Allied Health Student Placement Procedure

Background

The provision of student placements is central to workforce sustainability by engaging students in the application of contemporary clinical practice and enhancing partnerships with educational providers. The Community and Oral Health Allied Health Student Placement Procedure will support compliance with the MNHHS Policy: Mandatory and Legislative Training for all staff, and the Queensland Health Allied Health Clinical Placement Guide for hospitals and health services.

Purpose and Intent

The purpose of this procedure is to facilitate a standardised process within Community and Oral Health for allied health professional and assistant student placements, to ensure appropriate planning and compliance with pre-placement documentation, vaccination and training requirements.

Scope and Target Audience

All allied health staff, allied health students and managers of allied health staff within Community and Oral Health.

Principles

Compliance with the procedure is mandatory.

Procedure/process

Planning for allied health student placements

A number of factors should be considered prior to a student placement being offered. Appropriate planning will optimise the placement experience and enhance supervisory skills. Given the commitment to support tertiary student clinical placements, resources will be targeted at meeting the needs of this cohort. Tertiary student clinical placements will be prioritised over other placement types, e.g. work experience observation.

- Initially, all student placements are negotiated between the profession-specific clinical educator or tertiary placement coordinator and the relevant Community and Oral Health Discipline Director, MNHHS Discipline Director or Community and Oral Health Allied Health Educator (Hereon referred to as ‘Discipline Director or Community and Oral Health Allied Health Educator’) in the absence of a profession-specific director and/or profession-specific clinical educator. Where there are variances, as may occur with Registered Training Organisations (RTO), and the student rather than a tertiary placement coordinator attempts to negotiate their own placement, the placement request is to be redirected through the relevant tertiary placement co-ordinator, to be negotiated with Discipline Director or Community and Oral Health Allied Health Educator.
In addition to available workforce skills and capacity, consideration should also be given to resource availability (e.g. computer access, physical space etc) to support the placement. Discipline Director or Community and Oral Health Allied Health Educator,

- Will negotiate with the operational line manager and primary supervising clinician to ensure sufficient resources are available to support the placement
- Need to be satisfied that there will be sufficient resources to support a quality student placement experience in light of changing service requirements, clinical demand and future leave planning
- Will confirm placement capacity with the profession-specific clinical educator or tertiary placement co-ordinator by advising the number of clinical placement offers and site locations
- Will enter the student placement offers in the Community and Oral Health Allied Health Student Placement Spreadsheet under Offers tab

The profession-specific clinical educator or tertiary placement co-ordinator confirms the number of clinical placements that have been accepted and confirms the start and finish placement dates

Prior to the commencement of allied health student placements

There are a number of documentation, vaccination and training requirements prior to the commencement of the allied health student placement. The relevant Discipline Director or Community and Oral Health Allied Health Educator ensure they are satisfied that a Deed and Schedule are in place prior to the commencement of the allied health student clinical placement.

1. **Deed**
   - Discipline Director or Community and Oral Health Allied Health Educator ensure they are satisfied that the relevant university or RTO has a current Deed with Queensland Health
   - There is a list of universities and RTOs that hold current Deeds with Queensland Health
   - Placement cannot be offered without a current Deed
   - The Queensland Health Student Deeds Officer can be consulted for further advice [Student_Deeds@health.qld.gov.au](mailto:Student_Deeds@health.qld.gov.au)

2. **Schedule**
   - Completed before placement can commence
   - Where schedules are completed within Community and Oral Health, a copy of the completed schedule will be stored with the signatory, and a copy of the completed schedule will be stored by the Discipline Director or Community and Oral Health Allied Health Educator
   - Where schedules are completed at a Metro North level, the Discipline Director or Community and Oral Health Allied Health Educator will confirm they are satisfied that a completed schedule is in place

Students must not individually negotiate or renegotiate placements directly with the supervising clinician or individual work unit.
The Student Deed Poll, Student Orientation Checklist and Evidence Record of Allied Health Student Training must be completed prior to the commencement of the allied health student placement.

1. **Student Deed Poll**
   - Completed before placement can commence
   - The primary supervising clinician will confirm they are satisfied that a signed student deed poll has been completed, and advise their Discipline Director or Community and Oral Health Allied Health Educator accordingly

2. **Student Orientation Checklist** (includes requirements about vaccination and Blue Card)
   - Completed before placement can commence
   - The primary supervising clinician will confirm they are satisfied that a student orientation checklist (containing evidence of vaccination dose dates and evidence of a current Blue Card) has been completed and they will advise their Discipline Director or Community and Oral Health Allied Health Educator

   **Students cannot commence without providing evidence of holding a current Blue Card**

3. **Evidence record of allied health student training with links to online training**
   - Part A completed before placement can commence
   - The student must provide evidence that pre-placement training has been completed, using the Evidence record of allied health student training
   - The primary supervising clinician advises the Discipline Director or Community and Oral Health Allied Health Educator that all required pre-placement documentation, vaccination and training requirements listed above are complete
   - The relevant Discipline Director or Community and Oral Health Allied Health Educator will record the completion of compliance of all required pre-placement documentation, vaccination and training requirements in the Community and Oral Health Allied Health Student Placement Spreadsheet under Provided tab section
   - For additional information on student training requirements, refer to Queensland Health Training Requirements for Allied Health Student Placements

**At the commencement of allied health student placements**

The placement can commence once the primary supervising clinician is satisfied that compliance has been met with all pre-placement documentation, vaccination and training requirements. Relevant documents are to be stored according to the General Retention and Disposal Schedule for Administrative Records QDAN 249v.

- Within two days of the commencement of placement, the primary supervising clinician will ensure the completion of any remaining face-to-face training as outlined in Part B of the Evidence record of allied health student training and ensure the Evidence Record is updated to include this and any other requisite site-specific mandatory training required by Community and Oral Health and/or MNHHS.
Within two days of placement commencement, the primary supervising clinician will ensure the student has received information on who they can contact in the event that they have any concerns regarding their placement experience. The primary supervising clinician will ensure the student is provided with the contact details of at least three senior staff members that they can contact to discuss any placement experience concerns. It is recommended that this information is provided when the student is receiving training on how to report a workplace incident – refer to Part B of the Evidence record of allied health student training.

Disruptions or changes to allied health student placements

At the first sign of an unexpected occurrence (such as student performance, staff capacity or service issues) to the clinical placement, the primary supervising clinician will alert the most appropriate of the following: Discipline Director or Community and Oral Health Allied Health Educator, profession-specific clinical educator or tertiary placement coordinator. Liaison will occur between the Discipline Director or Community and Oral Health Allied Health Educator and the profession-specific clinical educator or tertiary placement co-ordinator to manage such an occurrence.

Completion of allied health student placements and reporting requirements

There are a number of reports that may be required upon completion of student clinical placements. Reports may play a role in local processes such as auditing or in verifying placement number and student days as required by the Allied Health Profession’s Office of Queensland (AHPOQ). Ensuring currency of information in the Community and Oral Health Allied Health Student Placement Spreadsheet assists with reporting processes.

Consumer engagement (as necessary)

Patient Outcomes

This procedure will improve the safety and quality of patient care by supporting the highest possible standards of allied health student placements, allied health clinical practice, service and consumer outcomes.

References and Benchmarking

MNHHS Policy: Mandatory and Legislative Training for all staff
Queensland Health List of education providers with current deed
Queensland Health Student Deed Poll
Queensland Health Student Orientation Checklist
General Retention and Disposal Schedule for Administrative Records
Department of Health Allied Health Student Training: A Guide for Students
Queensland Health Allied Health Clinical Placement Guide
Queensland Health Training Requirements for Allied Health Student Placements
MNHHS Procedure: Research Honorary Appointments, Research Students and Visitors
## Supporting/Related Documents

- MNHHS Requisite Training Framework for Allied Health
- Queensland Health Allied Health Students Health and Wellbeing Guide

## Relevant Standards

National Safety and Quality Health Service Standards, Clinical Governance Standard 1.

## Appendix 1- Definition of terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Student placement</td>
<td>A student placement is an activity that contributes towards clinical/professional education and training requirements for an accredited course.</td>
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<td>Primary supervising clinician</td>
<td>A Community and Oral Health allied health professional or allied health assistant nominated as the primary supervisor for a specific student placement.</td>
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<td>Tertiary placement co-ordinator</td>
<td>A position within an accredited provider of tertiary education responsible for coordinating student placements.</td>
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<td>Profession-specific clinical educator</td>
<td>A position dedicated to supporting student placements and aligned to a specific allied health profession.</td>
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<td>Discipline Director or Community and Oral Health Educator</td>
<td>Comprises one of the following, as appropriate,</td>
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<tr>
<td></td>
<td>• Community and Oral Health Discipline Director</td>
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<td></td>
<td>• MNHHS Discipline Director</td>
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<td></td>
<td>• Community and Oral Health Allied Health Educator</td>
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**Document History**

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<td><strong>MNHHS Risk Management Procedure</strong></td>
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<td>Community and Oral Health Allied Health Student Placement Spreadsheet will operate as a central register for student placements and will record compliance with the pre-placement documentation and training requirements. A yearly audit will be conducted and a summary report provided to the Community and Oral Health Allied Health Governance, Research, Education and Workforce (AHGREW) Meeting, including recommendations for remedy of any omissions.</td>
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<td></td>
<td>Assistant Directors of Allied Health - Community and Oral Health</td>
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<td></td>
<td>Discipline Directors – Community and Oral Health, MNHHS</td>
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<td>Allied Health Educator - Community and Oral Health</td>
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<td>Document will be tabled at the Community and Oral Health Allied Health Governance, Research, Education and Workforce (AHGREW) Meeting and Community and Oral Health Quality and Safety Meeting MNHHS and Community and Oral Health Intranet sites Community and Oral Health Education Libguide</td>
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**AUTHORISATION**

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<tr>
<th>Signature</th>
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<tr>
<td>Director of Allied Health Community and Oral Health</td>
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<td>Executive Director Community and Oral Health</td>
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The original signed version is retained by Safety and Quality Unity Community and Oral Health