Health
Sydney
Local Health District

Sydney Local Health District

DEPARTMENT ORIENTATION CHECKLIST

Employee Name:_____ Position Title: _____

Department:_____ Start Date: _____

Facility:_____ Employee Number: _____

INSTRUCTIONS FOR MANAGERS:
This checklist is to assist managers orientate new employees to their department and should be **completed progressively over the first six months of employment.** This checklist details the **minimum requirements** of Sydney Local Health District (SLHD) when orientating new employees.
Managers should also develop their own orientation processes to meet the specific needs of the department, whilst incorporating the minimum requirements as included in this form.

IMPORTANT:
New employees must sign-off to indicate that they have been orientated to the following information and any other information provided as part of the local departmental orientation process.
- A copy of this completed form should be retained by the new employee
- A copy of this completed form should be retained in Departmental records
- The original must be forwarded to your local Human Resources Department

ISSUES REQUIRING CLARIFICATION:
(*To be completed by employee following Online Orientation and Facility Orientation)*

	Tick once completed	Date completed
On Arrival to Department		
Welcome to department/ key staff introduced		
Relevant keys/access codes issued		
Tour of department/facility conducted		
Use of telephone, paging and mail systems explained		
Computer/email/intranet access organised and conditions of use detailed		
Staff ID badge issued		
Any outstanding documentation regarding employment completed and returned to Human Resources Department (include Job Description sign off if not already completed).		
Uniform organised (if applicable)		
Initial Meeting/s with Manager		
Identify plan for completing e-learning from the online orientation program		
Discuss department purpose, functions and organisation		
Provide a copy of the department business plan / discuss department role/objectives		
Discuss risks involved within the position (job demands checklist and control measures)		
Detail department routines		
Roster, hours of work, breaks, pay details, allowances discussed, leave (annual, sick, carers, FACS, ADO, time in lieu etc.) including approval process and forms		
Key policies and procedures discussed and signed off		
Location of relevant manuals identified and time allowed to review before sign off (WHS policy, SWP and hazardous manual tasks)		
Identify buddy/ mentor if appropriate		
Performance management policy and procedures explained. Book time and date for three month follow up		

Sydney Local Health District

	Tick once completed	Date completed
Within First Week		
Check qualifications		
Discuss training and development opportunities		
Mandatory training courses planned and booked		
Meetings dates/format (including attendance requirements / expectations etc)		
Check progress on review of policies and completion of mandatory 'Sign-offs' as discussed on day one. This should be completed by end of week two of employment (as practicable).		
Explain any other workplace documentation – formats, standard forms etc		
Access to EAP / counselling services - confirm it is understood		
Workplace issues/problems – escalation processes if required		
Patient Liaison / Patient Representative - local details and contact information		
Privacy / Clinical Information / Medical Records outlined as applicable		
EQuIP - local details (include quality improvement projects)		
Fraud and Corruption – ensure staff aware of issues/reporting procedures		
Other issues related to service delivery (eg Interpreter Services, multiculturalism, Aboriginal Awareness/Liaison etc) - list below/attach as applicable		
Within First Week: Work Health Safety / Emergencies		
Identify the Health and Safety Representative (HSR), Fire Warden and First Aider (if appropriate) for the department		
Occupational Screening requirements checked and completed		
Local aggression management procedures		
Local Manual Handling SWP's (aka SOP's or SWMS) and equipment used		
Discuss use of IIMS and internal process, direct staff member to online training		
Hazardous Substances and Dangerous Goods – register and SDS locations, SWP's, PPE, Spill Procedures		
Waste management – explain the different waste streams and location of recycling, contaminated waste and sharps disposal etc		
Departmental infection control procedures		
Slip trip and fall risk		
Risks in other departments that will be visited		
Local emergency procedures - location of extinguishers/fire blankets/hose reels, emergency exits, evacuation points, Critical Operations Safe Operating Procedures (i.e. COSOPS); Emergency Flipcharts etc		
Emergency phone numbers		
Local infection control procedures		
Medical emergency procedures, first aid kit (if applicable) etc		
Any other local department issues not already covered (for example): noise, electrical, dust, cytotoxic, burns risks – list below if applicable:		
By the end of Week Two		
Check any outstanding actions from previous reviews have been completed		
Check review of Policies and completion of mandatory 'sign-offs' as per initial meetings.		
Identify if staff member needs to complete ***Child protection training for health workers"*** - CHF1258. Please call the Child Protection Team if unsure		
By the end of Week Four		
Check completion of online orientation requirements Part A (please see Manager Orientation Guide for further information)		
By the end of Months Three - Six		
Check completion of online orientation requirements Part B (please see Manager Orientation Guide for further information)		

Sydney Local Health District

CLINICAL/PROFESSIONAL AND/OR SAFE WORK PRACTICE ACCREDITATION

Staff are required to demonstrate competence in Clinical/Professional tasks and Safe Work Practices to safely carry out their duties. Use the table below to record any tasks that have this requirement (certain staffing groups may have a separate document to record these, if so note below and attach that document once complete).

Clinical/Professional and/or SWP Accreditation	Date	Employee Signature	Manager Signature

A NOTE FOR ALL USERS: further resources are available on the Centre for Education and Workforce Development (CEWD) Website to support your learning and assessment of a range of WHS knowledge and skills:

- *SLHD Orientation Guide for Managers*
- *SLHD Orientation Manual*
- *SLHD Orientation Program Policy (SLHD_PD2013_039)*
- *Work Health and Safety: Policy and Better Practice Procedures - NSW Health (PD2013 - 005)*

Go to our Intranet Homepage http://intranet.sswahs.nsw.gov.au, then to Training and Education, and then to the CEWD Website

Internet: http://www.sswahs.nsw.gov.au

Call CEWD Sydney Local Health District: 8755 3500 or cewd.slhd@sswahs.nsw.gov.au

FURTHER ISSUES REQUIRING CLARIFICATION:
(*To be completed by employee following Department Orientation and addressed by Manager/Supervisor prior to final sign off)*

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ACKNOWLEDGEMENT:

I agree that the above information has been provided to me and acknowledge that I have read and understand the Sydney Local Health District policies and procedures provided to me.

Employee's Signature:_____ Date: _____

Manager's Signature:_____ Date: _____

The original of this form should be sent to your Human Resources Department. A copy of this form should be given to the new employee and placed in their departmental personnel file.