

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.

This document provides 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 directed to the *Evidence record of allied health student training* (Evidence record) detailing 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. The Evidence record is available at <https://www.health.qld.gov.au/ahwac/html/ahst>.

As detailed in the Evidence record it is requested that universities:

- 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 **prior to the commencement of placements**.
- Ensure that students complete the student orientation requirements outlined on the Queensland Health clinical placement website (<https://www.health.qld.gov.au/employment/clinical-placement>).
 - Ensure that allied health students receive and complete the ‘Student orientation checklist’ (<https://www.health.qld.gov.au/employment/clinical-placement/students/australian/documents>) **and retain a record of this completed document**.
- Ensure that students complete the student training requirements outlined on the Allied Health Professions’ Office of Queensland student placements website (<https://www.health.qld.gov.au/ahwac/html/ahst>).
 - Ensure that allied health students receive and maintain the ‘Evidence record of allied health student training’ and ensure students are aware that the completed evidence record must be provided to each Queensland Health facility **at the commencement of each placement**.

Responsible actions of allied health students

- Access the 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' (<https://www.health.qld.gov.au/ahwac/html/training-modules>).
 - Access the Queensland Health clinical placement website (<https://www.health.qld.gov.au/employment/clinical-placement>), complete the *Student orientation checklist* (<https://www.health.qld.gov.au/employment/clinical-placement/students/australian/documents>), and provide the completed and signed *Student orientation checklist* to your university placement coordinator.
 - Complete all reading and training modules as described in the 'Queensland Health student placement orientation requirements part 1 & 2' and 'Additional requirements for allied health students' sections of the *Evidence record of allied health student training* **prior to attending** any Queensland Government Hospital and Health Service placement, with signatures and dates against completed training requirements.
 - Provide the completed, signed and dated *Evidence record of allied health student training* to Queensland Government Hospital and Health Service clinical educators at the commencement of **each placement**.
 - **Maintain** the *Evidence record of allied health student training* including annual refreshers and site-specific orientation, with signatures and dates against completed training requirements.

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

- Access the Access the Allied Health Professions Office of Queensland (AHPOQ) internet site at <https://www.health.qld.gov.au/ahwac/html/ahst> and become familiar with the student placement training requirements including the Evidence record of allied health student training.
- Arrange for any on-site training requirements, within specified timeframes, as per the 'Complete on commencement of placement' section of the *Evidence record of allied health student training*.
- 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).