

Evidence record of allied health student training

Student name	
Course / Profession	
Educational institute	

Copies of all signed sheets must be retained by the student for presentation at each placement.

PART A: COMPLETE PRIOR TO PLACEMENT (Training in Sections 1 & 2 below)

Section 1 – Training that does not require annual refresher training and is not site specific

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
Aboriginal and Torres Strait Islander Cultural Practice	Yes	Prior to placement		
Clinical handover	Yes	Prior to placement		
Consumer engagement	Yes	Prior to placement		
Documentation	Yes	Prior to placement		
Student orientation requirements	Yes	Prior to placement		
Ethics, integrity and accountability	Yes	Prior to placement		
Hand hygiene, aseptic and non-touch technique	Yes	Prior to placement		
Work health and safety induction	Yes	Prior to placement		
Infection control	Yes	Prior to placement		
Informed consent	Yes	Prior to placement		
Occupational violence prevention fundamentals	Yes	Prior to placement		
Patient identification and procedure matching	Yes	Prior to placement		
Patient rights	Yes	Prior to placement		
The high risk patient	Yes	Prior to placement		

Section 2 – Training that requires annual refresher and is not site-specific

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		
Prevention and management of musculoskeletal disorders	Yes	Prior to placement		
Patient handling fundamentals	Yes	Prior to placement		
First response evacuation instructions (FREI)	Yes	Prior to placement		

PART B: COMPLETE ON COMMENCEMENT OF PLACEMENT

Section 3 – Site specific training, complete at each facility

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
Database entry 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:	Placement 1:
			Database:	
			Signature:	Placement 2:
			Database:	
			Signature:	Placement 3:
			Database:	
			Signature:	Placement 4:
			Database:	
			Signature:	Placement 5:
			Database:	
Fire safety – General evacuation instructions (GEI)	No	Within 2 days of starting each placement		Placement 1:
				Placement 2:
				Placement 3:
				Placement 4:
				Placement 5:

Hazardous chemicals 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:
How to report a workplace incident	No	Within 2 days of starting each placement		Placement 1:
				Placement 2:
				Placement 3:
				Placement 4:
				Placement 5:
Local emergency procedures	No	Within 2 days of starting each placement		Placement 1:
				Placement 2:
				Placement 3:
				Placement 4:
				Placement 5:
Patient handling (face to face)	No	Within 2 days of starting each placement		Placement 1:
				Placement 2:
				Placement 3:
				Placement 4:
				Placement 5:
Site-specific orientation	No	Within 2 days of starting each placement		Placement 1:
				Placement 2:
				Placement 3:
				Placement 4:
				Placement 5:

Waste management Information to include advice re below, as relevant: <ul style="list-style-type: none"> • 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 	No	Within 2 days of starting each placement		Placement 1:
				Placement 2:
				Placement 3:
				Placement 4:
				Placement 5:
Other (Please Specify)	No			Placement 1:
				Placement 2:
Other (Please Specify)	No			Placement 1:
				Placement 2: