

New practitioner induction checklist

ONBOARDING CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Employee _____ Role _____ Start date _____

Buddy or manager _____

Induction From the signed agreement to the end of the first three months

TASK	DUE	DATE	INITIALS
Before the first day			
☐ Check their registration is current, with no conditions on it. Record the registration number and renewal date.	Before day 1		
☐ Check their professional indemnity insurance, especially for contractors	Before day 1		
☐ Check their first aid and CPR certificates, and any background check the role needs	Before day 1		
☐ Collect the contract or service agreement, and payment details	Before day 1		
☐ Set up their logins for the practice software, notes and billing	Before day 1		
First day			
☐ Tour the treatment rooms, rehab gym, reception and staff areas	Day 1		
☐ Show the emergency procedures, first aid kit, AED and exits	Day 1		
☐ Go through hand hygiene and the clinic cleaning and hygiene checklist	Day 1		
☐ Introduce them to the team and their clinical mentor	Day 1		
First week			
☐ Train on the patient consent procedure	Week 1		
☐ Go through the clinic's notes standard and templates	Week 1		
☐ Train on bookings, billing, insurer and funder claims	Week 1		
☐ Go through the clinic's approach to assessment and common conditions	Week 1		
☐ Explain how to report incidents, complaints and privacy breaches	Week 1		
First three months			
☐ Have the mentor review a sample of their notes and give feedback	Month 1		
☐ Hold a case review or joint session with the mentor	Month 1		
☐ Hold a review of their caseload and goals	Month 3		
☐ Update their file with registration and certificate expiry dates	Month 3		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____