# Step-Up Step-Down

## Induction

This form is to be completed for all new staff including agency at the start of their shift.

**Name:**

**Name of Agency (if applicable):**

**Date completed:**

**Name of Support worker completing induction:**

| Subject Area | Inductors Signature | Inductee (staff /agency worker) Signature |
| --- | --- | --- |
| Full tour of the building including:Main entrance & officeLoungeMedication roomStaff room – storing personal belongings/ Staff toilet.Dining room and kitchenette.Physio roomBedroomBathroomsStore cupboardsGarden areaFire evacuation point Identifying fire exits and where is the assembly point if a fire breaks out.  How to set off the fire alarm and where are the fire alarms situated.  All staff to attend fire panel – 2 members of staff go to zone to confirm if there is a fire. Return to fire panel and start to evacuate via the closest, nearest fire exit. 999 to be called. If unable to evacuate, at least two fire doors are to be between point of fire and person. |  |  |
| **Door codes**  **1470 (X)** - Laundry, Medication room, store cupboards and office  **1234** - Sluice |  |  |
| BreaksWhen and how long will be organised at the beginning of the shift. |  |  |
| SafeguardingCompleting SV1where they are keptRaising AlertContact No’swhistle blowing policy.Need to be confident in doing all the above, and where to go if needed to report. |  |  |
| Location accident/Incident bookPlease see attached falls protocol and sign as understood.When filling in you do it as a witness statement you write down exactly what you saw (if someone is laying on the floor then this is what you write down. Do not assume anything, if the person tells you that they have fallen that you write they said that they fell.Be factual in documenting on PCS and accident/ incident report. |  |  |
| PCSHow to use handsets for PCS and inputting accurate detailed information.How to access care plans and risk assessments.“Must Dos” |  |  |
| Answering telephoneBe polite and clear *“Good morning, Beech Close (name) speaking, how can I help?”* |  |  |
| Who to report to on shift and who to contact in an emergency |  |  |
| Location of communication bookAlways use this to pass on messages also if it is related to someone care then it must be recorded on the PCS as well. |  |  |
| Call Bell systemsHow to use the system, all staff responsible for answering call bells. |  |  |
| Pressure alert matsEnsuring all pressure alert mats are plugged in and fully functioning if they are being used remembering the person has to be asked if they do not mind having a pressure alert.How to record pressure alert mats are in place and room safety checks are recorded on PCS |  |  |
| Infection ControlClinical waste, use of PPE and safe disposal of PPE, soiled or contaminated waste and continence aids. |  |  |
| Contacting out of hours management team.Contacting Healthcare Professionals. |  |  |
| HandoversOn a Handover peoples care needs to be handed over as well asAppointmentsWho is fire warden?Breaks when they are going to be taken and who needs one.Who is doing the cooking?Who is doing the medication?All this needs to be sorted out on Handover. |  |  |
| Medicationkeys need to be signed in and signed out.Wash handsPop out medication without touching the medication if possible.Check medication boxes and the MAR chart and make sure it is the same. |  |  |
| Kitchen/Mealtime proceduresWork from the menu as much as you can if any changes then try to do similar.Let Unit Coordinator know if you find it difficult to cook a meal which is on the menu.Storage of food i.e., fridgeOut of date foodLabelling food (read how long to keep once opened and record on label)AllergiesFreezers – make sure that there is no loose food.PPESafer Hygiene Better Food paperwork. |  |  |
| Location of all policies[Central Bedfordshire APPP Resource – Central Bedfordshire APPP Resource (centralbedsappp.co.uk)](https://www.centralbedsappp.co.uk/) and on the INTRANET in my apps. |  |  |
| Hand washing proceduresMake sure you wash your hands regularly.Before and after medicationBefore wearing gloves and removing glovesBefore preparing food and after |  |  |
| Location of all hoists/slings |  |  |
| Use of equipmentIt is the responsibility of the agency company to ensure agency staff are fully trained and competent in Moving & Handling |  |  |
| Use of showerMake sure they know how to operate the shower. |  |  |
| Use of profiling bedsMake sure they know how to operate the profiling beds. |  |  |
| Location of visitor’s bookThey will need to sign in on arrival and when they leave the building for fire regulations |  |  |
| Introduction to people you are supporting |  |  |
| **Activities**  To spend time with the people we have here. Do puzzles with them.Drawings.To talk with them, sit with them. |  |  |
| No sleeping policy |  |  |
| Smoking policyOutside the back and away from the door. Ensure cigarette ends are extinguished fully in suitable ashtray provided. |  |  |
| ConfidentialityBeing aware that no persons, relatives and staff details are not to be disclosed at any time without consent. |  |  |
| Time managementShift start and end times |  |  |
| Presentable, personal hygiene, infection control |  |  |

| Induction completed | |
| --- | --- |
| **Inductee (staff / agency) Signature:** |  |
| **Inductor signature:** |  |
| **Date completed:** |  |