

HAWKINGE HOUSE

STAFF INDUCTION PROCESS

Four Step Process:

1. **First 12 Hours – DBS Application/Paperwork/Manager’s Briefing /Underpinning Knowledge (through E-Learning)**

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

The DBS/Adult First Application must be done on Day 1 and the staff member then continues the Induction Programme while this is being processed (as the staff member can start work on the floor with only the Adult First Report and this comes back within two days).

The Customer Service and Care Certificate e-Learning must be completed within the home during their first 12 hours (in order for support to be provided as necessary).

2. **Second 12 Hours - Shadowing Existing Staff On The Floor**

New Care Assistants and RN’s must cover everything on the “Induction Shift Check List 2” while shadowing existing staff on the floor.

3. **End of 24 Hours of Induction - 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 – Care Certificate Observation Assessment Booklet Sign-Off By Manager (Care Assistants/Social Assistants Only)**

The Care Certificate Observation Assessment booklet must be signed off once Care Assistants and Social Assistants have demonstrated competence to do the job in practice.

**HAWKINGE HOUSE
INDUCTION CHECK LIST 1
(FIRST 12 HOURS) FOR ALL STAFF**

MUST BE COMPLETED BEFORE SHADOWING EXISTING STAFF ON THE FLOOR

NAME: _____ **JOB:** _____

DATE EMPLOYMENT COMMENCED: _____

BRIEFING TOPICS	STAFF SIGNATURE & DATE	MANAGER'S SIGNATURE & DATE
1. Employment documentation & key policies:		
a) DBS/Adult First Application completed		
b) Two references obtained by email or telephone		
c) Signed Employment Contract		
d) Received website location (http://www.hawkingehouse.co.uk/documents.html) of Staff Employee & Health & Safety Handbooks and all Policies & Procedures		
e) Briefing on:		
(1) Job Description		
(2) Complaints and disciplinary procedures		
(3) Whistle-blowing policy		
(4) Safeguarding Policy		
(5) Confidentiality		
(6) Duty Rotas, sickness, annual leave		
(7) Uniform policy		
(8) House rules: smoking, mobile phones, etc.		
(9) Staff meals		
2. e-Learning:		
a) Issue of User-name/Password		
b) Customer Service e-learning completed		
c) Care Certificate e-learning completed (Care Assistants & Social Assistants only)		
3. Instruction by Manager:		
a) Care Planning and Reporting (Care Assistants, Social Assistants & RN's 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		

HAWKINGE HOUSE
INDUCTION SHIFT CHECK LIST 2 (12 HOURS)
(FOR REGISTERED NURSES / CARE ASSISTANTS ONLY)
MUST BE COMPLETED BEFORE STARTING FIRST SHIFT ON THE ROTA

NAME: _____ **JOB:** _____

DATE EMPLOYMENT COMMENCED: _____

TOPICS	STAFF 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		