

HLT33015 WORK PLACEMENT CHECKLIST

The following checklist is to ensure the facility or community organisation meets the conditions as set for the training requirements for the “HLT33015 Certificate III in Allied Health Assistant”.

Please ensure all items are ticked off as being completed.

Workplace Supervision

- An induction including emergency procedures and tour of facility/organisation and introduction to appropriate personnel is conducted prior to commencement of any work experience (use attached induction checklist on P3, or induction process used by organisation)
- A mentor/work partner provided if available
- A suitably qualified or experienced person with relevant knowledge and skills is available to oversee the learner’s work placement

Workplace Tasks

The learner has access to work tasks relevant to their future role Allied Health Assistant including but not exclusive to-

- Interactions with a diverse range of backgrounds
- Follow infection control and safety procedures
- Assist in allied health programs
- Mental health specific tasks

Workplace Facility and Equipment

- The learner has access to all relevant policies and procedures
- The learner has access to:
 1. client records
 2. risk of harm recording and/or reporting forms
 3. individualised case plans
 4. referral forms
 5. intake forms
 6. assessment materials
 7. intervention and prevention program materials
 8. policies and procedures for infection control
 9. Workplace health and safety reporting documents
- The learner has access to an appropriate workspace to practice skills of the role at placement (learners may require computer and internet access for record management)

Allied Health

The learner has access to appropriate space to do recordings for evidence of practicals in the workplace

The workplace provides the following:

Personal protective equipment including masks, gloves, and hand sanitisers where appropriate

protective aids: alert and safety devices: emergency call systems, key safe, I.D.

Learner Induction Checklist

| Item | Notes | Completed (√) |
|---|-------|-------------------------------------|
| Starting and finishing times, break times | | <input type="checkbox"/> |
| Names and roles of key personnel | | <input type="checkbox"/> |
| Location of organisation: Head office? (if applicable) | | <input type="checkbox"/> |
| Work Health and Safety procedures used e.g.: <ul style="list-style-type: none"> • Emergency procedures • Risks/hazards | | <input type="checkbox"/> |
| Maintaining confidentiality | | <input type="checkbox"/> |
| Overview of student's duties | | <input type="checkbox"/> |
| Other relevant information about the organisation | | <input checked="" type="checkbox"/> |



Allied Health

Learner
name:

Signature:

Date:

Supervisor
name:

Signature:

Date:
