the Hospital and Health Service (HHS).
- Develop a sound understanding of how the services integrate with other services and the overall MHAOD continuum of care provided within the HHS.

This CSAt supports the orientation to each practice area and should be signed off during the orientation phase following a rotation into a new practice area.

For graduates that do not rotate, it is recommended that a review of this CSAt occurs in the beginning of their second year of practice.

This CSAt should be used in conjunction with professional supervision and the Allied Health MHAOD New Graduate Program Framework. The framework and associated resources are available at:

<https://qheps.health.qld.gov.au/allied-health/mental-health>

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The CSAt reflects best practice and agreed process for conduct of the task at the time of approval and should not be altered. Feedback, including proposed amendments to this published document, should be directed to the Office of the Chief Allied Health Officer (OCAHO) at: OCAHO-MHAODS@health.qld.gov.au

Prior to use, please check <https://qheps.health.qld.gov.au/allied-health/mental-health> for the latest version of this CSAt.

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An electronic version of this document is available at <https://qheps.health.qld.gov.au/allied-health/mental-health>

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Requisite training, knowledge, skills and experience

Training opportunities

- Training as outlined in the New Graduate Framework “Graduate Training Schedule and Record.”
- Internal linkage opportunities within the HHS:
 - For operational supports connect with Team Leader or Nurse Unit Manager.
 - For professional supports connect with supervisor, HHS professional leaders (e.g. Discipline Leader, Senior and Advanced clinicians), Allied Health MHAOD Clinical Educator.
- External linkage opportunities:
 - Where the practice area is delivered in an HHS/NGO partnership model (e.g. CCU/Aftercare services etc), graduates should link with the members of the NGO team.
- Graduate Reflective Learning Sessions or peer learning groups and supervision.

Clinical knowledge/evidence

The following are examples of demonstrating content knowledge by an allied health professional:

- Proactively monitors and completes mandatory training requirements within prescribed timeframes.
- Utilises local handover tools and templates in documentation, e.g. SBAR.
- Completes referrals and transfers of care following the local procedure utilising the appropriate confidential communication applications.
- Attends meetings in a timely manner and provides apologies when unable to attend or delayed.
- Prepares for and attends supervision and performance appraisal meetings with evidence of self-reflection such as agenda setting, reflecting on CSAs, or pre-filling performance appraisal documents.

References and supporting documents

National Safety and Quality Health Service Standards (second edition) alignment



1. Clinical Governance Standard



2. Partnering with Consumers Standard



3. Preventing and Controlling Infections Standard



4. Medication Safety Standard



5. Comprehensive Care Standard



6. Communicating for Safety Standard



8. Recognising and responding to Acute Deterioration Standard

National

- Australian Government Department of Health. (2013). [National Practice standards for the Mental Health Workforce](#).

Queensland

- Queensland Health. (2025). [Core Mandatory training - Human Resources policy G6](#).
- Queensland Health. (2008). [Practice Supervision in Allied Health Mental Health - Human Resources policy G5](#).
- Queensland Health. (2023). [Supervision Guidelines for Mental health Alcohol and Other Drugs Services 2023](#).
- Clinical guidelines, policies, treatment frameworks and resources developed by the Mental Health, Alcohol and Other Drugs Branch (the Branch) supports the statewide development, delivery and enhancement of safe, quality, evidence-based clinical and non-clinical services in the specialist areas of mental health and alcohol and other drugs treatment.
- Review local HHS policies, standards, Health Service Directives and mandatory training

Assessment: performance criteria

AREA 1: All MHAOD practice areas

Name:

Position:

Work Unit:

Assessment criteria		Applicable (Y/N)	Date achieved	Assessor initial
PRACTICE AREA 1: _____				
1	Completes orientation requirements within the clinical area.			
2	Completes fire safety training specific to this clinical area.			
3	Demonstrates a sound knowledge of the emergency procedures for this clinical area including: <ul style="list-style-type: none"> • emergency codes • protocols regarding responding to emergencies • principals and operation of the duress system. 			
4	Demonstrates a sound knowledge of the consumer handover principles and their application to this clinical area.			
5	Demonstrates a sound knowledge of the admission/intake, referral and discharge processes for this clinical area, including the IT applications utilised (e.g. CIMHA, ieMR, journey board, communication applications with external parties).			
6	Demonstrates a sound knowledge of the duty intake/on-call/walk-ins process for this clinical team and participates in the team roster for this (where relevant).			
7	Demonstrates professionalism in meetings, through active contribution to the team discussions and adhering to agreed meeting procedures (e.g. room bookings, 'cameras on').			
8	Demonstrates initiative in coordinating, preparing, actively participating and documenting professional development activities including supervision, performance development sessions, and peer group meetings.			
PRACTICE AREA 2: _____				
1	Completes orientation requirements within the clinical area.			
2	Completes fire safety training specific to this clinical area.			
3	Demonstrates a sound knowledge of the emergency procedures for this clinical area including: <ul style="list-style-type: none"> • emergency codes • protocols regarding responding to emergencies • principals and operation of the duress system. 			
4	Demonstrates a sound knowledge of the consumer handover principles and their application to this clinical area.			
5	Demonstrates a sound knowledge of the admission/intake, referral and discharge processes for this clinical area, including the IT applications utilised (e.g. CIMHA, ieMR, journey board, communications application with external parties).			
6	Demonstrates a sound knowledge of the duty intake/on-call/walk-ins process for this clinical team and participates in the team roster for this (where relevant).			
7	Demonstrates professionalism in meetings, through active contribution to the team discussions and adhering to agreed meeting procedures (e.g. room bookings, 'cameras on').			
8	Demonstrates initiative in coordinating, preparing, actively participating and documenting professional development activities including supervision, performance development sessions, and peer group meetings.			

Assessment criteria		Applicable (Y/N)	Date achieved	Assessor initial
PRACTICE AREA 3: _____				
1	Completes orientation requirements within the clinical area.			
2	Completes fire safety training specific to this clinical area.			
3	Demonstrates a sound knowledge of the emergency procedures for this clinical area including: <ul style="list-style-type: none"> • emergency codes • protocols regarding responding to emergencies • principals and operation of the duress system. 			
4	Demonstrates a sound knowledge of the consumer handover principles and their application to this clinical area.			
5	Demonstrates a sound knowledge of the admission/intake, referral and discharge processes for this clinical area, including the IT applications utilised (e.g. CIMHA, ieMR, journey board, communications application with external parties).			
6	Demonstrates a sound knowledge of the duty intake/on-call/walk-ins process for this clinical team and participates in the team roster for this (where relevant).			
7	Demonstrates professionalism in meetings, through active contribution to the team discussions and adhering to agreed meeting procedures (e.g. room bookings, 'cameras on').			
8	Demonstrates initiative in coordinating, preparing, actively participating and documenting professional development activities including supervision, performance development sessions, and peer group meetings.			
PRACTICE AREA 4: _____				
1	Completes orientation requirements within the clinical area.			
2	Completes fire safety training specific to this clinical area.			
3	Demonstrates a sound knowledge of the emergency procedures for this clinical area including: <ul style="list-style-type: none"> • emergency codes • protocols regarding responding to emergencies • principals and operation of the duress system. 			
4	Demonstrates a sound knowledge of the consumer handover principles and their application to this clinical area.			
5	Demonstrates a sound knowledge of the admission/intake, referral and discharge processes for this clinical area, including the IT applications utilised (e.g. CIMHA, ieMR, journey board, communications application with external parties).			
6	Demonstrates a sound knowledge of the duty intake/on-call/walk-ins process for this clinical team and participates in the team roster for this (where relevant).			
7	Demonstrates professionalism in meetings, through active contribution to the team discussions and adhering to agreed meeting procedures (e.g. room bookings, 'cameras on').			
8	Demonstrates initiative in coordinating, preparing, actively participating and documenting professional development activities including supervision, performance development sessions, and peer group meetings.			

Reflective practice		Date achieved	Assessor initial
R1	Undertakes orientation to each practice area and is able to reflect on why this learning is relevant to practice and how to implement this into their practice.		
R2	Reflects upon how each clinical area integrates with other clinical areas in the HHS, and the overall MHAOD continuum of care provided within the HHS. Also consider how does your professional practice contribute to consumer care within these different areas?		
R3	Consider a consumer's journey through the MHAOD continuum of care, noting differences of care being provided within areas/teams. Reflect on the impacts of this for the consumer and identifies opportunities to provide coordinated, consumer centred care to minimise the identified impacts.		

Comments:

Record of assessment competence:
 It is recommended that this is completed for each practice area the graduate works in and that Team Leaders/Nurse Unit Managers are included in the assessment of this CSA.

Assessor name and signature:		Assessor position:		Competence achieved:	/ /
Assessor name and signature:		Assessor position:			
Assessor name and signature:		Assessor position:			
Assessor name and signature:		Assessor position:			