

Induction Checklist (Health)

Week 1

To be completed on Day 1

Introduction to Workplace:

- check CRB check has been received
- check occupational health clearance has been received
- risk assessment of trainee in relation to specific workplace
- issue of uniform and protective clothing
- initial orientation to workplace and overview of the work placement
- what the organisation/department wants to achieve
- applying health and safety good practice in own work role
- conditions of employment/placement (what it's like to work here)
- working environment and work patterns
- expectations, role, responsibilities and reporting
- lines of responsibility in the work environment
- allocation and meeting with supervisor /'buddy'/mentor
- job role and skill needs
- limits of responsibility and when to refer/seek advice
- confidentiality arrangements
- uniform/dress code and how to identify other workers
- start/finish times and break arrangements
- shift patterns
- domestic arrangements (location of toilets/changing rooms/canteen)
- practical activities under supervision
- reflective learning log
- opportunity to ask questions and clarify issues

To be completed on Day 1 or 2

Employer Safety Procedures:

- health and safety personnel and reporting arrangements
- safety procedures
- safety signs, alarms and their meaning
- security arrangements
- sources of first aid
- personal actions and exits in event of a fire
- evacuation procedures in place of work and assembly points
- hygiene and cleanliness in the workplace
- infection control arrangements in relation to work role
- moving and handling arrangements
- personal protective equipment (PPE) issue and its use
- colour coding, storage and materials handling
- safety and working condition of materials and equipment
- practical activities under supervision

To be completed during Week 1

Induction training

- use of equipment and materials
- safe working practices
- working with others
- the working environment
- customer care
- job role and allocation of work
- demonstration of skills and job tasks
- skills practice

To be completed during Week 1

Work experience

- agree personal objectives for work placement
- allocation to work team
- allocation to tasks
- work shadowing
- demonstration and practice of work tasks
- performance of tasks under supervision
- experience of relevant shift patterns where applicable
- introduction to workplace terminology and jargon
- completion of reflective learning log

To be completed at the end of Week 1

Feedback from employer

- feedback on technical performance from team leader
- feedback on personal skills and behaviour
- agree any additional training and support
- regular review of progress (throughout the week)

Week 2

To be completed during Week 2

Work experience

- allocation to work team
- performance of tasks under supervision
- performance of full range of tasks in job role
- experience of relevant shift patterns where applicable
- completion of reflective learning log

To be completed at the end of Week 2

Feedback from employer

- feedback on technical performance from team leader
- feedback on personal skills and behaviour
- agree any additional training and support
- regular review of progress (throughout the week)

Week 3

To be completed during Week 3

Skills development

- reinforcement of workplace skills
- extension of range of skills
- working on different sites (if relevant)
- skills assessment (if relevant)

To be completed during Week 3

Review by training provider

- employer feedback
- trainee feedback
- agreed action for improvement/progress
- periodic review of progress and additional support/training as required
- regular review of progress (throughout the week)

To be completed at the end of Week 3

End of Placement Review

- employer, trainee and training provider
- completion of reflective learning log
- statement of skills achieved
- identification of additional training/support
- individual learning plan
- employment offer (if relevant)
- exit interview

The above structure is designed to form the basis of an agreed programme with the employer but within organisational procedures, systems and work patterns. Participants will have worksheets/documentation to cover each of these areas.

These materials have been developed by **Skills for Health** in conjunction with employers from the sector and are available free of charge for use in supporting training programmes.