

# Allied health student training: A guide for students

To assist with ensuring patient, student and staff safety, specific training must be completed by students.

## Responsibilities of allied health students

Allied health students are responsible for the completion of the mandatory orientation and training requirements **prior to the commencement of their placement**:

- Access the Queensland Health clinical placement website (<https://www.health.qld.gov.au/employment/clinical-placement/students>), complete the mandatory training requirements, and provide the completed and signed 'Student orientation checklist' to your **education provider placement coordinator**.
  - In accordance with the Student Placement Deed, your education provider is responsible for ensuring mandatory learning as detailed on the 'Student orientation checklist' is completed prior to the commencement of your placement with the Hospital and Health Service. Your education provider will retain a copy of your completed and signed 'Student orientation checklist'.
- Access the Queensland Health Allied Health Professions' Office of Queensland student placements website (<https://www.health.qld.gov.au/ahwac/html/ahst>) and complete the requirements detailed in the 'Evidence record of allied health student training'.
  - You must provide your completed, signed and dated 'Evidence record of allied health student training' to the Hospital and Health Service clinical educator (or other nominated contact where a clinical educator is not available) at the **commencement of each placement**.
  - You must **maintain** your 'Evidence record of allied health student training' including annual refreshers and site-specific orientation, with signatures and dates against completed training requirements.

**You will not be able to commence your placement until your orientation is completed.**

Students should seek support from their education provider placement coordinator for information on how to complete the mandatory orientation and training requirements prior to the commencement of their placement.

## Responsibilities of staff involved in clinical education at each Hospital and Health Service

At the commencement of your placement, you must provide a copy of the completed, signed and dated 'Evidence record of allied health student training' to your local Hospital and Health Service clinical educator (or other nominated contact where a clinical educator is not available). The clinical educator will review the checklist to ensure that all pre-placement

training has been completed and will support you to complete any on-site training requirements.

Hospital and Health Service clinical educators are responsible for ensuring any on-site training is completed within the timeframes stated in the 'Evidence record of allied health student training' and will retain an electronic copy of this document.