

Allied health student training: A guide for clinical educators

To assist with ensuring patient, student and staff safety, specific training must be completed by students. It is essential that accurate records of the 'Evidence record of allied health student training' are maintained by each Hospital and Health Service.

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

- 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 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 Hospital and Health Service to delay commencement of a student placement until requirements are met).
 - Keep an electronic copy of the 'Evidence record for allied health student training' for each student and save this document for evidence purposes.
 - Enter the data for each student into the 'Student Training Requirements reporting template – Profession (facility)' spreadsheet provided and/or another system as required in the HHS (see [Appendix 1](#)).
- 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 in accordance with the NSQHS Standards).

Responsible actions of allied health students

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

Students are responsible for providing the following completed, signed and dated documents to either their education provider or to the Hospital and Health Service clinical educator as listed below:

- ‘Student orientation checklist’ (<https://www.health.qld.gov.au/employment/clinical-placement/students>) and any supporting documents to their **education provider placement coordinator**.
- ‘Evidence record of allied health student training’ (<https://www.health.qld.gov.au/ahwac/html/ahst>) and any supporting documents 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.

Responsibilities of education providers

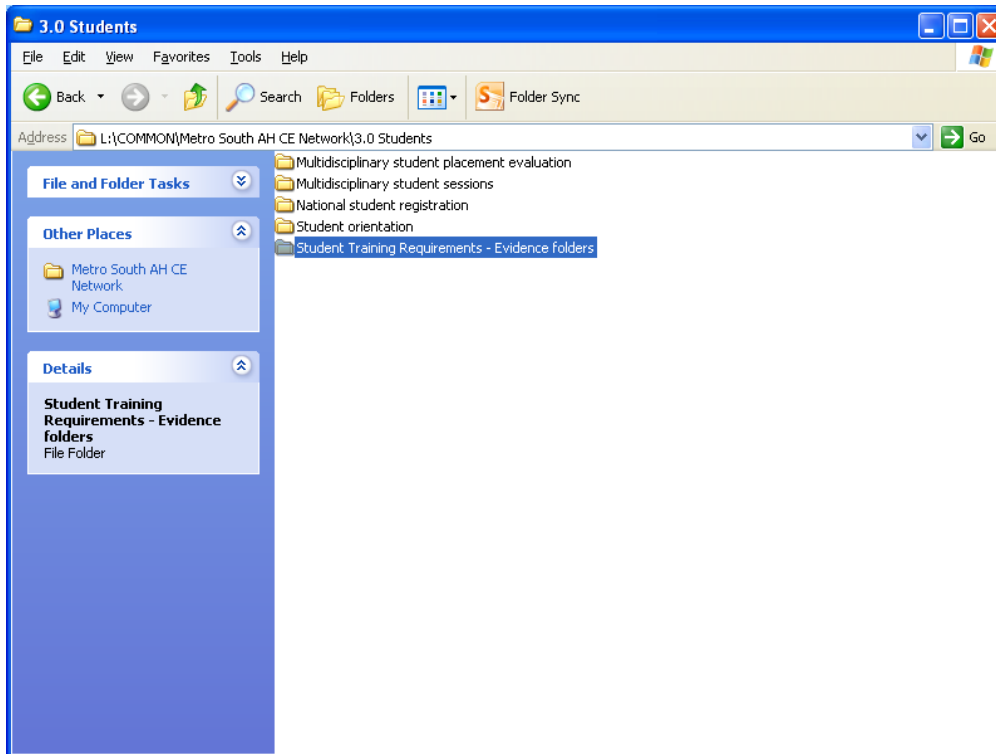
Education providers, in collaboration with Hospital and Health Services, are requested to ensure that students are provided with the appropriate training to support their safe and active engagement in clinical placements. The completion of training modules prior to placements will facilitate the early commencement of clinical learning on placements.

Education provider placement coordinators are requested to:

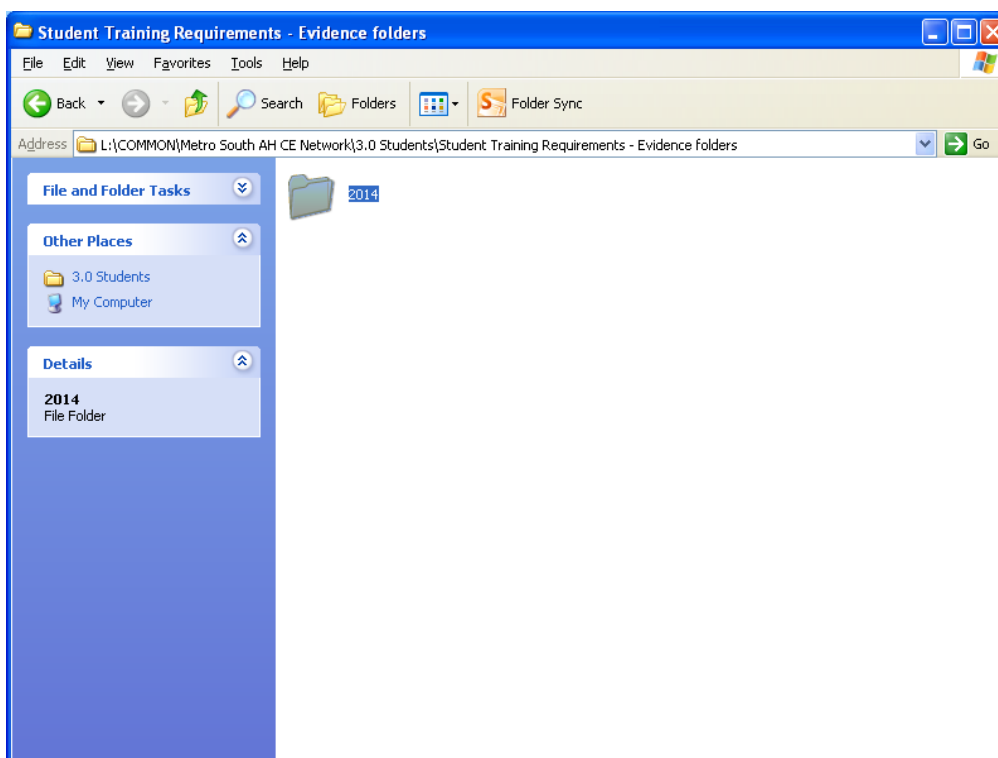
- Ensure that all training able to be undertaken off-site is completed by allied health students, including the required annual refreshers **prior to the commencement of placements**.
- Ensure that students complete the student orientation requirements outlined on the Queensland Health clinical placement 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>)
 - NB: **Education providers only** are required to 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**.

Appendix 1: Example saving strategy for allied health student training requirements

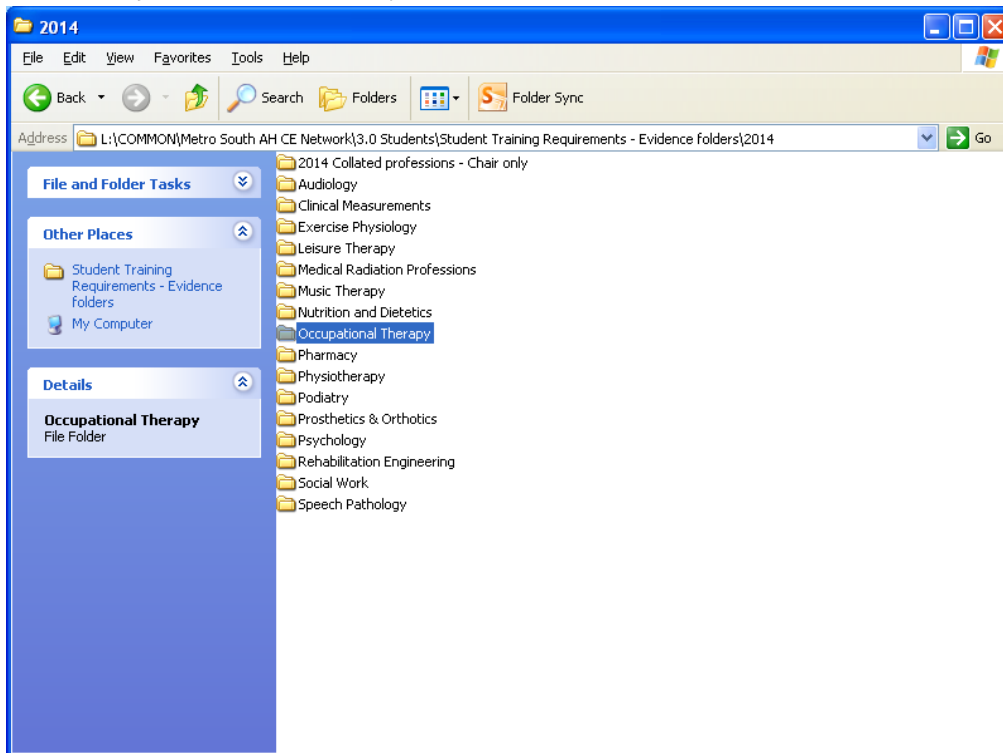
1. Choose a location that is accessible by all staff involved in clinical education at your Hospital and Health Service. Create an evidence folder for all allied health student data.



2. Within the evidence folder create a folder for the current year.



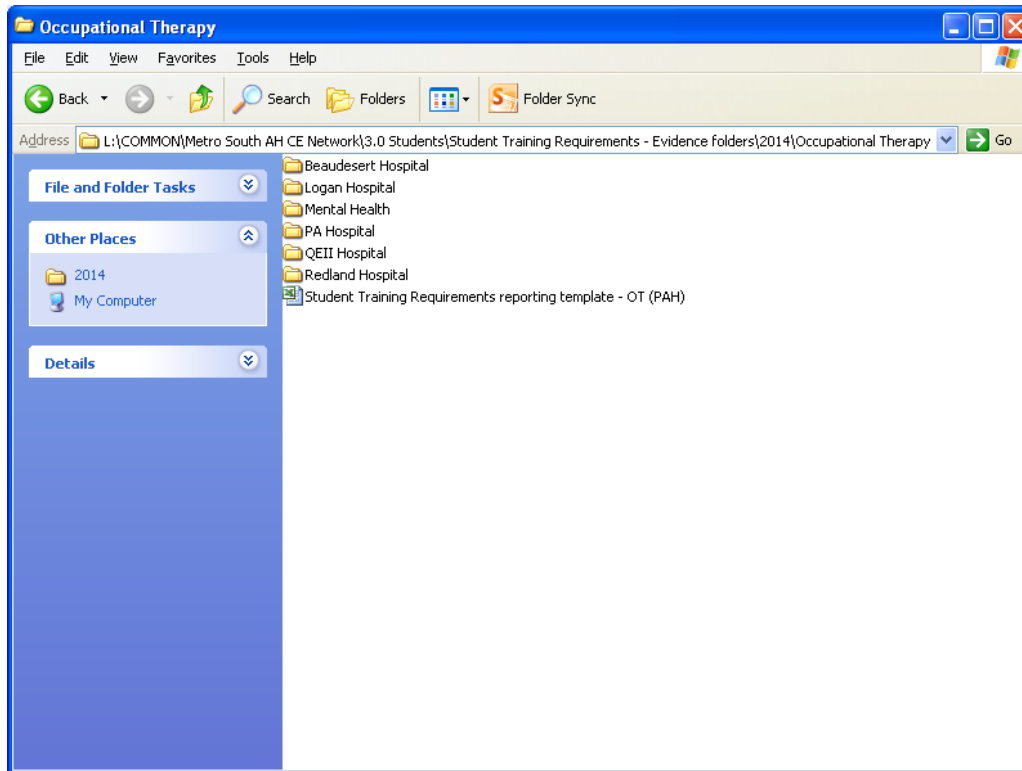
3. Within the relevant year create a folder for each of the allied health professions and a folder for the collated reports from each facility.



4. Within each profession folder, list all of the facilities where students may undertake placement (as required). A spreadsheet enabling the recording of compliance with the training requirements should be housed in each profession's folder. The [Student Training Requirements Evidence reporting template](#) is an example of a spreadsheet that could be used to record student provision of evidence records in your HHS. This example will need to be modified to suit your HHS as accreditation records are required at the facility level therefore each HHS facility needs to be added into your HHS spreadsheets.

It is important that you do not change the name of the reporting template (other than to state profession and facility) so that the person who collates the report can create links to the main reporting template to allow for auto-population of the template.

5. If your HHS requires reporting on compliance with the training requirements you may need to consider an auditing process to support this reporting to management. An example of an audit report is here titled [Audit report on student training requirements for allied health directors](#).



6. Under each profession, within the appropriate facility, save the scanned documents for each student that undertakes a placement at your facility.

