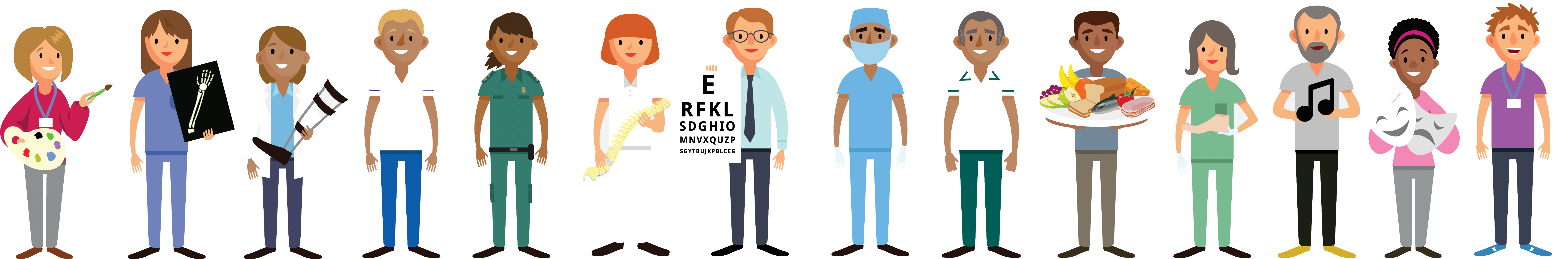


Allied Healthcare Professional (AHP) Practice Learning Induction Toolkit Passport

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CapitalAHP is jointly sponsored by Health Education England and NHS England and Improvement

# Local Induction Checklist

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date completed** | **Educator initials** | **Student initials** |
| **New Starter information** |  |  |  |
| Name badge  Electronic Patient Record access and training  Trust login and email  Intranet  Where to find policies  Role description  Travel expenses, parking and car insurance  Meetings set  Organisation as a whole and Trust strategies  Wellbeing classes  Occupational Health  Counselling |  |  |  |
| **Educator specific information** |  |  |  |
| Any reasonable adjustments required  Supervision agreement and plan personal development  Mandatory training  Trust induction  Start and finish times/breaks  Flexible working  Annual leave and sick leave local procedure  Issue of laptop and mobile phone  Key or entrance codes |  |  |  |
| **Team Orientation** |  |  |  |
| Introduced to clinical and admin department  Orientation to building  Orientation to working area: tea/toilet/change rooms/belongings  Resources in team/photocopier/stationary/post  Site information  Practical aspects of working in team  Daily routine  Hot desking  Role  Referral, discharge and booking processes  Local storage of documents and record keeping  Local meetings |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Health and Safety** |  |  |  |
| Local fire procedure and emergency procedure and first aid  Use of moving and handling equipment used within Service  Lone working procedures  Specific hazards in the workplace and those specific to the job/PPE equipment  Local procedure for reporting incidents and accidents |  |  |  |
| **Clinical** |  |  |  |
| Hand hygiene pack/PPE equipment  Local emergency procedures  Local first aiders  Uniforms  Training for specialist area  Teaching on core topics  Local competencies |  |  |  |