**Staff Induction Checklist**

| **Name:** | |  | |
| --- | --- | --- | --- |
| **Position:** | |  | |
| **Date of commencement:** | |  | |
| **Name of person providing induction:** | |  | |
| **Item** |  | | **Please tick** |
| **Welcome and introduction** | Expression of welcome | |  |
|  | Overview of the plan for the day | |  |
|  | Introduction to organisation structure and team members | |  |
|  | Tour of practice | |  |
|  | Explanation of security arrangements | |  |
| **Practice & Payroll documentation** | Contract and Job Description | |  |
|  | Copies of qualification and applicable registration (eg. APHRA) taken and filed | |  |
|  | Complete   * New Employee Form- Portal * Employment tax declaration * Superannuation documentation * Fair work Information | |  |
|  | ADG Employee Manual   * Acknowledgement signed * Access to Portal and forms | |  |
|  | Personal health records:   * Immunisations Current / Waiver signed | |  |
|  | Practice WHS Manual –   * Legislation and responsibility * Policies and Procedures | |  |
|  | Confidentiality agreement | |  |
|  | Practice Infection Control Manual | |  |
|  | Practice/ADG Policies and Procedures   * Uniform Policy * Wageloch Policy | |  |
|  | Practice Registers | |  |
| **Hand Hygiene** | Complete Hand Hygiene Australia’s online learning package ([www.hha.org.au/LearningPackage.aspx](http://www.hha.org.au/LearningPackage.aspx)) | |  |

I confirm that I acknowledge, understand and agree to all the documents, manuals and policies and procedures explained in the Induction.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_