

First Day Induction Programme

Employee Name

Induction Supervisor

Tick when completed

- [] Introduction to staff and residents
- [] Tour of the premises
- [] Quality Auditing
- [] Supervision
- [] Training Programmes (NVQ)
- [] Staff appraisal process
- [] Staff meetings
- [] Tea / coffee / meal / smoking policy
- [] Aims and objectives
- [] Accountability
- [] Advocacy / client's rights
- [] Health and Safety
- [] Fire alarm system
- [] Fire alarm drill, procedure in event of fire, location of fire equipment
- [] CCTV
- [] Accident / violent and missing persons procedures
- [] Staff Handbook
- [] First aid points and appointed first aid staff member
- [] Moving and Handling
- [] Food Hygiene
- [] COSHH
- [] Case notes and their confidentiality
- [] Medication Policy
- [] Safe keeping of residents' money, articles and valuables
- [] Sickness procedure
- [] Sprinkler system
- [] Home Appointment Diary
- [] Support Planning, including admission / discharge / transfer
- [] Client Assessment Forms
- [] Staff worksheet and report sheet
- [] Using the telephone / internal calls / handling enquiries and taking messages
- [] Relationship with registering authority
- [] Visitors to the client's accommodation
- [] Relevant Legislation
- [] Client reviews
- [] Professional Involvement

This induction should be seen as an introduction and further in-depth information of these subjects should be followed up during the full Induction Programme

Please sign below confirming that all of the aforementioned has been covered and understood:

Staff sign: Print name:

Date: