Staff Induction Checklist

ACare WA
Smart Choice Local Care

The purpose of this Staff Induction Checklist is to ensure that all new employees are provided with the essential information, training, and resources to understand their roles, responsibilities, and obligations.

Employee Details

Employee Name: _____ **Position/Role:** _____ **Start Date:** 25 / 12 / 2025

Supervisor/Manager: _____

No	Induction	Topics	Completed (Y/N)	Date
1	Welcome and Introduction	Meet with the supervisor and team. Overview of the company's mission, values, and vision.		
2	Position Description	Review role, key responsibilities, and performance expectations.		
3	Code of Conduct	Review the organisation's code of conduct and ethical guidelines.		
4	Company Policies	Review key policies and procedures of the company.		
5	Emergency Procedures	Provide information on emergency evacuation, first aid, and emergency contact numbers.		
6	Risk Management and WHS	Review health and safety policies, personal protective equipment (PPE) requirements, and incident reporting.		
7	Home Visit Safety Protocols	Review procedures for entering and working in clients' homes, including client risk assessments and safety checks.		

Staff Induction Checklist

No	Induction	Topics	Completed (Y/N)	Date
8	**Hand Hygiene Education**	Hand hygiene processes and requirements		
9	**Incident Reporting Procedures**	Explain procedures for reporting hazards, incidents, and near-misses.		
10	**Privacy and Confidentiality**	Review privacy obligations under the Privacy Act 1988 and confidentiality of client records.		
11	**Client Interaction Guidelines**	Review processes for client engagement, communication protocols, and managing complaints.		
12	**DVA Program Requirements**	Overview of DVA requirements for community nursing providers, including reporting and compliance.		
13	**Contact Information**	Provide a list of emergency contacts, supervisors, and key organisational contacts.		
14	**Client-Centric Care and Engagement**	Training on how to prioritise the client's needs, preferences, and rights while providing care in the client's home. Effective communication, cultural sensitivity, building trust, maintaining dignity, and involving clients and their families in care decisions.		
15	**Company systems and Operations**	- Communication systems - Sick leave - Vacation - Care delegation - Reporting		

Supervisor Name: _____   **Supervisor Signature:** _____   **Date:** ___/___/_____