**Induction for Care and Support at Home Workers -Mentor Copy**

Listed below are a number of learning opportunities to enable new workers to become familiar with a range of tasks within the Care and Support at Home services. Can you please sign and record the dates that the new worker received their instruction/training during their induction. Can you record all opportunities that practice was observed (adding additional dates if required) and the date they were assessed as being competent? (Blue sections require direct observation)

**Staff name:**

**Location:**

**Post held:**

**Start date:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | **Comments** | **Initial Training** | **Observation of practice** | **Observation of practice** | **Competent.** |
| Familiarisation of Service | On arrival to the service |  |  |  |  |
| Introduction to team | On arrival to the service |  |  |  |  |
| Introduction to mentor | On arrival to the service |  |  |  |  |
| Introduction to Service Users | On arrival to the service (Housing with care only) |  |  |  |  |
| Fire awareness | On arrival to the service (Housing with Care only) |  |  |  |  |
| Security of building | On arrival to the service (Housing with Care only) |  |  |  |  |
| Health and safety basics | OLLE |  |  |  |  |
| Payroll/administration | First week |  |  |  |  |
| MyView | OLLE |  |  |  |  |
| Access to IT user account | First week |  |  |  |  |
| Mobile phones / CM2000 | First week (Homecare only)  Mentor to talk through how to use mobile phone and CM2000 |  |  |  |  |
| Shadowing activities | First week- please detail what will be required based on experience of worker |  |  |  |  |
| Falkirk Council Policies and Procedures | Available on [www.falkirk.gov.uk/employees/policies](http://www.falkirk.gov.uk/employees/policies) |  |  |  |  |
| SSSC registration | Registration is required within 12 months  <https://www.sssc.uk.com/registration/> |  |  |  |  |
| Record Keeping |  |  |  |  |  |
| Introduction to Support planning and record keeping | In-house explanation and familiarisation |  |  |  |  |
| An introduction to Data Protection and information security | OLLE |  |  |  |  |
| Training courses personal tasks |  |  |  |  |  |
| Moving and handling theory module | OLLE  Please detail if the worker already has a current Moving and handling certificate. |  |  |  |  |
| Moving and handling Adult care video  Moving and handling for service users | OLLE  <https://youtu.be/Io6OZY7BgjI>  Further demonstration and observation of skills to be undertaken within the workplace with either a Moving and handling Liaison worker or other experienced practitioner. |  |  |  |  |
| Infection control and hand hygiene presentation | OLLE |  |  |  |  |
| Hand hygiene  You tube clip | <https://www.youtube.com/watch?v=mWe51EKbewk> |  |  |  |  |
| PPE  You tube clip  Donning and doffing PPE | Putting on and removing PPE  <http://www.nipcm.scot.nhs.uk/appendices/appendix-6-best-practice-putting-on-and-removing-ppe/>  <https://www.youtube.com/watch?v=-GncQ_ed-9w> |  |  |  |  |
| COVID 19 guidance | Register with TURAS  NES Protecting yourself and the workplace environment.  <https://learn.nes.nhs.scot/28079/coronavirus-covid-19/protecting-yourself-and-your-workplace-environment> |  |  |  |  |
| Personal care video  Carrying out personal care needs | <https://www.youtube.com/watch?v=554rEUrCiNg>  Shadowing colleagues to enable worker to become familiar with resident’s personal needs and preferences and further observation of practice. |  |  |  |  |
| Catheter Care video | OLLE  Further demonstration and observation of practice within the workplace. |  |  |  |  |
| Prompting of medication | Does the worker have a current medication certificate?  If not have the worker read over the current medication policy, mentor will provide access to the policy.  The worker will require further observation of practice within the workplace |  |  |  |  |
| Food safety training | OLLE  For staff who may be involved in food handling. |  |  |  |  |
| Values in practice |  |  |  |  |  |
| SSSC codes of practice | <https://www.sssc.uk.com/the-scottish-social-services-council/sssc-codes-of-practice/> |  |  |  |  |
| Health and Social care Standards: My support My Life | <http://www.newcarestandards.scot/>  SSSC Open badges  <https://www.badges.sssc.uk.com/badges/health-and-social-care-standards-awareness/> |  |  |  |  |
| Equality and Diversity | OLLE |  |  |  |  |
| Duty of Candour | Register with TURAS  Duty of Candour  <https://learn.nes.nhs.scot/> |  |  |  |  |
| Public protection |  |  |  |  |  |
| Protection-Basic awareness | OLLE |  |  |  |  |
| Adult support and protection | OLLE |  |  |  |  |

**Induction for Care and Support at Home Workers – Worker copy**

Listed below are a number of learning opportunities to enable new workers to become familiar with a range of tasks within the Care and Support at Home services. Can you please sign and record the dates that the new worker received their instruction/training during their induction. Can you record all opportunities that practice was observed (adding additional dates if required) and the date they were assessed as being competent? (Blue sections require direct observation)

**Staff name:**

**Location:**

**Post held:**

**Start date:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | **Comments** | **Initial Training** | **Observation of practice** | **Observation of practice** | **Competent.** |
| Familiarisation of Service | On arrival to the service |  |  |  |  |
| Introduction to team | On arrival to the service |  |  |  |  |
| Introduction to mentor | On arrival to the service |  |  |  |  |
| Introduction to Service Users | On arrival to the service (Housing with care only) |  |  |  |  |
| Fire awareness | On arrival to the service (Housing with Care only) |  |  |  |  |
| Security of building | On arrival to the service (Housing with Care only) |  |  |  |  |
| Health and safety basics | OLLE |  |  |  |  |
| Payroll/administration | First week |  |  |  |  |
| MyView | OLLE |  |  |  |  |
| Access to IT user account | First week |  |  |  |  |
| Mobile phones / CM2000 | First week (Homecare only)  Mentor to talk through how to use mobile phone and CM2000 |  |  |  |  |
| Shadowing activities | First week- please detail what will be required based on experience of worker |  |  |  |  |
| Falkirk Council Policies and Procedures | Available on [www.falkirk.gov.uk/employees/policies](http://www.falkirk.gov.uk/employees/policies) |  |  |  |  |
| SSSC registration | Registration is required within 12 months  <https://www.sssc.uk.com/registration/> |  |  |  |  |
| Record Keeping |  |  |  |  |  |
| Introduction to Support planning and record keeping | In-house explanation and familiarisation |  |  |  |  |
| An introduction to Data Protection and information security | OLLE |  |  |  |  |
| Training courses personal tasks |  |  |  |  |  |
| Moving and handling theory module | OLLE  Please detail if the worker already has a current Moving and handling certificate. |  |  |  |  |
| Moving and handling Adult care video  Moving and handling for service users | OLLE  <https://youtu.be/Io6OZY7BgjI>  Further demonstration and observation of skills to be undertaken within the workplace with either a Moving and handling Liaison worker or other experienced practitioner. |  |  |  |  |
| Infection control and hand hygiene presentation | OLLE |  |  |  |  |
| Hand hygiene  You tube clip | <https://www.youtube.com/watch?v=mWe51EKbewk> |  |  |  |  |
| PPE  You tube clip  Donning and doffing PPE | Putting on and removing PPE  <http://www.nipcm.scot.nhs.uk/appendices/appendix-6-best-practice-putting-on-and-removing-ppe/>  <https://www.youtube.com/watch?v=-GncQ_ed-9w> |  |  |  |  |
| COVID 19 guidance | Register with TURAS  NES Protecting yourself and the workplace environment.  <https://learn.nes.nhs.scot/28079/coronavirus-covid-19/protecting-yourself-and-your-workplace-environment> |  |  |  |  |
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| Values in practice |  |  |  |  |  |
| SSSC codes of practice | <https://www.sssc.uk.com/the-scottish-social-services-council/sssc-codes-of-practice/> |  |  |  |  |
| Health and Social care Standards: My support My Life | <http://www.newcarestandards.scot/>  SSSC Open badges  <https://www.badges.sssc.uk.com/badges/health-and-social-care-standards-awareness/> |  |  |  |  |
| Equality and Diversity | OLLE |  |  |  |  |
| Duty of Candour | Register with TURAS  Duty of Candour  <https://learn.nes.nhs.scot/> |  |  |  |  |
| Public protection |  |  |  |  |  |
| Protection-Basic awareness | OLLE |  |  |  |  |
| Adult support and protection | OLLE |  |  |  |  |