Queensland Health

Evidence record of allied health student training

Student name	
Course / Profession	
Educational institute	

Copies of this signed evidence record and associated documentation must be retained by the student for presentation to their university and to each Queensland Health facility as requested.

Further information regarding student training requirements can be found on the Queensland Health *clinical placement* website (https://www.health.qld.gov.au/employment/clinical-placement) and the Allied Health Professions' Office of Queensland *training requirements for student placements* website (https://www.health.qld.gov.au/ahwac/html/ahst).

Preparing for your clinical placement

The below training relates to information and learning that is not site specific and must be completed **prior** to placement. All students must complete orientation before commencing a placement within a Queensland Health facility. **You will not be able to commence your placement until your orientation is completed.**

The information below incorporates Part 1 and Part 2 of the Queensland Health student placement orientation requirements as per the *Preparing for your clinical placement* website.

Queensland Health student placement orientation requirements: part 1

By signing the box below, you are certifying that you have completed all mandatory legal checks, immunisation and infection prevention procedures, and online learning (work health and safety) as outlined on the *Preparing for your clinical placement* website (https://www.health.qld.gov.au/employment/clinical-placement/students/australian/prepare) and have indicated this on the *student orientation checklist* available at https://www.health.qld.gov.au/employment/clinical-placement/students/australian/documents. **Please note: your completed student orientation checklist should be provided to your university.**

The *Preparing for your clinical placement* website refers to the *Clinical Student Placement Program* – a series of eight (8) training modules that are accessible to all students via iLearn (https://ilearnexternal.health.qld.gov.au/program/25/program-clinical-student-placement). In iLearn this program is titled the *Clinical Placement Student Orientation Program*.

Please note: Mozilla Firefox is the recommended browser for accessing iLearn. It may take up to three (3) days for your log in details to be generated, so it is recommended you sign up for access as soon as possible. If you should experience any errors during the course, 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.

Queensland Government

Legal checks	Student signature	Date
Legal Checks to be undertaken e.g. Blue card and criminal history checks		
Immunisation and infection	**Student signature**	**Date**
Immunisation evidence and infection prevention		
Online learning: work health and safety modules (https://ilearnexternal.health.qld.gov.au/program/25/program-clinical-student-placement)	**Student signature**	**Date of completion**
Student allied health ieMR WBT		
Building emergency procedures / first-response evacuation instructions		Initial completion date:
		Annual refresher date:
Clinical placement student orientation course		
Occupational violence prevention fundamentals		
Patient handling fundamentals		
Prevention and management of musculoskeletal disorders		
Code of conduct		
Health, safety and wellbeing induction		

Queensland Health student placement orientation requirements: part 2

By signing the box below, you are certifying that you have **read all** mandatory code of conduct, cultural practice, privacy, confidentiality and clinical documentation information as outlined on the *Preparing for your clinical placement* website (https://www.health.qld.gov.au/employment/clinical-placement/students/australian/prepare) and have indicated this on the *student orientation checklist* available at https://www.health.qld.gov.au/employment/clinical-placement/students/australian/documents.

Mandatory reading (https://www.health.qld.gov.au/employment/clinical-placement/students/australian/prepare)	Student signature	Date of completion
Code of conduct and cultural practice		

Mandatory reading (https://www.health.qld.gov.au/employment/clinical-placement/students/australian/prepare)	Student signature	Date of completion
Privacy, confidentiality, and documentation		

Additional requirements for allied health students

The following training modules must be completed by all allied health students in addition to the *Queensland Health student placement orientation requirements* (Part 1 & 2) prior to the commencement of the student placement.

These additional training modules are accessible externally to Queensland Health via the Allied Health Professions' Office of Queensland t*raining modules* website (https://www.health.qld.gov.au/ahwac/html/training-modules).

Please note that 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.

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		
Queensland Health Introductory Aboriginal and Torres Strait Islander Cultural Practice Online Program		

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 below training 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 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
To be completed within two days of starting each placement		
Site-specific orientation		Placement 1:
		Placement 2:
		Placement 3:
		Placement 4:
		Placement 5:
Fire safety – general evacuation instructions		Placement 1:
		Placement 2:
		Placement 3:
		Placement 4:
		Placement 5:

Training	Student signature	Date of completion
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:
		Placement 5:
Local emergency procedures		Placement 1:
		Placement 2:
		Placement 3:
		Placement 4:
		Placement 5:
Patient handling (face to face)		Placement 1:
		Placement 2:

Training	Student signature	Date of completion
		Placement 3:
		Placement 4:
		Placement 5:
Waste management Information to include advice regarding the following items as relevant: • clinical and related waste (e.g. sharps, human tissue) • general waste (e.g. waste not otherwise categorised) • cytotoxic waste (e.g. waste contaminated with body fluids from a patient receiving chemotherapy or cytotoxic agents) • sharps (e.g. objects with sharps points or cutting edges) • pharmaceutical waste (e.g. pharmaceutical/ chemical substances) • confidential waste (e.g. papers with sensitive information about patient/s or administrative issues) • clean paper & recyclables		Placement 1:
		Placement 2:
		Placement 3:
		Placement 4:
		Placement 5:

To be completed within one week of starting each placement

Training	Student signature	Date of completion
Allied health data collection training and / or site specific database entry NB the minimum requirement is training once per database (e.g. PI5, AHIIS, ABC).	Signature: Database:	Placement 1:
	Signature: Database:	Placement 2:
	Signature: Database:	Placement 3:
	Signature: Database:	Placement 4:
	Signature: Database:	Placement 5:

Other site specific training requirements

Training	Student signature	Date of completion
Please specify training details including timeframe for completion:		Placement 1:

Training	Student signature	Date of completion
		Placement 2:
Please specify training details including timeframe for completion:		Placement 1:
		Placement 2: