



# Foundations of delegation training package

## Summary of learning approaches

### Training package description

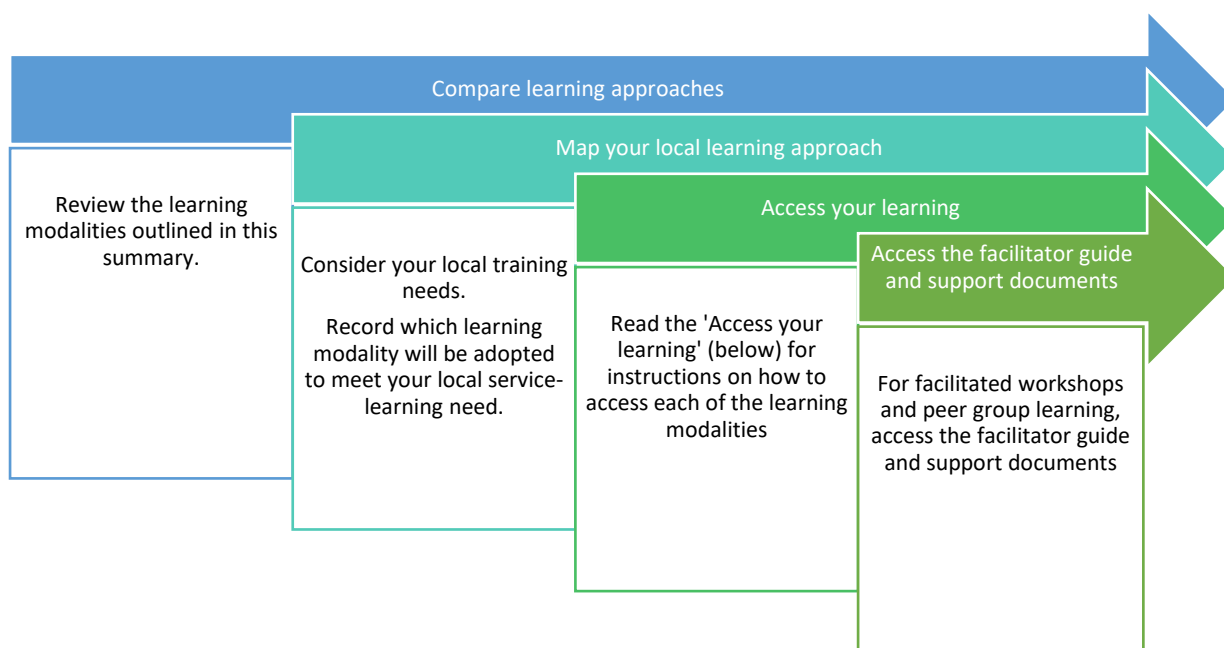
*Foundations of delegation* is a training package for Queensland Health staff that has been developed in partnership between the Office of the Chief Allied Health Officer, Clinical Excellence Queensland and Griffith University. It has been designed to support the allied health workforce, including assistants, students, professionals, and managers to understand delegation. Content aligns with the *Allied Health Assistant Framework* and the *Delegation Framework - Allied Health*. Available at: <https://www.health.qld.gov.au/ahwac/html/ahassist>.

### Selecting a learning approach

This delegation training package consists of a package overview, 5 content topics, and a package conclusion and assessment. The *Foundations of delegation* training package has been developed as a flexible resource that allows delivery using a number of learning modalities to meet your local training needs:

1. Individual self-paced online learning
2. Facilitated group workshop
3. Peer or small group learning

To identify which learning modality best suits you and/or your team, refer to the diagram below to guide your selection.



Teams can determine which learning approach best meets the learning needs of participants in their local service. When determining the most suitable approach, considerations include the participants previous experience with professional development, education, health care systems and terminology.

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Teams may elect to adopt a blended learning approach where participants work through a combination of online and face-to-face learning modalities. For example, a facilitator electing to work through a particular topic as a face-to-face group workshop and then participants complete online learning for the remaining topics.

After reviewing the learning materials and activities, teams may also contextualise training by including their own relevant examples.

Depending on which learning modality/ies you select, the pre-learning planning, activities, time and resources required may vary. Broad details of what is involved with each learning modality are illustrated in Table 1.

<i>Table one: Learning modality details</i>		
<i>Learning approach</i>	<i>What is involved</i>	<i>Requirements</i>
Individual self-paced online learning	Participants work through the online package at their own pace	<ul style="list-style-type: none"><li>Participant access to computers (or equivalent)</li><li>Internet connectivity</li><li>Allocated time to complete the online self-paced learning</li><li>Supervisor or local advisor on delegation to answer any questions</li></ul>
Facilitated group workshop/s <sup>#</sup> *	Participants attend a group workshop <ul style="list-style-type: none"><li>This could be a half day, whole day, or series of shorter workshops or in-services depending on the local service need</li></ul>	<ul style="list-style-type: none"><li>A facilitator, likely to have some expertise with the content</li><li>Time and venue for workshop/s</li><li>Projector and computer for presenting</li><li>Technology considerations (if remote sites are dialling in, e.g., videoconferencing)</li><li>Workshop resources</li><li>4 or more in-person participants (otherwise a blended learning approach is suggested)</li></ul>
Peer or small group learning	Participants attend small group workshop. <ul style="list-style-type: none"><li>This could be a half day, whole day, or series of shorter workshops or in-services depending on the local service need</li><li>Groups may elect to share the facilitator role by allocating certain sections to group members, or groups may elect not to have a facilitator, but collaboratively work through the facilitator guide and online content as a group.</li></ul>	<ul style="list-style-type: none"><li>Requirements for both individual self-paced online learning and facilitated group workshop.</li></ul>

# It is advised one facilitator is required for up to 12 participants, and two facilitators for up to 20 participants.

\*Other opportunities conducive to co-facilitation is where the:

- facilitator is a novice, and can co-facilitate with an experienced facilitator
- experienced facilitator is not experienced in delegation (in which case the co-facilitator would be someone experienced in delegation)
- facilitation is shared between an allied health professional and an allied health assistant to provide broader perspectives.

## Access your learning

Regardless of the learning modality you select, it is recommended that all learners and facilitators access the online '*Foundations of delegation – package overview*', available at: <https://www.health.qld.gov.au/ahwac/html/ahassist/training-package>.

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Then, for online learning access the:

- [online training package](#)
- [participant workbook](#)

For facilitated workshop learning modalities access the:

- [facilitator guide](#)
- [participant workbook](#)
- presentation slides and session plans:  
<https://www.health.qld.gov.au/ahwac/html/ahassist/training-package>.

## Access the end of package assessment quiz

The end of package assessment quiz is accessed via the [iLearn](#) platform. This quiz contains 10 questions and covers the content from all topics contained in the training package. On successful completion of the assessment quiz (≥80% pass mark), iLearn will generate a certificate of completion. The completion certificate will be available in iLearn for 12 months.

Please note this assessment has been designed for online completion only and is not to be modified. Note: the online topics can be accessed at any time to facilitate professional development without the need to complete the quiz.

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