



Allied Health
HLT43015 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 “HLT43015 Certificate IV in Allied Health Assistance”.

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 P 3, 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 as an Allied Health Assistant.

including but not exclusive to-

Interactions with diverse people including:

young people (12 years to 25 years of age)

older people (65 years or older)

people with disability

diverse range of backgrounds

Supporting mobility under guidance of physiotherapist

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. Identified age groups
2. Clients with mobility issues
3. Client records including Individualised case plans
4. Risk of harm recording and/or reporting forms

Allied Health

5. Referral and intake forms
6. Relevant equipment
7. Assessment materials
8. Intervention and prevention program materials
9. Policies and procedures including those for infection control
10. Workplace health and safety policies and 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)

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

The workplace provides the following:

Access to a physiotherapist for required tasks

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:
