Samo Care Service ltd

Introduction/Checklist for newly employed care staff

A good introduction lays the foundation for the company's temps and new hires to feel well received and are more prepared for their work. It aims partly to provide an understanding of and an insight into work in elderly care and partly to create the conditions to be able to continuously maintain good quality in the work. The new employee/substitute will be able to identify more easily with the basic values, goals and methods that exist within the business. The introduction can be designed in several different ways, but it is of course important that the content is adapted to the needs of the participants and the business. The effort is a matter for both the individual and the employer/business. The introduction is as important for the business as for the individual. staff turnover is expensive, it is therefore important that the new employee is introduced to his/her new environment and new duties so that he/she quickly and smoothly feels at home. The work environment legislation also requires the employer to inform and introduce the employee about the conditions at the workplace.

"The employer must ensure that the employee is made aware of the conditions under which the work is carried out, and that the employee is informed of the risks that may be associated with the work" (Working Environment Act ch. 3 § 3)

Strategy

The introduction plan shall

- adapted for each individual

- adapted to work tasks and work environment

- be known by the new employee and the user

- be concrete and detailed

Goal

The aim of the introduction shall be to

- the new employee is familiarized with his new duties as quickly as possible

- facilitate the mutual adaptation to the working group and provide it

new employee opportunity to quickly build positive relationships with

the workmates

- adaptation to the overall work environment is facilitated Before the new employee takes office, it is important to inform the workplace about who will start and when he/she will take office so that everyone knows this. It is important that the introduction is designed so that the new employee's first impression of the workplace is positive.

When the new employee takes office, plenty of time must be set aside for the presentation of colleagues and workplace.

Go through the induction plan with the new employees.so that he/she knows what information and when it will be given.

All everyday routines are new and to avoid unnecessary misunderstandings.

These procedures should be reviewed on the first day. As a new employee you have also, a need to feel useful, to get started with work, therefore one should already on the first day look at the first tasks. Introductory training carried out/ Not carried out

Present the unit's organization/mission (mark with X)

* Laws and guidelines in the area, e.g. routines in connection
* Introduce employees.
* Introduce the user, if necessary. show the workplace!
* Appoint a contact person.
* Ev. Hand out keys and name tag
* Review of duties, working hours and schedule
* Review of salary benefits, ob-supplements, on-call, preparedness
* Review of duties, area of responsibility
* approach, partner.
* Review of implementation plan
* Routines regarding medication management, routines for documentation,
* deviation management and for journal management
* Routines for reporting sick and healthy
* Routines/rules for overtime
* Procedures for leave application
* Routines for travel billing
* Arrange ID cards if necessary
* Routines for purchases, cash registers, requisitions
* Review of legislation and confidentiality provisions
* Review of security procedures
* Present protection agent
* Work schedule follow-up
* Security issues, Threats and violence
* Routines regarding incidents, work injuries
* Competence and continuing education opportunities
* Routines around quality work
* Present forms of union cooperation, protection round
* Present the business report
* Routines for salary/development interviews and work environment work

Follow-up of introductory training carried out /Not carried out within 2-3 months.

When the new employee has been at the workplace for a few months and has gotten started with tasks, he/she may be mature to take on a more comprehensive one information about the business and personnel-related issues. This part of the introduction is organized by the contact person once a year.

It is also important that the manager and the new employee agree on the introduction in order to be able to supplement the information for the new employee, but also as a basis for future induction plans for new hires.

Questions addressed are:

* Has the employee received the information he/she needs?
* What is the employee's view of the induction?
* Has the employee entered into his duties and the work team?
* Auxiliary equipment is needed?
* How does the employee view his duties?
* Does the employee have questions about employment, duties?
* Has the assignment or form of employment changed?
* Other questions ?