



1.4.2

Casual Staff Induction Register

CHECKLIST

To be retained on the staff file and a copy forwarded to H/R be placed on the P file.

Staff Name:

UNIT:

Outcome	Documents sighted / other sources of information	Staff Sign	Date
Unit environment orientation			
Knowledge of the clients in the unit.			
Knowledge of clients' IP goals.			
Knowledge of clients' routines.			
Knowledge of clients' risks and management procedures.			
Knowledge of clients' behaviours and management procedures.			
Knowledge of client health and safety issues.			
Knowledge of contact arrangements with significant others.			
Knowledge of client communication needs.			
Knowledge of clients' consent procedures.			
Knowledge of unit communication procedures.			
An understanding of financial accountabilities and procedures.			
Knowledge of casual hours and Timeworks procedures.			
Knowledge of Attendance records.			
Knowledge of emergency procedures.			
An understanding of complaints procedures.			
An understanding of unit OH&S procedures.			
An understanding of key worker duties.			
An understanding of RSW 3 role.			
An understanding of Network Manager role.			
An understanding of shift duties and unit hygiene standards.			