



Orientation checklist for *new employees and existing employees beginning new positions*

The aim of the Western NSW Local Health District Orientation Program is to welcome new staff to the organisation and provide them with necessary information, and access to training and education and support, to ensure that they can carry out the duties of their position effectively and safely. It is also important to consider and adapt this support for existing employees who have commenced in a new role to ensure they are equipped and engaged for their change.

While a quality orientation for each new employee is the line manager's responsibility, some of the Manager's Orientation Checklist for New Employees may also be completed by a delegate (such as supervisor/ team leader/ educator) in collaboration with the new employee (and their buddy, if applicable).

The primary purpose of this Checklist is to guide support for the new starter through orientation to their new role and our organisation at its various levels. This Checklist should be completed within three (3) months of the new starter's commencement and kept on the employee's local staff file. It should be reviewed during the 30, 60 and 90 day conversations as outlined in the WNSWLHD "Orientation and Performance Development Framework".

Notes:

- **For new employees on probationary appointments (outlined in letter of offer), this documentation is essential for decision making about ongoing employment.**
- *Additional clinical or local induction pathways can be attached to, or embedded within, this checklist.*
- *An additional supplement for **cost centre manager** orientation, covering the key components of this role is currently under development. Please check its availability if appropriate to this orientation.*

New Employee Details:

Employee Name (First Name, Surname): _____

Employee Number: _____ Contact Phone Number: _____

Email: _____

Start Date: _____ Department: _____

Manager/Supervisor (First Name, Surname): _____

Contact Phone Number: _____

Email: _____

ACTIVITIES AND INFORMATION (FOR EXISTING EMPLOYEES BEGINNING NEW ROLES INDICATE N/A FOR ITEMS NOT REQUIRED)	DATE COMPLETED (OR N/A)	SIGNATURE
ON FIRST DAY		
Health Service/Department		
Introductions: yourself and their orientation buddy.		
Introductions: colleagues and other key personnel.		
Review and discuss the Position Description, to ensure understanding of the role and relevant professional expectations (including Standards of Care, Codes of Practice, and Standards of Practice) with the employee.		
Discuss reporting relationships, organisation and governance structures.		
Discuss the probation period and the activities undertaken for this process <i>(only for employees on probationary appointments, where this is included in the Letter of Offer)</i> . <i>See Orientation and Performance Development Framework for more information.</i>		
Discuss the NSW Health Code of Conduct and related expectations of all employees, ensuring awareness and understanding. Include local team discussions/ agreements in relation to the CORE values, where relevant.		
Provide a tour of the working environment including the department layout, emergency equipment/first aid kit, fire escape, noticeboards, toilets, staff room, lockers, printer/photocopier and storage areas etc.		
Orientate to the workstation (if applicable), ensuring that the Work Health & Safety Workplace Workstation Assessment is available for them to complete.		
Assist them to complete forms/ process for name badge, key/s and photo ID/ access card.		
Provide important contact numbers including your own, emergency numbers and a Facility Directory.		
Discuss rostering, timesheets, hours of work, leave requests, ADOs, procedure for reporting absences and sign in/sign out procedures (as applicable).		
Ensure their Electronic Medical Records (eMR) access is working and provide training as required (if applicable).		
Provide system access information, including Outlook and a tour of the 'must have' intranet resources and relevant IT applications for the role.		
Provide the contact details/brochure of our Employee Assistance Program (EAP).		
Discuss how their position/department/service align with the Strategic and Operational Plans of the District (preliminary discussions before Corporate Welcome where this will be discussed further).		
Provide a tour of the facility, including other relevant departments, the staff cafeteria/kitchen facilities, car parking, ATM etc., as relevant.		
Discuss uniforms and dress policy, procedure and Award requirements (as applicable).		
Work Health & Safety		
Provide information on Fire Safety & Evacuation for your ward/ unit/ service including procedures to raise alarm, location of fire panel, WIP, evacuation diagram, emergency procedures and fire extinguishers etc.		
Provide security information for your ward/ unit/ service including procedures to raise alarm, security personnel, location of fixed duress alarm points, personal duress services and unit lockdown (if applicable).		

ACTIVITIES AND INFORMATION (FOR EXISTING EMPLOYEES BEGINNING NEW ROLES INDICATE N/A FOR ITEMS NOT REQUIRED)	DATE COMPLETED (OR N/A)	SIGNATURE
Other items/activities covered		
DURING FIRST WEEK		
Work Health & Safety (WH&S)		
Highlight the Work Health & Safety noticeboards.		
Discuss WH&S committee and introduce them to their Health Safety Rep, as applicable.		
Discuss any hazardous tasks/manual handling, safe work practices and relevant equipment.		
Show the location of their Risk Register and provide instruction on how to report hazards.		
Discuss Incident Information Management System (IIMS) and provide procedure on reporting incidents, accidents and injuries.		
Discuss chemical location, storage and ChemAlert procedure for safety data sheets.		
District/Organisation		
Provide an overview of the Living Well Together framework and resources and how it relates to their role.		
Register for Respecting the Difference training.		
Register for Speaking Up for Safety training.		
Set up their registration for SmartPool if travel is required as part of their role. Refer to <i>WN_PD2014_028 Motor Vehicle Policy</i> and <i>WN_PD2012_043 Motor Vehicle Safety Policy</i> to read and sign before first car pool use.		
Explain procedure for booking travel and accommodation (if relevant to role). Refer to <i>WN_PD2015_0008 Procedure for Booking of Travel, Accommodation, Car Hire and Payment of Allowances</i> to read and sign before first booking.		
Demonstrate how to log into StaffLink and use Employee Self Service (ESS).		
Demonstrate how to log in and use SARA .		
Learning & Development		
Organise time for new employee to complete all Mandatory Training Modules in My Health Learning.		
Performance and Development		
Schedule New Employee Conversation: 30 Days		
Other items/activities covered		
Encourage new employee to join our social media community, including our Twitter , LinkedIn and Facebook accounts.		
Encourage new employee to look at information about Salary Packaging and Fitness Passport .		

ACTIVITIES AND INFORMATION (FOR EXISTING EMPLOYEES BEGINNING NEW ROLES INDICATE N/A FOR ITEMS NOT REQUIRED)	DATE COMPLETED (OR N/A)	SIGNATURE
DURING SECOND AND THIRD WEEK		
Expectations		
Review and discuss Position Description again to ensure understanding of the role and clarify expectations as required.		
Performance Development		
Proactively monitor performance on an ongoing basis, and identify and effectively address performance issues when they happen, giving clear feedback and advice on improving performance. Keep separate file notes of relevant discussions.		
Work with the employee to identify strengths and areas where they may need development. Keep separate file notes of relevant discussions.		
Discuss any early performance concerns with HR Partner for guidance and support, if required. This is important if for employees on probationary appointments.		
END OF FIRST MONTH		
Facility		
Provide a tour of the Library/CIAP service available online (if applicable).		
Meet facility Managers/Executive (if not achieved already).		
For roles that have direct or indirect contact with patients, discuss Infection Prevention and Control and ensure training/awareness has been conducted.		
Work Health & Safety		
Ensure facility lockdown procedures, access points and car parking restrictions have been discussed, if not covered already.		
Performance Development		
<i>Hold the New Employee Conversation: 30 Days</i>		
Develop a learning and development plan with new employee (in collaboration with relevant educators if applicable); discuss learning and development pathways.		
Discuss any performance concerns with HR Partner for guidance and support.		
Schedule New Employee Conversation: 60 Days		
Other items/activities covered		
DURING SECOND MONTH		
Performance Development		
Proactively monitor performance on an ongoing basis, and identify and effectively address performance issues when they happen, giving clear feedback and advice on improving performance. Keep separate file notes of discussions.		
Work with the employee to identify strengths and areas where they may need development. Keep separate file notes of discussions.		

ACTIVITIES AND INFORMATION (FOR EXISTING EMPLOYEES BEGINNING NEW ROLES INDICATE N/A FOR ITEMS NOT REQUIRED)	DATE COMPLETED (OR N/A)	SIGNATURE
Discuss any new/ongoing performance concerns with HR Partner for guidance and support. This is essential for any staff member on a probationary appointment.		
END OF SECOND MONTH		
Performance Development		
<i>Hold New Employee Conversation: 60 Days</i>		
Discuss any new/ongoing performance concerns with HR Partner for guidance and support. This is essential for any staff member on a probationary appointment.		
Schedule Performance and Development Conversation: 90 Days		
Other items/activities covered		
DURING THIRD MONTH		
Performance		
Proactively monitor performance on an ongoing basis, and identify and effectively address performance issues when they happen, giving clear feedback and advice on improving performance. Keep separate file notes of discussions.		
Work with the employee to identify strengths and areas where they may need development. Keep separate file notes of discussions.		
Discuss any new/ongoing performance concerns with HR Partner for guidance and support. This is essential for any staff member on a probationary appointment.		
END OF THIRD MONTH		
Performance		
<i>Hold Performance and Development Conversation: 90 Days</i>		
Discuss any performance concerns with HR Partner for guidance and support.		
Schedule Annual Performance and Development Review: Annual		
Comments/feedback in relation to orientation		
Employee: 		
Manager: 		

Signatures on completion:

Employee:

Date:

Line Manager:

Date: