North West Residential Support Services Inc. Induction

ORIENTATION – INDUCTION – PERFORMANCE CHECKLIST

Applies to all contracts, new employees, employees transferring between homes & contracts and for performance reviews

Number: Effective From: Replaces: Review: Contact: Review Date: <1> <October> <2015> <#> NWRSS Board Neal Rodwell, General Manager <January> <2017>

Shared Home/Individual Contract:

Protocols:

- All items must be explained in detail by the person doing the orientation
- New support workers must be supervised throughout the orientation process
- The person being orientated will be coupled with an experienced support worker
- The orientation process will take place over a period of
- A Direct Service Coordinator or Manager is available by phone or in person to answer questions
- Once the orientation process is completed the support worker will be expected to work unsupervised within the parameters of the job description they have been provided with
- If at any time the new support worker does not feel confident to take on full responsibilities they are to contact the Direct Service Coordinator immediately for directions
- Signing off on this orientation process means that the support worker has completed and understands all aspects of the orientation

Orientation	~	Comment/Action
Policies & Procedures on the website read and understood		
Operational Handbook has been read and understood		
Website browsed and content acknowledged		
Introduced to clients		
Introduced to support team members		
Given a tour of the home or introduced to the contract location		
Vehicle:		
 Passenger Behaviour Management Plan () 		
Emergency Management Procedure ()		
Vehicle Log Sheet ()		
Keys/Spare key ()		
• Fuel ()		
Roadside Assistance ()		
The use of personal vehicles explained ()		
 Proof of private vehicle registration – Website check () 		
Private vehicle travel claim process explained ()		
Work Place:		
 Operational Handbook read and understood () 		
Folders and manuals read and understood ()		
Incident/Accident/Near Miss Report Form explained ()		

Body Map explained () Compliant/Compliant/Risk Observation Form explained () Fire Safety – Emergency Evacuation Plan sighted and explained including Wardens responsibilities () Specific manual handling DVD has been viewed () Specific manual handling DVD has been viewed () Specific manual handling DVD has been viewed () Shared Home/Vaking Hours/NDIS/ISP/Lifestyle Support () Shared Home/Vaking Hours/NDIS/ISP/Lifestyle Support () Recipts Explanation Sheet () Filing and filing explanation () Filing and filing explanation () Forecodures for the Administration of Medication in Shared Homes read and understood Personal care for the Administration of Medication in Shared Homes read and understood including all recording sheets Personal care delivery observed for all residents Personal care delivery observed for all residents Personal teath Diarise explained dedication administration berved Administration of Medication in Shared Homes read and understood including all recording sheets Household routines of explained: Oleaning routine () Shopping routine () Sharpping routine () Shopping routine () Barking routine () Shopping routine () Barking routine () Shopping routine () Barking routine () Cleaning routine () Barking routine () Barking routine () Barking routine () Cleaning routine () Barking routine () Coantinucian Boards () Protoce Albums () Protoce Albums () Treasured Items Boxes () Communication Boards () Support Plan () Support Plan ()	 Dody Man explained () 		
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QUESTIONS FOR PERFORMANCE APPRAISAL

Staff member name:

Person conducting the review:

Date started:

Date completed:

When did you last read and update yourself on the Policies & Procedures?

Do you access NWRSS' website for information?

What is a restrictive practice?

If you see something happening and you think it is restrictive what should you do?

If you find someone you support unconscious, what should you do?

What type on incidents should you report and who to?

Do you attend team meetings regularly? If so, are they relevant? If not, why? Please comments

Would you like to meet with the Direct Service Manager, Lee-Anne Aulich or General Manager, Neal Rodwell to discuss any aspects of your role as a support worker?

What do you feel NWRSS could do to improve your role as a support worker?

What suggestions do you have which may improve the lives of the people you support?

REVIEWER NOTES