

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 offer to the end of probation

TASK	DUE	DATE	INITIALS
Before the first shift			
☐ Check their registration or qualification, as the role requires	Before day 1		
☐ Collect the contract, payroll details and emergency contacts	Before day 1		
☐ Set up their logins for the practice software and lab systems	Before day 1		
☐ Order scrubs, a name badge and any personal protective equipment	Before day 1		
First shift			
☐ Tour the consult rooms, wards, theatre, X-ray, lab, pharmacy and isolation	Day 1		
☐ Show the exits, fire equipment, first aid kit and the crash cart	Day 1		
☐ Go through safe animal handling and how to report a bite or scratch	Day 1		
☐ Go through radiation safety, and the rules on who may take radiographs	Day 1		
☐ Go through the safe handling of chemicals, sharps and cytotoxic drugs	Day 1		
First week			
☐ Train on the anesthesia monitoring protocol and record	Week 1		
☐ Train on the controlled drug register procedure	Week 1		
☐ Train on in-patient care, treatment sheets and the handover	Week 1		
☐ Train on the surgical safety checklist and theatre preparation	Week 1		
☐ Train on isolation and infection control for contagious patients	Week 1		
☐ Train on the practice software, estimates and discharges	Week 1		
First month			
☐ Have a senior nurse observe them monitor an anesthetic	Month 1		
☐ Sign off their competencies for the tasks they'll do alone	Month 1		
☐ Hold a 30-day check-in and agree goals	Month 1		
End of probation			
☐ Hold the probation review and confirm the outcome in writing	Month 3		
☐ Update their training record and file	Month 3		

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