

19/V1 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: .....