

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 as per HHS record keeping requirements.

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**.
- 'The Student Deed Poll' (<https://www.health.qld.gov.au/employment/clinical-placement/students/australian/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.

- ‘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.
- Advise students to complete “The Student Deed Poll” <https://www.health.qld.gov.au/employment/clinical-placement/students/australian/documents>
 - Ensure that allied health students are aware that a signed copy of ‘The Student Deed Poll’ be provided to each Queensland Health facility at the commencement of each placement.
- Advise students to 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**.