

COVID-19 RESIDENTIAL SERVICES

Agency / Contingent Registered Staff Orientation Checklist

INSTRUCTIONS:

- To be reviewed with all agency nurses at the beginning of their first shift.
- File the original in Agency Orientation Folder
- File copy of WHS General Evacuation Instruction Form in Fire Cabinet

Name: _____ Designation: _____ Date: _____

Agency: _____ AHPRA Number: _____

Mobile Number: _____ Signature: _____

Vaccination Status Confirmed: Yes / No (Please circle)

Blue Care Staff Member Name: _____

Signature: _____

ITEM	KEY INFORMATION REVIEWED	Provided By	Staff Member
Emergency & Security procedures	<ul style="list-style-type: none"> • Provide location of key contact numbers • Provide details of Chernalert process • Provide overview of RMS Downtime process as applicable • Provide location of Emergency box • Provide location of Outbreak Folder and Outbreak Kit • Provide details regarding building security process • Location of lockers as applicable 		
General Evacuation	<ul style="list-style-type: none"> • Complete Fire Walk using the WHS General Evacuation Instruction Form 		
WHS Requirements	<ul style="list-style-type: none"> • Location of Hazard Forms • Process for incident completion in Riskman 		
Infection Control	<ul style="list-style-type: none"> • Provide location of PPE • Ensure handwashing Competency • Complete Donning and Doffing training 		
Medication System	<ul style="list-style-type: none"> • Provide orientation to medication process in facility • Medication chart must be completed at each shift and signed when medications administered. Check medication chart is complete prior to finishing shift. • Medication errors must be recorded in Riskman and reported to supervisor • Record medication fridge temperatures 		
Signature and Initials Register	<ul style="list-style-type: none"> • Signature and initials added to Register 		

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Residential Management System (RMS)	<ul style="list-style-type: none"> • Provide access to RMS agency login • Orientate to RMS system • Location of hard copy care plans/downtime folder / Care Plan Summary's. • Process for recording all progress notes and other documentation within RMS under agency staff login as applicable 		
Key Resources	<ul style="list-style-type: none"> • Provide location Care Pathways • Provide location of Duties Lists • Provide location of Blue Care's and individual services resources as applicable 		
Supplies	<ul style="list-style-type: none"> • Provide process for accessing consumables • If stock is low and supplies need to be ordered, restock and advise supervisor as applicable. 		
Use of Phones/ Pagers/ Buzzers	<ul style="list-style-type: none"> • Provide details of process for use of telephone system • Location of contact numbers as applicable • Orientate to facility buzzers and pagers as applicable 		
Breaks	<ul style="list-style-type: none"> • Provide details regarding meal breaks • Orientate to staff room and toilets • Provide details regarding Blue Care Smoking Policy 		
Reporting Requirements	<ul style="list-style-type: none"> • Handover any resident care changes, observations • Report any client concerns to supervisor including incidents, complaints or hazards immediately • Mandatory Reporting Requirements 		
Information & Documents to be provided	<ul style="list-style-type: none"> • Provide a copy of the 'Factsheet for Residential Staff' • Provide a copy of the Benestar User guide • Provide the Guide to Mandatory Reporting in Residential Aged Care Services <p>Available to be printed from: https://www.ucqccovid19.com.au/blue-care</p>		