



Codladh Sámh

*You Love : We Care*

## Induction and Orientation

### **Stage 1 – Getting to know Codladh Sámh – 2 hours induction**

1. Personnel File Checklist
2. Garda Vetting Procedure
3. QQ1 (FETAC Level 5) – 8 modules or equivalent nursing certificate
4. Patient Moving and Handling Certificate
5. Mandatory Training on HSEland:
  - Children’s First
  - Infection Control
  - Breaking the Chain of Infection
  - Hand Hygiene
  - The WHO 5 Moments of Hand Hygiene

### **Stage 2 – Orientation Plan**

<b>Step 1: Welcome and Introduction</b>	<b>Date</b>	<b>Trainer</b>
<ol style="list-style-type: none"><li>6. Information on Confidentiality</li><li>7. Data Protection</li><li>8. Contract of Employment</li><li>9. Information on how Induction and Probation work</li><li>10. Grievance and Disciplinary Procedure</li><li>11. Sick Leave Procedure</li><li>12. Complaints Procedure</li></ol>		
<b>Step 2: Role Clarity and Performance Planning</b>	<b>Date</b>	<b>Trainer</b>
<ul style="list-style-type: none"><li>• Review Job Description and assignment of duties (day to day)</li><li>• Organisational Chart and whom to report to</li></ul>		
<b>Step 3: Work Shadowing</b>	<b>Date</b>	<b>Trainer</b>
<ul style="list-style-type: none"><li>• Schedule for shadow training</li><li>• Introduction to shadow staff</li><li>• Introduction to clients &amp; their care needs</li></ul>		
<b>Step 4: Team Work</b>	<b>Date</b>	<b>Trainer</b>
<ul style="list-style-type: none"><li>• Details of frequency of Team Meetings</li><li>• Performance Management</li><li>• Procedure for matching HCA to clients</li></ul>		

<b>Step 5: Communication</b>	<b>Date</b>	<b>Trainer</b>
<ul style="list-style-type: none"> <li>• Introduction to @codladhsamh.ie email</li> <li>• Use of Nurse Buddy Management System</li> <li>• Codladh Sámh staff, their roles and responsibilities</li> <li>• Details of how information is communicated – NurseBuddy, email and landline.</li> <li>• Punctuality</li> <li>• Details of hours of work, start, breaks, etc.</li> <li>• Details on how to report absences/late arrivals</li> <li>• Details of all leave entitlements and holiday request form</li> </ul>		
<b>Step 6: GDPR</b>	<b>Date</b>	<b>Trainer</b>
<ul style="list-style-type: none"> <li>• Codladh Sámh and GDPR</li> <li>• Employer and Employee responsibilities</li> </ul>		
<b>Step 7: Security</b>	<b>Date</b>	<b>Trainer</b>
<ul style="list-style-type: none"> <li>• Keys, swipe-card for access to client premises</li> <li>• Access to Files/Records</li> </ul>		
<b>Step 8: Health and Safety</b>	<b>Date</b>	<b>Trainer</b>
<ul style="list-style-type: none"> <li>• Risk Management Policy and Procedure</li> <li>• Fire Safety Awareness</li> <li>• Employer and Employee duties</li> <li>• Severe Weather / Emergency Plan</li> <li>• Contingency Plan in event of being short staff</li> </ul>		
<b>Step 9: Training</b>	<b>Date</b>	<b>Trainer</b>
<ul style="list-style-type: none"> <li>• Details of Codladh Sámh on-going training</li> </ul>		
<b>Step 10: Transport</b>	<b>Date</b>	<b>Trainer</b>
<ul style="list-style-type: none"> <li>• Driver / Insurance Information</li> </ul>		
<b>Step 11: Probation</b>	<b>Date</b>	<b>Trainer</b>
<ul style="list-style-type: none"> <li>• 6-month Probation Review</li> </ul>		
<p>Following successful completion of the 6-month probation, both the employee and Care Manager to sign this document confirming that probation took place.</p> <p>Signed: _____ Date: _____ Healthcare Assistant Name</p> <p>Signed: _____ Date: _____ Catherine Fennell On Behalf of Codladh Sámh</p>		