

# Evidence record of allied health student training

Student name	
Course / Profession	
Educational institute	

## Preparing for your clinical placement

### Student placement orientation – Student Deeds Website

You must complete all Queensland Health student placement orientation requirements as detailed on the Student Deed Website before commencing a placement within a Queensland Health facility. This includes the completion of the *Student orientation checklist*. You will not be able to commence your placement until your orientation is completed.

- Queensland Health clinical placements home page: <https://www.health.qld.gov.au/employment/clinical-placement>
- Information on required clinical placements: <https://www.health.qld.gov.au/employment/clinical-placement/students/australian/required>
- Preparing for your clinical placement: <https://www.health.qld.gov.au/employment/clinical-placement/students/australian/prepare>
- Documents for your clinical placement (including the Student orientation checklist): <https://www.health.qld.gov.au/employment/clinical-placement/students/australian/documents>

**You must present a completed copy of the *Student orientation checklist* and any associated documentation to your education provider's placement coordinator **prior to the commencement of your placement.****

### Accessing mandatory training modules through iLearn

When planning to complete the mandatory online training through iLearn, you must allow up to three (3) days for your iLearn log in details to be generated. It is recommended you sign up for iLearn access as soon as possible.

Mozilla Firefox is the recommended browser for accessing iLearn. If you should experience any errors during any of the online courses, you will need to refresh the page or restart the module. If you continue to experience technical errors, please contact the help desk on 1800 198 175.

## Student placement orientation – allied health students

The following training modules must be completed by all allied health students in addition to the Student Deed requirements described above.

These training modules are accessible externally to Queensland Health via the Allied Health Professions' Office of Queensland website (<https://www.health.qld.gov.au/ahwac/html/ahst>).

**You must present a completed, signed and dated copy of this *Evidence record of allied health student training* and any associated documentation to the Hospital and Health Service clinical educator **at the commencement of each placement.****

**Please note:** a number of these training modules are PDFs or videos that can be viewed but do not produce a certificate of training. By signing the boxes below, you are certifying that you have completed these mandatory training components.

### Complete prior to commencement of placement

Training module	Student signature	Date of completion
Child abuse and neglect		Initial completion date:
		Annual refresher date:
Clinical handover		
Comprehensive care		
Consumer engagement		
Clinical documentation		
Hand hygiene		
Infection control		
Informed consent		
Patient identification and procedure matching		
Patient rights		
Personal protective equipment (PPE)		

Training module	Student signature	Date of completion
Safe, secure and supportive workplaces – guide for allied health students		
The high-risk patient		

### Complete on commencement of placement

The training listed below is site specific and is provided at the discretion of your clinical educator based on identified placement risks. When required, the training must be completed as directed by the Queensland Health clinical educator at the commencement of your placement and within the timeframes specified. This content is not available online and will be provided as face-to-face training at each facility.

Training	Student signature	Date of completion
<b>To be completed within two days of starting each placement</b>		
Site-specific orientation		Placement 1:
		Placement 2:
		Placement 3:
		Placement 4:
		Placement 5:
General evacuation instructions (must be completed within 48 hours of commencing placement and has a 12 month expiry at each site)		Placement 1:
		Placement 2:
		Placement 3:
		Placement 4:

Training	Student signature	Date of completion
		Placement 5:
Infection prevention and control including site-specific personal protective equipment procedures		Placement 1:
		Placement 2:
		Placement 3:
		Placement 4:
		Placement 5:
Hazardous chemicals (only required if conducting procedures or working in areas that hold safety data sheets)		Placement 1:
		Placement 2:
		Placement 3:
		Placement 4:
		Placement 5:
How to report a workplace incident		Placement 1:
		Placement 2:
		Placement 3:
		Placement 4:

Training	Student signature	Date of completion
		Placement 5:
Local emergency procedures		Placement 1:
		Placement 2:
		Placement 3:
		Placement 4:
		Placement 5:
Patient handling (face to face)		Placement 1:
		Placement 2:
		Placement 3:
		Placement 4:
		Placement 5:
<p>Waste management</p> <p>Information to include advice regarding the following items as relevant:</p> <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> </ul>		Placement 1:
		Placement 2:
		Placement 3:
		Placement 4:

Training	Student signature	Date of completion
<ul style="list-style-type: none"> <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>		Placement 5:
<b>To be completed within one week of starting each placement</b>		
Allied health data collection training and / or site specific database entry  NB the minimum requirement is training once per database (e.g. PI5, AHIS, ABC).	Signature: Database:	Placement 1:
	Signature: Database:	Placement 2:
	Signature: Database:	Placement 3:
	Signature: Database:	Placement 4:
	Signature: Database:	Placement 5:
<b>Other site-specific training requirements</b>		
Please specify training details including timeframe for completion:		Placement 1:
		Placement 2:
Please specify training details including timeframe for completion:		Placement 1:
		Placement 2: