

Student Placement Induction Guide

Induction Care Home Orientation Safety Checklist for all student placements

WELCOME TO AURRUM

Welcome to your placement at Aurrum, we are excited for you to be here.

This Guide is designed to assist you in your induction for your student placement and orientation to the Aurrum Home. It does not cover all situations you will experience. However we hope it provides a basis for you to feel confident and safe while with us at Aurrum.

The Guide should be completed from your first day at Aurrum and completed in full and returned to the Aurrum Administration Officer at the end of your orientation day.

Student Name:

Care Home:

Managers name:

Orientation Date: Date Guide Completed:

INTRODUCTION & WELCOME

Where an area is not required for your role, please tick the N/A box

Objective	Expected Outcome	Completed		
		Y	N	N/A
Home Orientation	The student is provided with a tour of the home including: <ul style="list-style-type: none"> • Entrance and exits • Reception • Utility rooms • Team bathrooms • Team lunch room/kitchen • Store & environmental service rooms • Designated parking areas 			
	The student is provided with access codes or swipe pass			
Key Personnel	The student is able to identify, name and understand the key personnel, relevant to their placement including the following: <ul style="list-style-type: none"> • General Manager • Care Manager • Registered Nurses • Placement buddy 			

NEW STARTER ITEMS

Objective	Expected Outcome	Completed		
		Y	N	N/A
Personal Identification	The student has provided: <ul style="list-style-type: none"> • Photo ID The student is provided with: <ul style="list-style-type: none"> • Confidentiality agreement • Code of Conduct • Student Placement Schedule • Student Placement Scope of Activities 			

WORKPLACE HEALTH & SAFETY

Objective	Expected Outcome	Completed		
		Y	N	N/A
Workplace Health & Safety	<p>The student is able to locate information about::</p> <ul style="list-style-type: none"> • Workplace health & Safety Representative • Fire Safety Advisor/s (NSW) • Fire Warden/s • Safety Team Reps 			
	<p>The student understands responsibilities in the event of:</p> <ul style="list-style-type: none"> • Building security threat • Fire • Internal disaster • Evacuation • Personal threat <p>The student is able to locate and demonstrate an understanding in the care home of:</p> <ul style="list-style-type: none"> • Emergency Procedures Flip Chart • Emergency Kits • Albacmats • Manual Emergency Alarms (break glass alarms) • Smoke doors • Designated emergency exits • Designated evacuation assembly exits • Fire Indicator Panel • Emergency contact numbers • First aid kits • Emergency spill kits 			
Workplace Incident and Hazard Reporting	<p>The student is able to identify the requirements for reporting incidents in the care home including;</p> <ul style="list-style-type: none"> • Define incidents and hazards • Importance of reporting incidents and hazards immediately • Understand how and when to report an incident • 			

Equipment Access and Management	<p>The student is shown and understands how to operate equipment relevant to their role. Please list the equipment:</p> <ul style="list-style-type: none"> • - • - • - • - • - • - • - • - • - 			
Waste Management	<p>The student is able to:</p> <ul style="list-style-type: none"> • Locate the waste bins and waste disposal requirements • Understand infectious and cytotoxic waste management requirements • 			
Sharps Disposal	<p>The student is able to understand and communicate the Aurrum procedures for the management of sharps:</p> <ul style="list-style-type: none"> • All sharps injuries must be reported immediately to the CM or GM • Sharps must be discarded as close as possible to the point of use • Disposal of full sharps containers • Obtaining new sharps containers 			
Personal Protective Equipment	<p>The student is able to communicate their obligations for wearing PPE and is able to locate and demonstrate the correct use of equipment:</p> <ul style="list-style-type: none"> • Gloves • Protective eyewear • Aprons • Masks • Sunscreen • Outbreak PPE • Other 			

BUSINESS SYSTEMS

Objective	Expected Outcome	Completed		
		Y	N	N/A
Workplace Health & Safety	<p>The student understands how to operate various communication systems, including:</p> <ul style="list-style-type: none"> • DECT phones • Pagers • On hold systems • Telephone system and call transfer • Location on internal telephone directory • Use of mobile phones during placement • Acceptable use of email, photocopier and scanner • Etiquette for verbal communication with families • Aurrum's Living Life language • 			
Resident Call System	<p>The student understands the resident call system:</p> <ul style="list-style-type: none"> • Activate and deactivate the call system at bedside and office • Operate the TV, radio and Foxtel • The importance of responding to resident calls in a timely manner 			
Catering/Living Environment	<ul style="list-style-type: none"> • Menu locations • Drinks lists • Maintaining a clean living environment - everyone's responsibility 			
Aurrum Lifestyle Program	<p>The student:</p> <ul style="list-style-type: none"> • Understands how their role relates to the lifestyle program • Can locate and understand the activity calendar • Their role in ensuring residents are cared for consistent with Living Life 			

Selected Roles Only

AURRRUM POLICIES

Objective	Expected Outcome	Completed		
		Y	N	N/A
Documentation	The student is able to locate and communication an understanding of: <ul style="list-style-type: none"> • Meeting Minutes • Feedback Forms • Care Home Newsletters 			
Policies, Procedures, Forms	The student has acknowledged the following important areas in the Aurrum Code of Conduct: <ul style="list-style-type: none"> • Living Life • Uniform and grooming requirements • WHS requirements • 			

MANDATORY TRAINING

Objective	Expected Outcome	Completed		
		Y	N	N/A
Mandatory Training and Core Competencies	The student is has completed the following training and competency assessments: <ul style="list-style-type: none"> • Handwashing • Fire walk • Manual Handling • 			

I, (print name) _____ have addressed all the relevant requirements of this Student Placement Induction Guide with the assistance of my manger/supervisor and have completed the expected outcomes.

I understand the information that has been given to me and agree to use this in my day to day practice in the workplace during my placement period.

Signature of student: _____ Date: _____

Signature of manager: _____ Date: _____

Completed forms are to be provided to Administration for filing with student placement information at the home.