

# Orientation Checklist



## *Welcome to St John of God Health Choices*

- Orientation is to be completed by the Manager/Supervisor and new caregiver together as soon as practicable (within the first shift).
- Caregivers **must** receive this Induction prior to commencing their first shift on the road.
- This Orientation **must** occur even if the staff member has previously worked for another Health Choices site or St John of God Hospital to ensure that they are aware of issues relating to the site service.
- When satisfied that the caregiver has completed the checklist, both the Manager/Supervisor and caregiver must sign the checklist and forward to HR.
- The orientation checklist forms part of the probationary review.

👁 Indicates that the Caregiver must **find and/or observe** the relevant item

Caregiver Name: _____	Commencement Date: _____
Department: _____	Manager: _____

Prior to commencement of a new caregiver – Manager to complete this section			
	Action	Manager	Comments
1.	<b>Buddy:</b> Organise an experienced caregiver to provide an introduction to the Health Choices duties being undertaken		
2.	<b>Communication:</b> Inform team of new caregiver commencement.		
3.	<b>Induction:</b> Book caregiver into the next Health Choices Induction session.		
4.	<b>Office Space:</b> Prepare office space where the new caregiver will be assigned, arrange phone, computer and provide basic stationery supplies (if applicable).		
5.	<b>Access:</b> Arrange for a key to be available (if applicable)		
6.	<b>IT Security Access:</b> Arrange computer login, access to relevant drives, software, e-mail and safety reporting system (Riskpro)		

Welcome and workplace Orientation			
Tick the completed column when task performed			
	Action	Completed	Comments
1	<b>Welcome:</b> Upon arrival at site introduce new caregiver to co-workers (if possible)		
2	<b>Leadership:</b> Introduce new caregiver to Manager/Supervisor and ensure they know whom to contact for assistance (clinical, administrative etc)		
3	<b>Services:</b> Provide an overview of the duties and services provided by Health Choices and those specific to the site and the role.		
4	<b>Tour of Site:</b> Workstations, toilets, food and beverage facilities, administration supplies, clinical supplies (if applicable) and office equipment/stationery.		
5	<b>Access:</b> Key provided (if applicable) or access to site (including after hours) explained.		
6	<b>Car Park:</b> Explain parking arrangements and associated fees (if applicable)		
7	<b>Patient File Storage:</b> Location and storage of patient files and archives.		
8	<b>Documentation Access:</b> Explain how and where to access clinical forms, notes or documentation relevant to the role		
9	<b>Health Choices Vehicles:</b> Introduction to the safe driver handbook, location of vehicles, terms of usage, prestart checklist, log book and reporting responsibilities.		
10	<b>Health Choices Vehicles:</b> Orientation of the main features of the vehicle, i.e. where the lights, indicators, windscreen wipers, fuel cap release, fuel card, road side assistance card, etc are located within the vehicle.		
11	<b>Owner Vehicles:</b> Introduction to the safe driver handbook, log book, pre start checklist, reimbursement and reporting responsibilities.		
12	<b>Mobile Phones:</b> Storage, reimbursement (if applicable) and safe use of mobile phones explained		
13	<b>Supplies and Equipment:</b> Location and storage of supplies and equipment. For Melbourne caregivers, allocation of a Bag and Basic Supplies.		
14	<b>Communication:</b> Provide information on Notice boards, Department meetings, communication books and phone directories		
15	<b>Orientation shift:</b> Explain the purpose of the orientation shift, introduce Buddy and arrange to meet after the first shift (where possible)		
Quality, Safety and Environment			
Tick the completed column when task performed			
	Action	Completed	Comments
1. 1	<b>OHS policies/Procedures:</b> Demonstrate how and where to access SJG and Health Choices Policies/Procedures.		
2. 2	<b>Incident reporting:</b> Explain safety reporting system Risk Pro and how to navigate the system and lodge an		

	incident, accident or near miss.		
3. 3	<b>Key Personnel:</b> Introduction to OHS and injury management caregivers. Caregivers advised of how and where to access relevant information.		
4. 4	<b>Explain Home Risk Assessment tool and how this is to be completed, including responsibility of caregiver to identify and action and identified risks.</b>		
5.	<b>Emergency procedures:</b> Locate and explain site emergency plan including emergency alarms, exits, evacuation points, fire extinguishers and related equipment (where applicable).		
6. 5	<b>Faults and hazards:</b> Explain the process of what to do if equipment or furniture has a fault and needs to be removed or repaired.		
7. 6	<b>Biohazards:</b> Discuss standard precautions, sharps disposal, and waste management. Explain (ie needle-stick/splashprocedure/kit)		
8. 7	<b>OHS communication:</b> OHS Representative, OHS committee meetings, consultation process		
9. 8	Explain any work instructions or standard operating procedures associated with caregivers role. Show where these can be accessed on –line.		
10. 9	Explain any relevant Material Safety Data Sheets for substances associated with caregiver’s role		
11. 10	Explain process for obtaining First Aid for caregivers and visitors.		
12. 11	Issue personal protective equipment the caregiver requires to undertake their role		
13. 12	Arrange ergonomic workstation assessment with OHS Coordinator (if applicable)		

#### Human Resources

Tick the box ☒ when task performed

	Action	Completed	Comments
1	Provide an overview of our SJG Health Choices Mission, Values and Service ethos and Code of Conduct		
2	Obtain a copy of Drivers License		
3	Caregivers using their own car for work purposes must provide: care insurance policy, registration and service history.		
4	Ensure Police Check has been completed/lodged		
5	Arrange for ID badge for new caregiver		
6	Explain uniform policy and arrange for uniform to be provided		
7	Discuss position description and responsibilities		
8	Confirm hours of employment and availability		
9	Explain overtime policies and on call procedures		
10	Explain process for notification for unscheduled absences.		
11	Explain when and where meals breaks and minor breaks are incorporated into the shift		
12	Discuss leave planning and application procedures and forms (i.e. annual leave, leave without pay, etc)		
13	Explain the process for receiving time sheets and payslips and how to complete and submit a time sheet		
14	Explain where the roster is available and how to make		

	roster requests.		
15	Explain the requirements for Confidentiality and Privacy		
16	Explain the link with other Health Choices sites.		
17	Explain the Education and Mandatory Training Framework, identifying those competencies that are required to be completed. In addition, explain how to apply for additional training and development opportunities.		
18	<b>Computer orientation</b> – Compass, internet, Group-Wise email (if applicable), remote login procedure. . Provide information on how to log into Health Choices Intranet and Webmail from home.		
19	Explain how to Access the Employee Assistance Program		
20	<b>Probation Review:</b> Make an appointment for three month probation review. Date _____		

Site Specific Induction			
Tick the box <input checked="" type="checkbox"/> when task performed			
	Action	Completed	Comments
1.			
2.			
3.			
4.			

Sign upon completion:

Caregiver's name \_\_\_\_\_ Manager's name \_\_\_\_\_

Caregiver's signature \_\_\_\_\_ Manager's signature \_\_\_\_\_

<b>E</b> Caregiver Comments

<b>F</b> Supervisor Comments