

COVID 19 RESIDENTIAL SERVICES

Agency / Contingent Personal Care Staff Orientation Checklist

INSTRUCTIONS:

- To be reviewed with all agency PC's 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: _____ Agency/Service: _____ Date: _____

Mobile Number: _____ Signature: _____

Vaccination Status Confirmed: Yes / No (Please circle)

Blue Care Staff Member Name: _____

Signature: _____

ITEM	KEY INFORMATION REVIEWED	Provided By	PC
Emergency & Security Procedures	<ul style="list-style-type: none"> • Provide location of key contact numbers • Provide details regarding building security process • Location of lockers as applicable • Provide details of Chernalert process 		
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 reporting incidents 		
Infection Control	<ul style="list-style-type: none"> • Location of PPE • Ensure Handwashing Competency current • Complete Donning & Doffing training 		
Medication System (Medication Competent staff only)	<ul style="list-style-type: none"> • Provide orientation to medication process in facility • Medication chart must be completed on each shift and signed when medications administered. Check medication chart is complete prior to finishing shift. • Medication errors must be reported to supervisor and entered in Riskman • Signature and initials added to Signature and Initials Register 		
Residential Management System (RMS)	<ul style="list-style-type: none"> • Provide access to RMS Agency Log • 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 		

COVID 19 RESIDENTIAL SERVICES

Agency / Contingent Personal Care Staff Orientation Checklist

Key Resources	<ul style="list-style-type: none"> • Location of Care Pathways • Location of Duties Lists • Location of Blue Care's and individual service resources 		
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"> • Report any resident care changes, observations to supervisor immediately • Report any resident 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.ucqcovid19.com.au/blue-care</p>		