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Governance and Implementation

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

[Service Letterhead]

STAFF INDUCTION CHECKLIST

Employee Details

Name:	
Position:	
Employment Type:	
Start Date:	
Probation / Review Date	Scheduled: ☐ Yes ☐ No

Contact Details

Residential Address:	
Contact Number:	
Email Address:	
Emergency Contact:	
Relationship:	
Contact Number:	

Employment & Compliance

Employee ID:	
Line Manager:	
Mentor / Buddy:	

Purpose

This induction is designed to ensure that all staff are appropriately oriented, supported, and equipped to perform their roles safely, effectively, and in alignment with best practice standards within an Aboriginal Community Controlled Health Service (ACCHS). It aims to embed a clear understanding of how to deliver safe, high-quality, and culturally appropriate care that respects the needs, values, and priorities of Aboriginal and Torres Strait Islander communities. The induction process supports staff to meet relevant accreditation and legislative requirements. It also introduces staff to the organisation's systems, governance structures, clinical and operational processes, and Continuous Quality Improvement (CQI) framework. Importantly, the induction fosters an understanding of the ACCHS model of care, reinforcing the principles of community control, cultural safety, accountability, and continuous improvement, ensuring staff are able to contribute meaningfully to both service delivery and positive health outcomes for the community.

[Service Letterhead]

Systems set up

Contract / Employment Agreement Provided:	☐ Yes ☐ No	Working With Children Check (if applicable):	☐ Yes ☐ No
Position Description Provided:	☐ Yes ☐ No	AHPRA Registration (if applicable):	☐ Yes ☐ No #_____
Bank Details Submitted:	☐ Yes ☐ No	Medicare Provider Number (if applicable):	#_____
Qualifications / Certifications Verified:	☐ Yes ☐ No	Professional Indemnity / Insurance Verified (if applicable):	☐ Yes ☐ No
Superannuation Fund Details Submitted:	☐ Yes ☐ No	Email & IT Access Provided:	☐ Yes ☐ No
Tax File Number Declaration Completed:	☐ Yes ☐ No	PRODA / HPOS Access (if applicable):	☐ Yes ☐ No
National Police Check:	☐ Yes ☐ No	PMS Access (Level assigned appropriate to role):	☐ Yes ☐ No
Immunisation Status Reviewed:	☐ Yes ☐ No	My Health Record Access:	☐ Yes ☐ No
Confidentiality Agreement Signed:	☐ Yes ☐ No	Emergency Equipment Orientation Completed:	☐ Yes ☐ No
Code of Conduct Signed:	☐ Yes ☐ No	Community Introduction Completed:	☐ Yes ☐ No
Conflict of Interest Declaration Completed:	☐ Yes ☐ No	Scope of Practice Confirmed:	☐ Yes ☐ No

Comments:

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SECTION 1: ORGANISATIONAL ORIENTATION

Responsible: Line Manager

Item	Employee Signature	Date
Welcome and introduction to ACCHS model (community control, governance)		
Overview of services (clinical, SEWB, dental, outreach, programs)		
Organisational structure and key contacts		
Duty statement / role expectations reviewed		
Code of conduct & professional behaviour expectations		
Work hours, rostering, leave processes		
Performance development & appraisal process		
Introduction to policies & procedures manual		

SECTION 2: CULTURAL SAFETY & COMMUNITY CONTEXT

Responsible: Cultural Lead / Health Worker / Manager

Item	Employee Signature	Date
Cultural safety training / orientation completed		
Local community context and history (Country, Elders, community priorities)		
Culturally appropriate communication and care expectations		
Role of Aboriginal Health Workers/Practitioners explained		
Cultural protocols (men's/women's business, Sorry Business)		
Aboriginal Data Sovereignty principles introduced		

Access to cultural support/mentoring pathways		

SECTION 3: CLINICAL GOVERNANCE & CQI

Responsible: CQI Manager / Clinical Lead

Item	Employee Signature	Date
Overview of Clinical Governance Framework		
Quality Improvement (QI) systems and expectations		
CQI register and audit processes		
Incident reporting system (clinical + non-clinical)		
Risk management framework and risk register		
Complaints & feedback process		
Participation in clinical meetings / case reviews		
Accreditation standards overview (RACGP / NSQHS)		

SECTION 4: WORK HEALTH & SAFETY

Responsible: WHS Lead / Manager

Item	Employee Signature	Date
WHS responsibilities (employee/employer)		
Emergency procedures (fire, evacuation, duress alarms)		
Incident/injury reporting		
Hazard identification & reporting		
Infection prevention & control principles		
Manual handling awareness		
PPE use and availability		

SECTION 5: INFECTION PREVENTION & CONTROL

Responsible: Clinical Lead / RN

Item	Employee Signature	Date
Hand hygiene and standard precautions		
Transmission-based precautions		
Sharps handling and disposal		
Clinical waste & infectious waste management		
Cleaning protocols and schedules		
Sterilisation/CSSD (if applicable)		
Vaccine storage & cold chain management (if applicable)		

SECTION 6: INFORMATION GOVERNANCE & PRIVACY

Responsible: Practice Manager / IT Lead

Item	Employee Signature	Date
Confidentiality and privacy obligations (Privacy Act 1988)		
Use of Patient Management System (e.g. Communicare/Best Practice)		
My Health Record access and responsibilities		
Secure handling of patient information		
Email, internet, and IT acceptable use		
Data security and password protocols		

SECTION 7: CLINICAL SYSTEMS & PRACTICE OPERATIONS

Responsible: Clinical Lead / Admin Lead

Item	Employee Signature	Date
Patient identification procedures (3 identifiers)		
Appointment systems and workflow		
Recalls, reminders, and results management		
Referral processes (internal/external)		
After-hours arrangements		
Medication management processes		
Use of clinical guidelines/resources		

SECTION 8: COMMUNICATION & TEAM PROCESSES

Responsible: Line Manager

Item	Employee Signature	Date
Internal communication channels (emails, meetings)		
Handover processes		
Team meetings and expectations		
Escalation pathways for clinical/non-clinical issues		
Use of interpreters (e.g. TIS National)		

SECTION 9: MANDATORY TRAINING & COMPLIANCE

Responsible: CQI / HR

Item	Employee Signature	Date
Basic Life Support (BLS / First Aid)		
Mandatory reporting (child protection)		
Elder abuse awareness		

Cultural safety training		
Infection control training		
Fire safety / emergency training		
Emergency Response Role Explained (e.g. fire warden, first responder)		
Workplace bullying & harassment		
Code of conduct acknowledgment		

SECTION 10: FACILITIES & SITE ORIENTATION

Responsible: Line Manager

Item	Employee Signature	Date
Site walk-through completed		
Staff facilities (kitchen, lockers, amenities)		
Equipment locations and use		
Emergency exits and assembly points		
Security systems and access		

SECTION 11: COMMUNITY & CLIENT-CENTRED CARE

Responsible: Line Manager / Cultural Lead

Item	Employee Signature	Date
Principles of client-centred care		
Respect, dignity, and culturally safe practice		
Working with families and community		
Feedback and engagement with community		

SECTION 12: ROLE-SPECIFIC COMPETENCIES

(Customise per role – RN, GP, AHW, Admin, etc.)

Item	Employee Signature	Date
Clinical competencies (if applicable)		
Equipment training		
Program-specific requirements		
Medicare / billing processes (if applicable)		

SIGNATURE & ACKNOWLEDGEMENT

I confirm that I have completed the induction, understand my role and responsibilities, and agree to comply with all organisational policies, procedures, and standards.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

ACCREDITATION & COMPLIANCE MAPPING (FOR INTERNAL USE)

RACGP: C1.2, C1.3, C3.1, C6.1

NSQHS Standards: Standard 1, Standard 2

Workforce & Legislative Requirements

- Fair Work Ombudsman – Fair Work Act 2009 (employment conditions, workplace rights)
- Safe Work Australia – Work Health and Safety (WHS) Act and Regulations
- Privacy Act 1988 (confidentiality and health information)
- Mandatory reporting legislation (state-based)