



ITA health promotion activity planning template

Intern name

Ahpra registration

Intern training program

Stage of internship

0-3
Months

3-6
Months

6-9
Months

9-12
Months

About this form

This form is to be used to support and guide interns through the selection and planning process for an appropriate and relevant activity (health promotion, health service, public health initiative).

Instructions for interns

Work through the questions in this template to help you plan your activity. Record your responses for each question in the space provided. You do not need to complete the template in one session, or even in order of the sections but should use them to guide the research and reflection which leads you to select and plan the activity. Use the information you document in this template as a means of structuring discussions with your supervisor on refining the plan. The template does not need to be overly detailed, and dot points are entirely acceptable. Information included in this template may be copied directly into the Report and Evaluation Template where appropriate.

Instructions for supervisors

Use this template to guide the intern in the issues they need to consider in selecting and planning an appropriate health promotion activity. Schedule regular discussions with the intern to assist them to progress in these decisions.

1. Target audience (who is this activity intended for?) This MUST be patients or direct care recipients, not other health care workers or staff. Projects directed at staff or care givers are not acceptable for this activity.

2. Needs analysis (what does my research suggest about the needs of my target audience?)

3. Choice of activity, and rationale (what am I planning to do and why?)

4. Cultural considerations (what do I need to be aware of in relation to my target audience e.g., Indigenous, CALD, disability etc.?) How will I take account of these considerations? Are there any aspects which might require ethics approval (specialist advice may be needed)?

5. Goals of the activity (what do I want to achieve?)

6. Timing and duration of activity (when will it run and how long will it last?)

7. Resources needed, including an estimated budget (what do I need to make this activity happen?)

8. Activity details (what will the activity look like?)

9. Other interested parties (what individual, groups or organisations could be interested in participating?)

10. Marketing and advertising (how will I reach my target audience?)

11. Follow-up (will I need to follow up or refer participants, and if so, how and when?)

12. Feedback (how will I obtain feedback from participants?)

13. Any other notes or comments relating to this activity?

Supervisor Name:

Date:

Signature:

Intern

Name:

Date:

Signature: