

HAWKINGE HOUSE

STAFF INDUCTION PROCESS

Four Step Process:

1. Days 1 & 2 – Paperwork/Manager’s Briefing /Underpinning Knowledge (through E-Learning)

All new staff (i.e. domestics as well as care staff) must cover the “Days 1 & 2 Induction Check List” before they start shadowing existing staff on the floor.

2. Days 3 & 4 - Shadowing Existing Staff On The Floor

New Care Assistants and RNs must cover everything on the “Induction Shift Check List” while shadowing existing staff on the floor.

3. End of Day 4 - Induction Sign-Off By Manager (Care Assistants/RNs Only)

The “Induction Shift Check List” must be fully signed off before Care Assistants and RNs work their first shift on the rota.

4. Within 12 weeks - Skills for Care Common Induction Standards Sign-Off By Manager (Care Assistants/RNs Only)

The Common Induction Standards “Certificate of Successful Completion” must be signed off once Care Assistants and RNs have demonstrated competence to do the job in practice.

HAWKINGE HOUSE
DAYS 1 & 2 INDUCTION CHECK LIST FOR ALL STAFF
MUST BE COMPLETED BEFORE SHADOWING EXISTING STAFF ON THE FLOOR

NAME: _____ **JOB:** _____

DATE EMPLOYMENT COMMENCED: _____

BRIEFING TOPICS	STAFF MEMBER'S SIGNATURE & DATE	MANAGER'S SIGNATURE & DATE
1. Employment documentation & key policies:		
a) Signed Employment Contract		
b) Received website location (http://www.hawkingehouse.co.uk/documents.html) of Staff Employee & Health & Safety Handbooks and all Policies & Procedures		
c) Briefing on: <ul style="list-style-type: none"> (1) Job Description (2) Complaints and disciplinary procedures (3) Whistle-blowing policy (4) Confidentiality (5) Duty Rotas, sickness, annual leave (6) Uniform policy (7) House rules: smoking, mobile phones, etc. (8) Staff meals 		
2. e-Learning:		
a) Issue of User-name/Password		
b) Customer Service Course completed		
c) Care Induction Standards completed (Care Assistants & RNs only)		
3. Instruction by Manager:		
a) Care Planning and Reporting (Care Assistants & RNs only) <ul style="list-style-type: none"> • Use of Residata / Allocation of password • Daily Reporting / Topic of the day • Reading of Care Plans / updates / monthly reviews 		
b) Call Bell System		
c) Orientation of the home including fire points, exits and security system.		
d) Practical instruction on Moving & Handling		
e) Accident procedure for both staff and residents		

HAWKINGE HOUSE
DAYS 3 & 4 INDUCTION SHIFT CHECK LIST FOR RNS / CARE ASSISTANTS
MUST BE COMPLETED BEFORE STARTING FIRST SHIFT ON THE ROTA

NAME: _____ **JOB:** _____

DATE EMPLOYMENT COMMENCED: _____

TOPICS	STAFF MEMBER'S SIGNATURE & DATE	MANAGER'S SIGNATURE & DATE
1. Kitchen a) Use of Facilities/ Trays/ Lists b) Numbers for meals/ Tables/ Menus		
2. Rooms a) Bed Making/ Tidy/ Property/Safety of furniture & equipment		
3. Personal Hygiene a) Promote Self Care b) Assist with personal hygiene / bathing c) Mouth care/ dentures/ clean teeth d) Skin care/ nails/ hair/ grooming e) Reporting skin problems		
4. Eating a) Promote Independence b) Help with eating/drinking c) Importance of adequate fluid intake d) Reporting appetites e) Use of aids/ fortified food		
5. Pressure Area Care a) Prevention of pressure damage b) Care of residents with damage c) Use of equipment		
6. Cross Infection a) Prevention/recognition b) Hand washing/ gloves & aprons c) "Universal Precautions"		
7. Promotion of Communication a) Talking to residents b) Care of hearing aids c) Care of blind/partially sighted and spectacles		
8. Promotion of Continence: a) Use of pads, assisting resident to use toilet b) Monitoring of body waste c) Cleaning of commodes		