

Allied Health Student training: A guide for University staff

To assist with ensuring patient, student and staff safety, specific training must be completed by allied health students and staff. University staff accessing Queensland Health Hospital and Health Services facilities to support students on clinical placements are advised to complete training modules detailed below. These training modules support facilities to deliver healthcare in accordance with the National Safety and Quality Healthcare Service Standards. It is essential that accurate records of this training are maintained by each Queensland Government Hospital and Health Service.

This guide provides an overview of:

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

Responsible actions of Universities:

Universities, in collaboration with Queensland Government Hospital and Health Services (HHS), are requested to ensure that university staff members who access HHS facilities undertake the appropriate training to support their safe and active engagement in clinical placements.

It is requested that universities follow the steps detailed below:

- Ensure that university staff (where applicable) complete all off-site training, including annual refreshers as indicated on the '*Allied health training requirements*' table in this document, prior to attending any Queensland Government Hospital and Health Service. Training modules can be accessed at the 'Training requirements for student placements' page on the Allied Health Professions' Office of Queensland website at <https://www.health.qld.gov.au/ahwac/html/ahst.asp>.
- Ensure that university staff (where applicable) maintain the 'Evidence record of allied health training – University Staff'. (N.B. signature and date is required against each of the completed training requirements).
- Ensure that university staff are aware that they may be required to provide a copy of the 'Evidence record of allied health training – University Staff' when visiting a Queensland Government Hospital and Health Service.

University allied health staff training requirements

PART A: COMPLETE PRIOR TO ACCESSING A HHS FACILITY FOR STUDENT CLINICAL PLACEMENT SUPPORT

Section 1 – Training that is not site specific and that must be completed prior to accessing a HHS facility

Training	Information available external to Queensland Health?	When to be completed.	Signature <i>I certify I have completed the following training components...</i>	Date of completion
Clinical Placement 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				
• 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	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		