

North-West Support Services
Induction
SPECIFIC CONTRACT INDUCTION

Applies to all contracts, new employees, employees transferring between homes and contracts and performance reviews.

Induction for:

Alert – Has this person been notified that this induction is being carried out?

Support worker:

The support worker was notified of this induction by:

The induction was carried out by:
Date: / / Time: :

ORIENTATION CHECKLIST (Note as NA if not applicable)

For all people who will be supported the following have been **read and understood**:

Individual Support Plans, Life Enrichment Journals and Personal Profile [

Administration of Medication, including all recording sheets [

For all people who will be supported the following have been **observed/explained**:

Personal care routines and assistance strategies [

Management plans for personal care delivery:	
Meal/PEG	[
Behaviour	[
Complex health	[
Seizure	[
Epilepsy	[
Diabetes	[
Mobility	[
Physiotherapy	[

The procedure for the administration of medication [

The administration of medication has been carried out under the observation of an experienced support worker [

For all people who will be supported the following have been **explained**:

Personal health diaries	[
Household routines:	[
Cleaning	[
Shopping	[
Banking	[
Finances	[
Personal finances as per the policy, Management of client's finances	[
The house diary	[
The shift checklist	[
Doctor's appointments, paperwork and online appointment reports	[
Procedures for Pharmacies/Chemists	[
Daily reports and codes	[
The locations and uses of the following:	[
Personal Diaries	[
Daily Journals	[
Photo Albums	[
Treasured items box	[
Travel diaries	[
Social calendars	[
Communication systems	[
Support plans	[
Progress reports	[
Support logs	[
Fire safety and evacuation plans	[
Vehicle use: Passenger specific behaviour plans if applicable	[
Emergency management procedures	[
Vehicle log sheets	[
Key management and spare key locations	[
Fuel purchasing	[
Roadside assistance	[
Use of personal vehicles	[
Personal vehicle travel claims	[
Driver's licence proof	[
Vehicle registration number if applicable	[
Family contacts and the important people in this person's life	[

Inductor:Signature:

Employee:Signature:

Service Coordinator:Signature: