

St John of God Health Care Orientation Checklist

This checklist is to be completed within the caregiver's three month probationary period by both the manager/supervisor and the caregiver.

The Orientation Checklist forms part of the caregiver's continuous professional development record and performance review and development. This checklist is designed for the manager in the spirit of hospitality to assist the caregiver on their journey. The manager is to collaborate with the new caregiver and their chosen preceptor during this time.

Caregiver Details

Name: _____ Start Date: _____

Position: _____ Manager: _____

Before the caregiver arrives: Preparation completed by the Manager

- | | | | |
|---|--------------------------|--|--------------------------|
| Inform department/team of caregiver's arrival date | <input type="checkbox"/> | Prepare Workstation: | |
| Assign preceptor caregiver to orientate new caregiver | <input type="checkbox"/> | Complete an IT Security Access Form to ensure the caregiver has access to relevant drives, software, email and incident reporting system | <input type="checkbox"/> |
| Provide preceptor with Part B | <input type="checkbox"/> | | |
| Arrange a list of appointments with key caregivers | <input type="checkbox"/> | Allocate computer, phone (and number) and desk | <input type="checkbox"/> |
| | | Provide basic stationary supplies | <input type="checkbox"/> |

Day 1: Hospitality Role Modelled - Welcome with the Manager and Caregiver

- | | | | |
|--|--------------------------|--|--------------------------|
| Manager to provide caregiver with a copy of <i>Our Vision, Code of Conduct and Our Strategic Priorities 2015-2019</i> | <input type="checkbox"/> | Tour of the Division/Site including: | |
| Discussion Items: | | End of Journey | <input type="checkbox"/> |
| The St John of God Health Care Mission and Values demonstrated in the workplace | <input type="checkbox"/> | Reception | <input type="checkbox"/> |
| Service Ethos | <input type="checkbox"/> | Caregiver dining area and places to purchase lunch | <input type="checkbox"/> |
| Standards of Confidentiality | <input type="checkbox"/> | Pastoral Services available | <input type="checkbox"/> |
| Professional Behaviour | <input type="checkbox"/> | General site /divisional areas | <input type="checkbox"/> |
| Uniforms (if applicable) and dress standards | <input type="checkbox"/> | ID Badge and Division/Site Parking | <input type="checkbox"/> |
| Start, finish and break time expectations | <input type="checkbox"/> | | |

Day 1: Departmental Orientation - Manager to set aside time to discuss the below items with the caregiver

- | | | | |
|--|--------------------------|---|--------------------------|
| Provide a copy of <i>Our Vision and Strategy and Governance Structure documents</i> | <input type="checkbox"/> | Discuss Key Stakeholders: | |
| Discussion Items: | | Divisional Management Committee | <input type="checkbox"/> |
| Position description, role expectations and accountabilities | <input type="checkbox"/> | Multidisciplinary Team | <input type="checkbox"/> |
| Current projects | <input type="checkbox"/> | Internal and External | <input type="checkbox"/> |
| Current Divisional Strategic Plan | <input type="checkbox"/> | Introduction to co-workers | <input type="checkbox"/> |
| Department Aims and Objectives | <input type="checkbox"/> | Ensure Preceptor has provided a tour of the divison/site | <input type="checkbox"/> |
| Team Meetings and Forums | <input type="checkbox"/> | | |
| Rosters | <input type="checkbox"/> | | |

Day 1: Emergency Procedures - Manager to ensure that Preceptor and Caregiver have completed the below items

- Emergency Exit Plan and Assembly Point ☐ Duress Alarm/Alarm System ☐ Emergency Equipment and Wardens ☐

Day 1: Electronic Policy and Procedure Library - Manager to provide Caregiver with time to search the below policies

- | | | | |
|--|--------------------------|--|--------------------------|
| Access Electronic Policy and Procedure Library (EPPL) | <input type="checkbox"/> | Reads, Reviews and Understands Key Policies and Manuals Ctd: | |
| Group Services and Departmental Manuals | <input type="checkbox"/> | Confidentiality | <input type="checkbox"/> |
| Department Quality Activities | <input type="checkbox"/> | Employment Conditions and Entitlements | <input type="checkbox"/> |
| Process for new policy updates | <input type="checkbox"/> | Emergency Preparedness [GOH008] | <input type="checkbox"/> |
| | | Email [GIS 005] and Internet [GIS 010] usage | <input type="checkbox"/> |
| Reads, Reviews and Understands Key Policies and Manuals: | | Social Media Policy [GPR 002] | <input type="checkbox"/> |
| Code of Conduct | <input type="checkbox"/> | Corporate Uniform and Professional Image [GHR 021] | <input type="checkbox"/> |
| | | Complaints [GLC 002] | <input type="checkbox"/> |

Day 1: Occupational Health and Safety (OHS)- Manager to discuss department's OHS set up

Location of:		Location of following Policies:	
OHS Noticeboard	<input type="checkbox"/>	Occupational Violence and Bullying in the Workplace	<input type="checkbox"/>
OHS Representative	<input type="checkbox"/>	OHS Working Remotely [GOH 003 MN 08]	<input type="checkbox"/>
Manager to organise the below assessments:		Discussion Items:	
Ergonomic Workstation Assessment (if applicable)	<input type="checkbox"/>	Shared OHS responsibilities	<input type="checkbox"/>
Manual Handling Assessment	<input type="checkbox"/>	Duty of Care of employer	<input type="checkbox"/>

Day 1: Incident, Injury and Risk Reporting- Manager to discuss the below items

Discuss and Emphasise the Need to:		Understand the reporting process on	<input type="checkbox"/>
Report Hazards, Risks, Incidents and Near Misses	<input type="checkbox"/>	Incident Management System	

During Week 1: Administrative Procedures and Information Services - IF APPLICABLE

Ensure Preceptor has:			
Reviewed general area setup as per Part B checklist	<input type="checkbox"/>	Reviewed Hardware and Software	<input type="checkbox"/>

During Week 1: Human Resources- Manager to ensure the caregiver has found the below resources on Compass

MyPay	<input type="checkbox"/>	My Learning	<input type="checkbox"/>	Professional and Development Opportunities	<input type="checkbox"/>
New Starters Tab	<input type="checkbox"/>				

During Week 6: Manager to provide feedback as per HR request

Discuss:		Actions:	
Caregiver's first six weeks	<input type="checkbox"/>	Provide the caregiver with feedback	<input type="checkbox"/>
Three Month Probationary Review Process	<input type="checkbox"/>	Make an appointment for three month probationary review	<input type="checkbox"/>
Setting goals and expectations that are specific, measurable and attainable within a time frame	<input type="checkbox"/>	Aim to continue to Mission conversation	<input type="checkbox"/>

Three Month Probationary Meeting- Manager to schedule time in a private setting with the caregiver

Before the meeting:		Manager to ensure caregiver has:
Manager to discuss new caregiver's orientation process with preceptor	<input type="checkbox"/>	Completed all mandatory MyLearning competencies
Manager to attain a copy of the PR&D document from compass	<input type="checkbox"/>	Collaborate a caregiver Formation Pathway
Provide a copy to the new caregiver and allow one week to complete		

Sign and upload to MyLearning

I have undertaken the necessary discussions, familiarisation and orientation activities as outlined in this checklist; and have provided time and support to my caregiver to familiarise themselves with the SJGHC documents, policies and procedures as available on Compass.

Date:

Date:

Manager Signature:

Caregiver Signature: