

Frequently Asked Questions

Allied health student training requirements

1. How long will the training modules take to complete?

The total time commitment to complete all the modules is 4-5 hours. Some modules take 3 minutes to complete and others 40 minutes with the majority needing a time commitment of 10-15 minutes.

2. Will students still need to complete the 'Student Orientation Requirements' for the student deed?

Students must complete the Student Orientation Requirements for compliance with the Student Deed – a legal agreement between the university and Queensland Health. The Student Orientation Requirements are completed within the training module titled "Clinical Placement Student Orientation" accessible through the iLearn platform. Universities will need to keep a copy of relevant documentation as required.

3. Are all students required to complete all modules?

Yes. The modules introduce the students to the National Quality and Safety Healthcare Standards of the Australian Healthcare Commission. These standards are used to accredit health care facilities. All allied health professional students are required to complete all modules to gain the required information on the Standards, regardless of year level, length of placement or extent of contact with patients.

4. Does local on-site orientation at the start of placement replace the online modules?

The expectation will be that students will have completed the training **before** coming to placement. Local induction will still be required to suit the safety requirements of the placement site and additional training as determined by placement site risk appraisals will also need to be conducted after the student arrives.

5. Is there the capability to create a generic log in for students to training modules on the i-Learn platform?

No. Students must register individually on iLearn, using their university email domain name where possible. It may take around 3 days for the registration process to be completed.

6. Do the new training requirements apply for short observational placements?

Yes. Students who are training to work in health care facilities benefit from developing a culture for responsibility for staff, student and patient safety. It is anticipated that information from the modules will be built into curricula early in allied health programs. Students will require the information from the modules to ensure their safety while they are in a health service facility, even if only for short periods.

7. Do the new training requirements apply to placements where there is minimal patient contact (e.g. health informatics or public health)?

Yes. All students accessing a healthcare facility will need to complete the training. See Q.3 above.

8. Do the new training requirements apply to other health practitioners as well?

The Allied Health Professions' Office of Queensland has worked within its scope of clinical education and training for allied health professionals. The modules are available online and can be accessed by other health practitioners. The module content would be appropriate and applicable to other health practitioners.

9. Do the new training requirements apply to high school students on work experience?

The responsibility for the risk management and training of high school students and community visitors rests with the unit who organises their placements within the Hospital and Health Service. Modules can be accessed externally if deemed appropriate.

10. Does the training apply to all undergraduate and post-graduate students?

Yes.

11. How can placement sites track if annual training has been completed?

The student's evidence record will reflect the completion of annual training. It is anticipated that education providers will remind students of the annual training requirements before students present for placement.

12. How long does a placement site need to keep a copy of the student's evidence record?

It is recommended to check if there are local policies around record retention. The *General Retention and Disposal Schedule for Administrative Records*¹ for the State of Queensland gives the following information:

14.5.1 Health and well-being programs

Records relating to the promotion, development and implementation of programs which encourage a healthy and safe work environment and safe work practices.

Retain for 7 years after last action

13. Are there certificates of completion for the training modules?

Not all modules are designed to produce certificates of completion. The student signature on the evidence record will suffice as evidence of completion. It is expected that a student will take

¹ <http://www.archives.qld.gov.au/Recordkeeping/Pages/Publications.aspx>

professional responsibility for undertaking the training and being prepared to start their placement with the required knowledge to ensure patient, staff and student safety.

14. Can the collection of the students' evidence records be centralised?

There is no capacity to centralise collection of student evidence records. Collection and storage of student evidence records remains a responsibility of each Hospital and Health Service.

15. Is there a mandatory format for the collection of student evidence records by HHS clinical education staff?

No. If a Hospital and Health Service already has a system of record keeping, they may choose to continue to use that system. The template provided within the example saving strategy (Appendix I of the *Guide for Clinical Educators* accessed from <http://qheps.health.qld.gov.au/alliedhealth/html/training/clinical-placements.htm>) is an exemplar of a spreadsheet proforma which can be used by those services who do not have a current system. HHS clinical education staff may choose to check their current system against the spreadsheet exemplar provided.

16. Can students keep their record online?

There is no facility to manage the storage of student records online. It is expected that students will keep a copy of their evidence record as part of their professional portfolio.

17. My question is not answered here. Where can I go for more information?

Please contact the Allied Health Professions' Office of Queensland at AH_CETU@health.qld.gov.au or on 3328 9298.