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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:** | **To be**  **completed by:** | **✓ upon completion** |
| Welcome: (explain) | | |
| Nature and structure of the business | CMA/MD |  |
| Roles of key people in the organization | CMA?MD |  |
| General Information & Employment Conditions: (explain) | | |
| Structure and reporting relationships | HR |  |
| Work timings and meal breaks | HR |  |
| Time recording procedures | HR |  |
| Leave entitlements | HR |  |
| Notification of sick leave or absences | HR |  |
| Applying for leave (annual entitlement, unpaid, maternity, emergency etc) | HR |  |
| Internal & external mail procedure | HR |  |
| Work Environment: (show) | | |
| Dining facilities | Ed. Coordinator |  |
| Wash and toilet facilities | Ed. Coordinator |  |
| Office area and Pharmacy | Ed. Coordinator |  |
| Location of first aid facilities such as first aid box/room | Ed. Coordinator |  |
| Location of emergency exit and fire extinguishers | Ed. Coordinator |  |
| Security of personal belongings | Ed. Coordinator |  |
| Position/duties: (explain) | | |
| Job description and responsibilities overview | CMA/MD |  |
| Probation – process, timeframes, objectives | HR |  |
| Workstation or work area/s | Admin |  |
| Computer access and email system | IT |  |
| NA Portal/LMS | Ed. Coordinator |  |
| Other | | |
| Printing/photocopying, stationary & stores | Admin Staff |  |
| Keys for office/Education Documents | Admin Staff |  |

**Stage 2: General induction to Clinical Services Education Department**

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| **Induction Information related to:** | **To be completed by:** | **✓ upon completion** |
| Meet key people: (introduce) | | |
| Chief Medical Advisor/ Medical Director | Ed. Coordinator |  |
| Clinical services team (Regulation, Administration, Pharmacy, Governance) | Ed. Coordinator |  |
| Supervisors and Directors of Operations for all contracts | HR |  |
| Co-workers | HR |  |
| Role as a Clinical Educator for National Ambulance: (explain) | | |
| Objectives for Clinical Services Education Department | CMA/MD |  |
| Expectations for the Clinical Services Education Department | CMA/MD |  |
| Roles and responsibilities for the Clinical Education Manager | CMA/MD |  |

**Stage 3: Roles and Responsibilities for the Clinical Educator (to be completed within first two weeks)**

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| **Induction Information related to:** | **To be completed by:** | **✓ upon completion** |
| Licensing and CME Requirements (explain) | | |
| Staff licensing requirements for DOH | Ed. Coordinator |  |
| CME requirements for Clinical Staff | Ed. Coordinator |  |
| Courses and Trainings | | |
| Courses Offered and CME Points | Ed. Coordinator |  |
| Schedules | Ed. Coordinator |  |
| Rooms and equipment stores Etihad Towers | Ed. Coordinator |  |
| Rooms and equipment stores Mussafah | Ed. Coordinator |  |
| Education training sites in Northern Emirates (NE) | NE Educator |  |
| External Contracts (EC) | EC Educator |  |
| Electronic resources for courses | Ed. Coordinator |  |
| Educators responsible for courses | Ed. Coordinator |  |
| Administration requirements for courses | Admin staff |  |
| Induction plan for individual course sign off | Ed. Coordinator |  |
| Course Manuals and files | Ed. Coordinator |  |
| Northern Emirates Clinical Education and Mentorship | | |
| NE service | NE Educator |  |
| NE Management Team | NE Educator |  |
| Courses for NE (Schedule and Venue) | NE Educator |  |
| Mentorship and Daily Observation Reports | NE Educator |  |
| LMS: (Show) | | |
| Use of LMS | Ed. Coordinator |  |
| Process of LMS | Ed. Coordinator |  |
| Reports from LMS | Ed. Coordinator |  |
| Forms: (show) | | |
| E-Library | Admin Staff |  |
| General Forms | Admin Staff |  |
| Clinical Services Related Forms | Admin Staff |  |
| Training Registers: (Show) | | |
| Training Matrix | Admin Staff |  |
| Certificate Register | Admin Staff |  |
| Training Certificates and Cards: (show) | | |
| National Ambulance Certificates | Admin Staff |  |
| JIBC Certificates | Admin Staff |  |
| AHA Cards | Admin Staff |  |
| External Body: (explain) | | |
| AHA | Ed. Coordinator |  |
| JIBC | Ed. Coordinator |  |
| PHTLS | Ed. Coordinator |  |
| ECSI | Ed. Coordinator |  |
| Stocks: (explain) | | |
| Course Materials | Ed. Coordinator |  |
| Consumables | Ed. Coordinator |  |
| Procurement and Inventory Control: (explain) | | |
| Operative IQ (Induction and use) | Ed. Coordinator |  |
| Quotes, Purchase Requests, LPOs | Admin Staff |  |
| Deliveries, Finance and Receipting | Admin Staff |  |
| Project Assignments and Weekly Schedule: (explain) | | |
| Assignment process using ASANA | Ed. Coordinator |  |
| Education Manager Weekly schedule | Ed. Coordinator |  |
| Weekly reports – NE, External Contracts, Etihad Towers, Mussafah | Ed. Coordinator |  |
| Individual weekly reports | Ed. Coordinator |  |
| Policies & Procedures: (explain) | | |
| QHSE Policies and Forms | Ed. Coordinator |  |
| CME Policy | Ed. Coordinator |  |
| Individual Training Plan | Ed. Coordinator |  |
| Admin Procedures | Admin Staff |  |

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| Employee’s Name: |  | Date: |  |
| Signed once completed: |  |  |  |
|  |  |  |  |
| Induction Facilitator Name |  | Date: |  |
| Signed once completed: |  |  |  |