

# HAILSHAM 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.

**HAILSHAM 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 ( <a href="http://www.hailshamhouse.co.uk/documents.html">http://www.hailshamhouse.co.uk/documents.html</a> ) of Staff Employee & Health & Safety Handbooks and all Policies & Procedures		
c) Briefing on: (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) • 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		

**HAILSHAM 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		