

# Evidence record of allied health student training

<b>Student name</b>	
<b>Course / Profession</b>	
<b>Educational institute</b>	

**Copies of all signed sheets must be retained by the student for presentation at each placement as per guideline provided on the [Training requirements for student placements webpage](#).**

## **PART A: COMPLETE PRIOR TO PLACEMENT**

Training in Section 1 must be completed prior to placement and training in Section 2 must be completed annually.

### **Section 1 – Training that is not site specific and that must be completed prior to placement**

<b>Training</b>	<b>Information available external to Queensland Health?</b>	<b>When to be completed.</b>	<b>Student Signature</b> <i>I certify I have completed the following training components...</i>	<b>Date of completion</b>
<b>Clinical Placement Student Orientation</b> (as per requirement of the student deed legal framework governing student placements within Queensland Health) <a href="https://www.health.qld.gov.au/employment/clinical-placement/students">https://www.health.qld.gov.au/employment/clinical-placement/students</a>				
• 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		
<b>Additional requirements for allied health students</b>				
• 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		

Training	Information available external to Queensland Health?	When to be completed.	Student Signature <i>I certify I have completed the following training components...</i>	Date of completion
<ul style="list-style-type: none"> <li>Clinical Documentation</li> </ul>	Yes	Prior to placement		
<ul style="list-style-type: none"> <li>Hand hygiene, aseptic and non-touch technique</li> </ul>	Yes	Prior to placement		
<ul style="list-style-type: none"> <li>Infection control</li> </ul>	Yes	Prior to placement		
<ul style="list-style-type: none"> <li>Informed consent</li> </ul>	Yes	Prior to placement		
<ul style="list-style-type: none"> <li>Patient identification and procedure matching</li> </ul>	Yes	Prior to placement		
<ul style="list-style-type: none"> <li>Patient rights</li> </ul>	Yes	Prior to placement		
<ul style="list-style-type: none"> <li>Safe, secure and supportive workplaces – Guide for allied health students</li> </ul>	Yes	Prior to placement		
<ul style="list-style-type: none"> <li>The high risk patient</li> </ul>	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"> <li>First response evacuation instructions (FREI)</li> </ul> <i>NB: iLearn will only allow this annual training to be completed once per calendar year.</i>	Yes	Prior to placement		

## **PART B: COMPLETE ON COMMENCEMENT OF PLACEMENT**

### **Section 3 – Site specific training, complete at each facility**

<b>Training</b>	<b>Information available external to Queensland Health?</b>	<b>When to be completed.</b>	<b>Student Signature</b> <i>I certify I have completed the following training components...</i>	<b>Date of completion</b>
<b>Allied Health Data collection training and/or site specific database entry</b> N.B. Minimum requirement is training once per database, e.g. Pi5, AHIS, ABC	No	Within 1 week of starting each placement, as required	Signature: Database:	Placement 1:
			Signature: Database:	Placement 2:
			Signature: Database:	Placement 3:
			Signature: Database:	Placement 4:
			Signature: Database:	Placement 5:
<b>Fire safety – General evacuation instructions (GEI)</b>	No	Within 2 days of starting each placement		Placement 1:
				Placement 2:
				Placement 3:
				Placement 4:
				Placement 5:
<b>Hazardous chemicals</b> Only required if conducting procedures or working in areas that hold SDS' (safety data sheets).	No	Within 2 days of starting each placement, as required		Placement 1:
				Placement 2:
				Placement 3:
				Placement 4:
				Placement 5:
<b>How to report a workplace incident</b>	No	Within 2 days of starting each placement		Placement 1:
				Placement 2:
				Placement 3:
				Placement 4:
				Placement 5:

Training	Information available external to Queensland Health?	When to be completed.	Student Signature <i>I certify I have completed the following training components...</i>	Date of completion
<b>Local emergency procedures</b>	No	Within 2 days of starting each placement		Placement 1:
				Placement 2:
				Placement 3:
				Placement 4:
				Placement 5:
<b>Patient handling (face to face)</b>	No	Within 2 days of starting each placement		Placement 1:
				Placement 2:
				Placement 3:
				Placement 4:
				Placement 5:
<b>Site-specific orientation</b>	No	Within 2 days of starting each placement		Placement 1:
				Placement 2:
				Placement 3:
				Placement 4:
				Placement 5:
<b>Waste management</b> Information to include advice re below, as relevant: <ul style="list-style-type: none"> <li>• clinical and related waste (e.g. sharps, human tissue)</li> <li>• general waste (e.g. waste not otherwise categorised)</li> <li>• cytotoxic waste (e.g. waste contaminated with body fluids from a patient receiving chemotherapy or cytotoxic agents)</li> <li>• sharps (e.g. objects with sharps points or cutting edges)</li> <li>• pharmaceutical waste (e.g. pharmaceutical/ chemical substances)</li> <li>• confidential waste (e.g. papers with sensitive information about patient/s or administrative issues)</li> <li>• clean paper &amp; recyclables</li> </ul>	No	Within 2 days of starting each placement		Placement 1:
				Placement 2:
				Placement 3:
				Placement 4:
				Placement 5:

Training	Information available external to Queensland Health?	When to be completed.	Student Signature <i>I certify I have completed the following training components...</i>	Date of completion
Other (Please Specify)	No			Placement 1:
				Placement 2:
Other (Please Specify)	No			Placement 1:
				Placement 2: