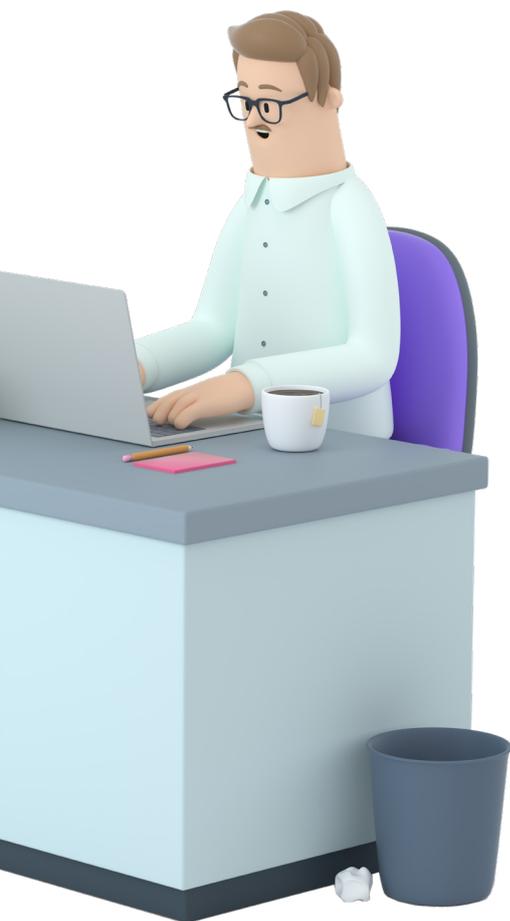


# Care home induction checklist

For clinical and support staff



# Why care home inductions matter



Ensuring your new permanent team member, agency or bank worker gets off to the best start with all the information they need at the beginning of their shift is key to reducing risk.

At Florence, we understand how challenging it can be to provide a cohesive care experience when introducing new staff into your home.

As a result, I have developed a one page induction which can be completed by the new worker and the person handing over at the beginning of the shift.

Completing this orientation and handover is key for the safety of your staff and home.



FIONA MILLINGTON  
Chief Nurse



## How do I use this form?

Please print the form on the next page and take your new worker through the checklist at the start of their shift.

## Who can sign this form?

- Registered nurse
- Home manager
- Deputy home manager
- Senior care assistant



# Home induction form

NEW STAFF, AGENCY AND BANK WORKERS

## Induction Requirements

### Team induction

Tick this once a section has been completed.

### Handover

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### Medication

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### Health & Safety

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### Documentation

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## Information Requirements

Who the team are and their key responsibilities

Orientation to the workplace - staff toilets, rest rooms, cloakroom for bag storage, Laundry etc.

High falls risk including sensor equipment

DNAR

Special considerations for medications, ie PEG / covert medications

Infections

Palliative Care

DoLs

Any residents with specialist requirement or where the Home has concerns

Location of clinical room

Type of medications system (EMAR / MANREX / PPD)

CD cupboards

Process for medications disposal

Process for accessing medications out of hours

**Procedure in the event of a fire** - PEEPS (resident personal evacuation plan), Fire warden, fire equipment location, Door and Lift entry codes.

**Infection Control** - Location of PPE, Red Bags, Hand washing stations

Contact number in the event of an outbreak

**Call Bell System** - answering a call, operating the bell system, sensor mat system.

**Moving & handling** - location of moving and handling equipment.

**Equipment stores** - location of blood pressure machines and other equipment.

**Door codes** - provided for all relevant entry/exit points.

Record keeping / resident care plans

DATIX / adverse incident reporting

## Emergency contact

Name: \_\_\_\_\_

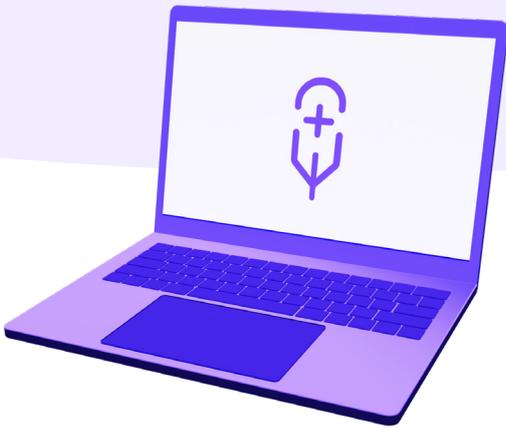
Phone number: \_\_\_\_\_

## Date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_



# Need to fill rota gaps now?



Florence Flex fills shifts fast by connecting you directly with available nurses, carers and support workers.

## How does it work?

### 1 Post your shift

Post shifts that need filling immediately or plan a month in advance

### 2 Choose applicant

Candidates apply for your shifts and you choose the one you want

### 3 Approve timesheet

Approve timesheets online with a few clicks

## Why Florence Flex?

- **30% savings vs. agency**  
Set your own rates and generate reports to manage spend.
- **Continuity of care**  
Directly invite your favourite workers for continuous care.
- **Transparent ratings system**  
Staff are rated on their performance after every shift.
- **Use on the go**  
Access from your mobile or desktop, anytime
- **Zero admin, full digital record**  
100% online timesheets; digital record helps you prepare for inspections.

Find out more: [click here](#) to get started

