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| Employee’s Name: | Date completed: |
| Induction Conducted By: |  |

When induction information has been presented and discussed with the new employee, the person conducting the induction will tick off and initial the induction information to indicate that this has been covered. When completed:

* The instructor is required to sign the bottom of the checklist to indicate all induction information has been provided and,
* The new employee must sign off that they have understood and received the appropriate information that allows them to fulfil their roles and responsibilities.

**Stage 1: General Induction on first day**

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| **Induction Information related to:** | **✓ upon completion** |
| Introduction to workplace/department (Within the first 2 days) | |
| Introduction to key people, e.g. immediate colleagues, clients etc. |  |
| Provide a “Buddy” or mentor within the workplace to welcome and provide help and assistance |  |
| Tour of the department/workplace/KIZAD Training Center/Training location/Training site. |  |
| Work educational equipment discussed and shown how to be used, (training to be arranged if required). |  |
| Discuss security of personal property and personal security, including alarm systems, training door codes, etc |  |
| Explain any dress code requirements and make arrangements for providing any necessary uniform |  |
| Clarify where applicable hours of work, e.g. breaks, etc. |  |
| Provide any necessary equipment, including computers, stationery, diary and explain procedure for ordering |  |
| Education Department orientation (Usually within first week) | |
| Explanation of the role and work of the department. |  |
| Clarify the duties and role of the new member of educator/instructor |  |
| Clarify annual leave entitlement, confidentiality and data protection laws |  |
| Explain sickness and absence procedure, including paper work required to be completed in the event of sickness absence |  |
| Hierarchy and structures, i.e. who they are responsible to and who they are responsible for |  |
| Explain any departmental systems and processes, e.g. course time record keeping, department/ meetings/accreditation/AHA/NAEMT/NREMT/ASHI (Name of TCC, Type of courses, classroom ratio, manikin ratio, exam security, skills, remediation, course director, course medical director. |  |
| Clarify methods of using office/educational equipment, e.g. Manikins, QCPR, Defb/Moni, photocopier, fax machine, etc. |  |
| How performance will be reviewed, when and by whom, including the assessment procedure and other procedures (e.g. use of LMS) |  |
| Please identify any other relevant NA induction requirements for your service/department |  |
| Awareness of AHA Instructor network, CPRverify, Training Central (Blended Learning and other online courses), Distributor list, E-card |  |
| Policies (Within first month) | |
| Ensure your new member of staff has access and understands all trust policies, which can be located on the eLibrary |  |
| Familiarization with Training Center Policies and Procedures related to AHA |  |
| Familiarization with Training Center Policies and Procedures related to NAEMT |  |
| Familiarization with Quality Assurance plan |  |
| Complete Education Dept. Information e-learning package |  |
| Familiarization with teaching methodology & Courses documentation Policy and procedures |  |
| The wider context, e.g. structures and services (Within first two months) | |
| Attend the Courses Education Specialty Induction which will provide you with specialty information, an opportunity to meet the training team and a knowledge and understanding of specialty processes |  |
| Have knowledge and understanding of the educational Mission Statement, business objectives and values |  |
| Provide organization and management structures, including the clinical educators, instructors, and medical director. |  |
| Training Planning process, including the monthly delivery plan (MDP), international accreditation courses, CSR, and Improvement Plan, where applicable |  |
| Staff consultation procedures e.g., departmental meetings, other department meetings, Public and student Involvement, emails, corresponding, etc. |  |
| Provide information on any external services and relationships as appropriate, e.g. other education services, projects, etc. This also includes external auditors, for example AHA, NAEMT, JCI and ISO. |  |
| Training and Development Requirements (Usually within first three months) | |
| Ensure that you apply for and complete LMS attend all statutory and mandatory training upon the level of your instructor status |  |
| Ensure that you have knowledge and an understanding of the company Policy |  |
| Identify and address any role specific skills required to competently undertake your job. |  |

**Stage 2: Specific Roles and Responsibilities for the Clinical Educator/Instructor**

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| **Induction Information related to:** | | **✓ upon completion** |
| Licensing and CME Requirements (Usually within first two weeks) | | |
| Staff licensing requirements for DOH | |  |
| CPD/CME requirements for Clinical Staff | |  |
| Courses and Trainings | | |
| Courses Offered and CME Points | |  |
| Schedules | |  |
| Facility Rooms and equipment stores KIZAD | |  |
| Education training location in Northern Emirates (NE) | |  |
| Training Site | |  |
| External Contracts (EC) (Emirati EMT Program, Community Support) | |  |
| Register in the electronic resources for courses | |  |
| Educators responsible for courses | |  |
| Administration requirements for courses (AHA, NAEMT, NREMT, ASHI, DOH, MOHAP) | |  |
| Course Manuals and files (Instructor tool kit, DVD, Digital, Simulators, Stopwatch, iPad) | |  |
| Preceptorship and Mentorship | | |
| Read and understand the Preceptorship guidelines | |  |
| Attend the Preceptorship program (FISDAP) | |  |
| Familiar with NREMT Psychomotor skill sheets or EMT, Advance EMT and Paramedic | |  |
| Awareness that mentorship and Daily Observation Reports handled by Operations | |  |
| Forms | | |
| E-Library | |  |
| NA General Forms | |  |
| AHA, NAEMT, ASHI Forms | |  |
| Training Certificates and Cards | | |
| National Ambulance Certificates | |  |
| AHA eCards | |  |
| NAEMT eCards | |  |
| International Accreditations | | |
| AHA |  |  |
| NAEMT |  |  |
| NREMT |  |  |
| ASHI |  |  |
| Others | | |
| Operative IQ (Introduction and use) |  |  |
| ASANA (Introduction and use) |  |  |

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| Employee’s Name: |  | Date: |  |
| Signed once completed: |  |  |  |
|  |  |  |  |
| Induction Education Manager |  | Date: |  |
| Signed once completed: |  |  |  |