

# Allied Health clinical placement training

## A guide for education provider staff

### Responsible actions of education providers

Education providers must ensure that students, as well as education provider staff supervising Queensland Health placements, complete all mandatory requirements before the commencement of each placement.

### Allied Health students

To support compliance with Queensland Health policy, procedures, and the Student Placement Deed, education provider placement coordinators are to:

- Ensure that Allied Health students complete all Queensland Health clinical placement requirements, as detailed on the [Clinical placements – Student information webpages](#), before commencing a placement within a Queensland Health facility **prior to the commencement of placements**. Students will not be able to commence clinical placement until all requirements are completed. This includes:
  - Ensuring that students complete the student orientation requirements outlined on the Queensland Health Clinical placements website ([Student information](#)).
  - Ensuring that students repeat mandatory requirements if the completion certificate lapses (expires) in accordance with the training course's frequency.
  - Ensuring that students complete the 'Student Orientation Checklist' ([Documents for your clinical placement](#)).
    - **NB: Only students and education providers** are required to retain a record of this completed document.
- Advise students to complete 'The Student Deed Poll' ([Documents for your clinical placement](#))
- Ensure that Allied Health students are aware that a signed copy of 'The Student Deed Poll' is to be provided to each Queensland Health facility at the commencement of each placement.
- Advise students to complete the student training requirements outlined on the Office of the Chief Allied Health Officer student placements website ([Clinical placement information for Allied Health students](#)).
- Ensure that Allied Health students receive and maintain the 'Record of Allied Health Student Training' and are aware that the completed evidence record must be provided to each Queensland Health facility at the commencement of each placement.

For more information on the requirements for Allied Health students, please refer to the [Clinical placement information for allied health students](#) website.

## Education provider supervisors

To support compliance, education provider staff members who supervise students on Queensland Health placements are to:

### Supervisor Deed Poll

- Complete and comply with the *Supervisor Deed Poll*.
  - As per the Student Placement Deed, education provider supervisors are supervisors ‘*nominated by the Education Provider in accordance with the Schedule who is not Queensland Health Personnel*’.
- Access the *Supervisor Deed Poll* on the [Clinical placement resources](#) webpage.
- Comply with all relevant deeds, policies, procedures, directives, and directions of Queensland Health whilst performing supervisory activities.
- Provide a completed *Supervisor Deed Poll* to the relevant Hospital and Health Service. You should also keep a copy for your records.
- Regularly check the [Clinical placements](#) website, even if you've previously supervised students within a Queensland Health facility, as the content is frequently updated.

### Allied Health clinical placement training

To assist with ensuring patient, student, and staff safety, education provider supervisors accessing Queensland Health facilities to supervise students on clinical placement are required to complete the training modules detailed below. The training reflects the National Safety and Quality Healthcare Service (NSQHS) Standards and aims to facilitate patient, student, and staff safety. It is essential that accurate records of this training are maintained by each Hospital and Health Service.

#### Allied Health Clinical Placement Training (iLearn course)

You can access the Allied Health Clinical Placement Training on iLearn [Homepage](#)

1. Register for [iLearn](#) and login ([see below for more details](#))
2. Once logged in please search for “Allied Health Clinical Placement Training”, select the course, and then select ‘enrol’.



#### **NB: Topic requiring annual refresher:**

The “Child Abuse and Neglect” lesson within the Allied Health Clinical Placement Training must be completed every 12 months. Please revisit the course in iLearn, and repeat the lesson titled “Child abuse and neglect” as required. Alternatively, you can review the resources available here: [Child protection education resources for health workers | Queensland Health](#).

## Hand Hygiene and Infection Control

Education provider supervisors must complete the following two modules which can be accessed by logging into the [National Hand Hygiene Initiative](#).

1. Hand hygiene for clinical healthcare workers
2. Basics of infection prevention and control orientation

Please refer to the '[Clinical placement information for Allied Health students' website](#) for instructions on how to register for [National Hand Hygiene Initiative](#).

## Record of Allied Health training – Education provider supervisors

Education provider supervisors must retain a copy of the completion certificates of each of the above courses, and record the date of completion on the 'Record of Allied Health Training – Education provider supervisors' available on the Allied Health '[Clinical placement information for education providers](#)' website.

Education provider supervisors must maintain a 'Record of Allied Health training – education provider supervisors' including annual refreshers and site-specific orientation, with signatures and dates against completed training requirements.



*Education provider supervisors must provide a completed, signed and dated 'Evidence record of Allied Health training – education provider supervisors' to the Hospital and Health Service clinical educator (or other nominated contact where a clinical educator is not available) **at the commencement of supervising students.***

## iLearn access

You are encouraged to apply for iLearn access as soon as you have been notified of your placement with the Queensland Health facility as iLearn registration can take up to three working days to be processed.

For further information regarding iLearn access, refer to the [Preparing for your clinical placement](#) webpage and the [iLearn user help for students](#) factsheet for guidance on how to register. Once registration is complete, students may then access the course catalogue to search for the required training.

If you experience any issues while completing any of the courses, try refreshing the page, changing your browser, or restarting the module.

If you continue to experience technical errors or issues, or do not receive your login details within three business days, please contact the help desk on 1800 198 175.