



Workplace Location Assessment Policy for Health Care Training

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Policy Objective:

To establish a systematic approach for assessing and selecting workplace locations where students will undergo training and assessment in health care settings, ensuring these locations meet the educational needs of the students, the professional requirements of the trainers, and the compliance standards of the training package.

Scope:

This policy applies to all personnel involved in identifying, evaluating, and approving workplace locations for health care training and assessment at MAEI.

Policy Statement:

MAEI is committed to providing high-quality education and training experiences for our students in the health care sector. To achieve this, it is essential that all workplace locations selected for training and assessment are thoroughly vetted to ensure they meet the specific needs of our students and trainers, as well as the stringent requirements of the relevant training package.

Steps for Implementation:

1. Identification of Potential Locations:

- Compile a list of prospective workplace locations that have the potential to provide practical health care training and assessment opportunities.
- Ensure initial compliance with basic health, safety, and accessibility standards.
- Advising potential locations with an Expression of Interest (EOI).

Company Name	Address	Area	Contact person
Angel Care Group Pty. Ltd. (Aged care and NDIS)	Suite 401A, North Tower Chatswood Central, 1-5 Railway Str. Chatswood NSW 2067	Chatswood, NSW	Serena Mueller
Australian Nursing Home Foundation (ANHF)	528-538 Jones Street Ultimo NSW 2007	Ultimo, NSW	Lois Chan
Regis Aged Care	Level 2, 293 Camberwell Road, Camberwell, VIC 3125	Camberwell, VIC	Elizabeth Graham
Uniting	Level 4, 222 Pitt Street, Sydney South, NSW 1235	Sydney South, NSW	Placements Officer
Casscare	44-50 Sixth Avenue Campsie, NSW 2194	Campsie, NSW	Human Resource Officer

Heritagecare	2A The Crescent, Pennant Hills, NSW, 2747	Pennant Hills, NSW	Clare Neeson
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2. **Preliminary Assessment:**

- Conduct a preliminary review of each location to assess its suitability based on the curriculum needs and the specific objectives of the training package.
- Evaluate the facilities, equipment, and resources available to support the training and assessment activities.

3. **Detailed Evaluation:**

- Arrange site visits to conduct a detailed evaluation of the shortlisted locations.
- Assess the learning environment, available health care equipment, and any additional resources necessary for comprehensive training and assessment.
- Evaluate the support system available for students, including mentorship and supervision by qualified health care professionals.

4. **Compliance and Standards Verification:**

- Verify that the location meets all regulatory requirements specific to health care training, including those related to patient safety and privacy.
- Ensure the location adheres to the Principles of Assessment and the Rules of Evidence as outlined by the relevant accrediting bodies.

5. **Stakeholder Consultation:**

- Consult with key stakeholders, including trainers, health care professionals, and potentially students, to gather feedback on the proposed locations.
- Consider the logistical aspects of accessing the location for all parties involved.

6. **Final Approval and Agreement:**

- Obtain final approval for the chosen location(s) from the relevant authority within MAEI.
- Formalise agreements with the workplace locations, outlining the responsibilities and expectations of all parties involved in the training and assessment activities.

7. **Ongoing Review and Feedback:**

- Implement a process for ongoing review and feedback from students and trainers regarding the suitability and effectiveness of the workplace location.
- Use this feedback to make continuous improvements and ensure the locations remain compliant with the evolving needs of the training package and stakeholders.

Policy Review:

This policy will be reviewed annually or as needed to reflect changes in regulatory requirements, training package updates, or feedback from stakeholders. Modifications

will be communicated to all relevant personnel and stakeholders in a timely manner.