

Allied Health Student training: A guide for students

To assist with ensuring patient, student and staff safety, specific training must be completed by students. It is essential that accurate records of this training are maintained by each Queensland Government Hospital and Health Service.

These guidelines provide an overview of:

- Training requirements for allied health students as per the National Safety Quality Healthcare Service (NSQHS) Standards, OH & S, legislative and other authority requirements.
- Responsible actions of parties involved in allied health student placements.
- Requirements for the recording of training completion by allied health students who undertake a placement within a Queensland Government Hospital and Health Service.

Responsible actions of Universities:

Universities, in collaboration with Queensland Government Hospital and Health Services, are requested to ensure that students are provided with the appropriate training to support their safe and active engagement in clinical placements. The completion of training modules prior to placements will facilitate the early commencement of clinical learning on placements.

It is requested that universities follow the steps detailed below:

- Ensure that all training able to be undertaken off-site (i.e. non-site specific training) is completed by allied health students, including the required annual refreshers (refer to the 'Allied health student training requirements' table in this document).
- Ensure that students complete the *Student Orientation Requirements* as mandated on the Student Deed and Orientation Website and keep relevant documentation as required.
- Ensure that allied health students receive and maintain the 'Evidence record of allied health student training'. (N.B. signature and date is required against each of the completed training requirements).
- Ensure that allied health students are aware of the requirement to provide a copy of the 'Evidence record of allied health student training' **at the commencement of each placement**.

Responsible actions of allied health students:

- Access the 'Training requirements for student placements' page on the Allied Health Professions' Office of Queensland website at <http://www.health.qld.gov.au/ahwac/html/cet.asp>. Read the page and download the required documents ('Allied health student training: a guide for students' & 'Evidence record of allied health student training').
- Complete all modules in *Allied health student training requirements* table - Part A below, including annual refreshers, using the links on the 'Training requirements for student placements' page, **prior to attending** any Queensland Government Hospital and Health Service placement.

- Complete the *Student Orientation Requirements* as mandated on the Student Deed and Orientation Website and provide relevant documentation to their university as required.
- Maintain the 'Evidence record of allied health student training' with signature and date against completed training modules.
- Provide a copy of the 'Evidence record of allied health student training' to Queensland Government Hospital and Health Service clinical educators at the commencement of **each placement**.

Responsibilities of staff involved in clinical education at each Queensland Government Hospital and Health Service:

- Arrange for any on-site training requirements, within specified timeframes, as per the 'Allied health student training requirements' table in this document.
- Obtain a copy of each allied health students 'Evidence record of allied health student training' at the beginning of each placement.
 - Ensure that all non-site specific training modules (once off and annual) are met at commencement of a placement (N.B. If any training requirements are not completed by a student it is at the discretion of a Queensland Government Hospital and Health Service to withdraw a student placement).
 - Keep an electronic copy of the 'Evidence record for allied health student training' for each student and save this document for evidence purposes.
- Provide the collected data regarding allied health student training completion to the designated allied health representative in your Hospital and Health Service on an annual basis (minimum requirement).

Allied health student training requirements

PART A: COMPLETE PRIOR TO PLACEMENT

Training in Section 1 must be completed prior to placement and training in Section 2 must be completed annually.

Section 1 – Training that is not site specific and that must be completed prior to placement

Training	Information available external to Queensland Health?	When to be completed.	Student Signature <i>I certify I have completed the following training components...</i>	Date of completion
Clinical Placement Student Orientation (as per requirement of the student deed legal framework governing student placements within Queensland Health) https://www.health.qld.gov.au/employment/clinical-placement/students				
• Code of conduct	Yes	Prior to placement		
• National code of conduct for healthcare workers	Yes	Prior to placement		
• Cultural diversity	Yes	Prior to placement		
• Immunisation and infection prevention	Yes	Prior to placement		
• Work health and safety induction	Yes	Prior to placement		
• First response evacuation instructions (FREI)	Yes	Prior to placement		
• Occupational violence prevention fundamentals	Yes	Prior to placement		
• Prevention and management of musculoskeletal disorders	Yes	Prior to placement		
• Privacy, confidentiality and documentation	Yes	Prior to placement		
Additional requirements for allied health students				
• QLD Health Introductory Aboriginal and Torres Strait Islander Cultural Practice Online Program	Yes	Prior to placement		
• Child abuse and neglect	Yes	Prior to placement		
• Clinical handover	Yes	Prior to placement		
• Consumer engagement	Yes	Prior to placement		
• Clinical Documentation	Yes	Prior to placement		
• Hand hygiene, aseptic and non-touch technique	Yes	Prior to placement		
• Infection control	Yes	Prior to placement		

Training	Information available external to Queensland Health?	When to be completed.	Student Signature <i>I certify I have completed the following training components...</i>	Date of completion
<ul style="list-style-type: none"> Informed consent 	Yes	Prior to placement		
<ul style="list-style-type: none"> Patient identification and procedure matching 	Yes	Prior to placement		
<ul style="list-style-type: none"> Patient rights 	Yes	Prior to placement		
<ul style="list-style-type: none"> Safe, secure and supportive workplaces – Guide for allied health students 	Yes	Prior to placement		
<ul style="list-style-type: none"> The high risk patient 	Yes	Prior to placement		

Section 2 – Training that is not site-specific and that must be completed annually

Training	Information available externally?	Timing	Student Signature <i>I certify I have completed the following training components...</i>	Date of completion
Child abuse and neglect	Yes	Prior to placement		
On iLearn in the: Program: Clinical student placement orientation <ul style="list-style-type: none"> First response evacuation instructions (FREI) <i>NB: iLearn will only allow this annual training to be completed once per calendar year.</i>	Yes	Prior to placement		

PART B: COMPLETE ON COMMENCEMENT OF PLACEMENT

Section 3 – Site specific training, complete at each facility

Frequency	Training	Training options	Notes
To be completed at each facility	Allied Health Data collection training and/or site specific database entry N.B. Minimum requirement is training once per database, e.g. Pi5, AHIS, ABC	Local training provided	To be completed within one week of starting placement. Minimum expectation is once off training per database.
	Fire safety – General evacuation instructions (GEI)	Face-to-face – provided by your local area Emergency Officer	To be completed within 2 days of starting placement. To be completed by all staff at each facility they undertake a placement.
	Hazardous chemicals Required based on a risk assessment of products used within the area (i.e. required if orange or red rated products are held within the area).	Face-to-face	To be completed within 2 days of starting placement. Once off training per facility, plus if any new hazardous chemicals introduced to the immediate area.
	How to report a workplace incident	Face-to-face	To be completed within 2 days of starting placement.
	Local emergency procedures	Face-to-face	To be completed within 2 days of starting placement.
	Patient handling	Face-to-face	To be completed within 2 days of starting placement. Arranged at a departmental level (for professions who are involved in patient handling).
	Site-specific orientation	Face-to-face	To be completed within 2 days of starting placement at each facility.
	Waste management Information to include advice re below, as relevant: <ul style="list-style-type: none"> clinical and related waste (e.g. sharps, human tissue) general waste (e.g. waste not otherwise categorised) cytotoxic waste (e.g. waste contaminated with body fluids from a patient receiving chemotherapy or cytotoxic agents) sharps (e.g. objects with sharps points or cutting edges) pharmaceutical waste (e.g. pharmaceutical/ chemical substances) confidential waste (e.g. papers with sensitive information about patient/s or administrative issues) clean paper & recyclables. 	Face-to-face	To be completed within 2 days of starting placement. Once off training per facility.