

COVID-19 RAPID TRAINING

for Community/Primary Care/Care Home Nursing

Orientation and Induction Checklist

For use during Covid-19 Pandemic only



Introduction to Workplace - within the first few days	Comments	Date completed
INTRODUCTION TO THE PRACTICE SETTING		
Introduction to key people and 'Buddy' / access to support		
Tour of work premises / site – including emergency exits and key fob/ access door codes / ID Badge / Car Parking arrangements		
Fire Procedures, location of alarms (how to operate) and emergency exits, extinguishers, evacuation and assembly points. Fire wardens		
Location of Emergency equipment e.g. Defib, Oxygen, ECG, Emergency Kit bag, Spillage kit		
Dining facilities /coffee area, fridges, safe storage		
Dress code requirements and organisation policy, also access to uniform		
PPE and hand gel made available and used Follow hand hygiene procedures		
TERMS & CONDITIONS OF EMPLOYMENT		
Contract of employment – temporary or honorary		
Professional Indemnity Insurance		

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Introduction to Workplace - within the first few days	Comments	Date completed
NMC Status - if applicable		
Working hours, shifts, rotas and breaks		
Security of personal belongings/property, personal safety whilst working		
Safe Working – Security / Panic button / Chaperones/ Lone worker Policy		
Communication systems / Useful numbers / Handover		
Direct to and provide equipment for role eg computer, stationary, diaries, mobile phones – including passwords and access to IT support (IT Training - if needed)		
Prescribing Protocols, Referral, Test Requests		
How to order equipment, clinical storage, specimen collection and storage		
Stock Management		
TRUST STATUTORY AND MANDATORY TRAINING CHECKLIST To be added by individual Trusts/Organisations		
HEALTH & SAFETY		
Infection Control / Sharps Disposal / Waste Disposal/ Handwashing Techniques / Moving & Handling Regulations		
COVID-19 Specific Information		
Risk Assessment / Reporting of Incidents / Accident Reporting & COSHH Folders		
Health Surveillance Procedures		
The role of the Safety Representative / Safety Handbook		

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Assessment Process	
Formative - Diagnostic self-assessed identification of learning needs for working in new role	
Key skills required:	
Transferable skills	
Skills to work on:	

Knowledge and Skills Assessment - Within the first few days and as part of induction	Comments	Date completed
Formative Self-Assessment with 'Buddy'		
End Point Assessment with 'Buddy' Test knowledge and skills - with Q&As through scenarios and discussion Assessment via Zoom (one hour) and academic 'Buddy' in practice - where possible		
Record Number of CPD Hours		

Person who is doing the Induction			
Name:	Signature:	Professional Registration Number:	Date:
New Staff Member			
Name:	Signature:	Professional Registration Number:	Date:

- COVID-19 SPECIFIC INFORMATION FOR ALL COMMUNITY STAFF**
- Resource links from the Care Provider Alliance: <https://www.careprovideralliance.org.uk/business-continuity-infection-control-flu.html>
 - Resource links from the British Geriatric Society: www.bgs.org.uk/resources/coronavirus-current-information-and-advice
 - : Infection prevention and control (from Public Health England) https://portal.e-lfh.org.uk/myElearning/Catalogue/Index?HierarchyId=0_45016&programmeld=45016